



IILM – Standard Operating Procedures

Hostel Facility

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Hostel Facility:

Various Hostel owners approach to the Institute for their services. The Hostel Coordination team (One each for Boys and Girls Hostel) visits their hostels and checks for the appropriateness of rent, distance, accommodation, fooding facility, security and comfort for the students. When it is found that it is as per the required criteria, Institute signs an MOU for the same.

Roles & Responsibilities of Hostel Coordination Team

1. Ensure that rules and regulations of the Hostel are respected and adhered to by the students.
2. Hostel coordination team to look in to the various hostel issues that may arise time to time between the hostel owners and the hostel inmates such as food, cleaning, in-out timings etc.
3. Make periodic visits to the hostel to ensure maintenance of proper discipline in the hostel and for supervision.
4. Hostel Coordination Team meet to discuss and resolve issues.
5. Carry out surprise checks of the security arrangements in the Hostel.
6. Ensure implementation of policy of zero tolerance to substance abuse in the hostel.

MOU-Hostel

THIS MOU is made on this day of (date)

Between.....

..... (Name and address of the Institute) and

.....

..... (Name and address of the hostel owner) herein after referred as the First party.

NOW THIS DEED WITNESSES AND is mutually agreed between the parties as follows:

1. The maximum hostel fee that could be charged per month is limited to including electricity and food.
2. The minimum days of absence required for exemption from mess is 10 days with prior intimation to the hostel owner.
3. An advance rent of one month may be levied at the time of admission as a security deposit.
4. The **Hostel Committee** shall consist College Hostel Coordination Team and Hostel Owner.
5. **The Movement Register** kept in the hostel shall be strictly followed by the inmates. Whenever they are absent for more than 12 hours from the hostel, the date, time, place of visit and purpose shall be entered in the movement register with signature of the inmates.
6. The hostel rooms shall be used only for study and residential purposes. Use of any kind of drugs or alcohol or smoking is strictly prohibited in and outside the hostel premises.
7. Privacy of inmates shall not be breached. However, the hostel owner and College Hostel In-charge are permitted to inspect the rooms during emergencies and exceptional situation.
8. All inmates are responsible for safeguarding their own money and other belongings.

9. Disposal of waste is the responsibility of the inmates. Throwing of waste materials elsewhere is strictly prohibited.
10. The gate of the hostel will be locked by 8:00 PM. It is compulsory to get in the hostel before this time, unless on special occasions with prior permission from the hostel owner.
11. Rooms and bath rooms should be kept neat and tidy.
12. Strict silence must be observed in the rooms.
13. The hostel owners will not have any responsibility on those students who leave their hostels.
14. Inmates should not waste Electricity and Water. Ensure 'Green Protocol' in the hostel premises.
15. Any grievances regarding issues associated to hostels shall be addressed to the Owner of Hostel and College Hostel In-charge gents/ladies, appropriately.

Violation of these rules may lead to dissolution of this MOU.

Signature

Signature

**Owner of the Hostel
Name of the Hostel**

**IILM Academy of Higher Learning
Lucknow**