

Student Residential Accommodation

ISRA

Academic Session 2024-2025

Accommodation Facilities and Charges

1. ISRA offers residential accommodation facilities for all outstation students on a 'first-come-first-served' basis. Accommodation will be provided from August 2024 to May 2025, i.e. for 10 months, however, the exact date will be communicated to the students as per the academic calendar 2023-24. The accommodation has limited seats and you are therefore advised to apply at the earliest to secure a place.

2. Location

The residential accommodation is located in East of Kailash, one of the most affluent residential neighbourhoods of South Delhi, within walking distance from Metro Station. It also has easy access to restaurants, cafes, food courts, movie theatres, departmental stores and pharmacies.

3. Description

Accommodation is offered in spacious, modern, well-lit and fully furnished rooms with washrooms. The rooms are equipped with a bed, study table, book rack, chair and a wardrobe, as well as lights, fans and air-condition. The washrooms are fitted with geysers. You can visit the website <https://www.iiad.edu.in/student-life-at-iiad/> to see the pictures of the facility.

4. Shared Services

- a) Refrigerator, microwave, electric kettle, RO water purifier
- b) Standard menu for breakfast and dinner
- c) Separate Lounge area with cable connection
- d) Wi-Fi Internet connectivity
- e) Automatic washing machine

5. Security Services

The safety of students at ISRA is given the highest priority. The accommodation has 24/7 security.

6. Tariff & Charges (per head)

ACCOMMODATION CHARGES (per head)		MASTER DELUXE	SUPER DELUXE	DELUXE	STANDARD
A	Occupancy charges	₹3,01,600	₹2,70,400	₹2,49,600	₹2,28,800
B	Security Deposit	₹20,000	₹20,000	₹20,000	₹20,000
	Total Charges *Inclusive of services as mentioned below	₹3,21,600	₹2,90,400	₹2,69,600	₹2,48,800

*Note:

- a) The above charges include room rentals, vegetarian meals/eggetarian meals (breakfast and dinner) electricity, Wi-Fi, water and housekeeping facilities.
- b) The security deposit is refundable when the student leaves the hostel (after adjustment of all pending dues and damages, or if any). The same will only be processed at the end of the academic session.
- c) The electricity charges are based on the estimate of the previous year's student's consumption. If the rate/taxes/usage is revised, then the extra charges will be paid by the residents on the basis of actual consumption.
- d) In case the Government of India levies any tax like GST on accommodation, the same shall be applicable as per the relevant notification.

7. Applying to ISRA

ISRA facility is open to all outstation students for the entire duration of the course, subject to the availability of rooms.

Existing students who are desirous to continue with ISRA facilities in the ensuing session will need to reapply and complete all documentation including payment of the booking amount as per notification and the revised room tariff and charges.

ISRA authorities may change/revise the tariff, and facilities which students have to follow. Existing students are informed about the bookings in advance in the month of February.

For more details, or to apply, kindly write to us at suresh.kumar@iiad.edu.in or call on 011-41380000.

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Declaration of Acceptance

I/We have read & understood the ISRA Facilities & Charges given above and agree to abide by them in letter & spirit

Date

Student's Name & Signature

Parent's / Guardian's Name & Signature

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Installment Plan

1. Payment Details

The above charges must be paid as per the schedule below. The First Installment must be paid in full at the time of booking the accommodation. Students should strictly follow the schedule for making the payment. ISRA Authorities will not be responsible for any delay in payment by the student/resident. If the payments are delayed under any circumstances the student is liable to pay a fine of <500/- per week till the realization of the amount. If a student defaults his/her installment for more than 30 days he/she is likely to be asked to vacate the hostel premises within seven working days from the date of final intimation of the overdue amount.

INSTALLMENT PLAN	SINGLE OCCUPANCY	TWIN SHARING	TRIPLE SHARING	FOUR SHARING	DUE DATE
*First Installment	₹*50,000	₹*50,000	₹*50,000	₹*50,000	At the time of confirmation/booking
Second Installment	₹1,90,120	₹1,68,280	₹1,53,720	₹139,160	On or before Aug 1, 2024**
Third Installment	₹81,480	₹ 72,120	₹ 65,880	₹59,640	On or before Nov 10, 2024**
TOTAL	₹3,21,600	₹2,90,400	₹2,69,600	₹2,48,800	

**First Installment includes Booking Amount of INR 50,000 /-*

***Dates to be confirmed as per the institute's academic calendar for session 2023-2024*

2. Payment Modes

- Payments can be made by way of a demand draft drawn in favour of:
'ISBF SCHOOL OF PROFESSIONAL STUDIES PVT LTD', payable at New Delhi.
- Payments can also be made via bank transfer, as per the details provided below:
Bank Name: ICICI Bank
Bank Address: 17 - A, Ring Road, Lajpat Nagar-IV New Delhi - 110 024 Account
Name: ISBF School of Professional Studies Pvt. Ltd.
Account No.: 071405000419
RTGS/ NEFT Code: ICIC0000714
Please inform the Admissions Office in case you wish to use this mode of payment.

3. Locking period is for 10 months, commencing from the start date of the session, which is generally from the third week of July.

For all queries, you can write to us at suresh.kumar@iiad.edu.in or contact Mr Suresh Kumar on +91 9910981997 or 011-41380000

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I/We have read & understood the ISRA charges and the installment plan with payment schedule along with modes of payment given above and agree to abide by them in letter & spirit

Date

Student's Name & Signature

Parent's / Guardian's Name & Signature

Refund Policy

4. ISRA Refund Policy

SITUATION	REFUND
*Student withdrawing from ISRA after paying the First Installment of Rs 50,000 as per refund deadline date mentioned in your offer of admission letter	Full Refund
*Any student withdrawing after the commencement of session	No refund

**The first installment includes the booking amount.*

**Dates to be officially notified by the institute as per the guidelines issued by the concerned/local authorities*

Students withdrawing from ISRA facilities must send an email to the authorities at suresh.kumar@iiad.edu.in with the subject line "Request for Withdrawing from accommodation". Post this, a No-Objection Certificate (NOC) is issued, in which students are required to submit the same, duly signed by them. Withdrawal by any student/resident will be considered as effective from the date of the actual vacation of room facilities, with bag and baggage.

If a student does not move into the accommodation facilities within 20 days of commencement of the academic session, and also does not notify ISRA in writing for the reasons of his / her absence, in such a case the student will be deemed to have surrendered his / her seat and the same will be offered to the next student in the waiting list. In such a case, no refund will be applicable.

The security deposit of <20,000 will be applicable to those who stay in:

- ISRA for the entire period of the session.
- Has made all payments as per the installment plan and the payment details.
- The security deposit will be processed after adjustment of other outstanding dues if any and will be released only at the end of the academic session.
- Existing students are not required to pay the security deposit when they re-apply and continue their stay for the ensuing academic session. However such students will have to pay other charges as per the revised tariff applicable for the session 2023-24.

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I/We have read & understood the ISRA Refund Policy given above and agree to abide by them in letter & spirit

Date

Student's Name & Signature

Parent's / Guardian's Name & Signature

Rules & Regulations

1. The initial allotment of accommodation once decided at the time of booking shall be final and cannot be changed or swapped under any circumstances.
2. Residents are not allowed to bring any private furniture or utensils into the premises.
3. Pets (of any kind) are strictly forbidden in the residency/premises.
4. Residents will be provided with one set of Almirah / Cupboard keys and they must keep it in safe custody. In case these are misplaced, a duplicate set can be obtained by way of payment of <1000/-.
5. All students/residents will have to take care of their personal belongings. No responsibility will be taken by the ISRA authorities for the loss of any valuable items or personal belongings.
6. While leaving the room, residents must take care to switch off all the fans, lights, geysers and air conditioners etc. Every effort must be made by the students to conserve the use of electricity. Students are not allowed to use heating rods, room heaters and blowers and iron boxes due to fire safety hazards.
7. Breakfast will be available between 7:30 am to 8:30 am. Dinner will be served between 8 pm and 9 pm.
8. Residents are advised to observe a proper dress code while in their residency and in the vicinity of the hostel.
9. Residents are not allowed to play loud music in their room or the common room. Residents are advised to use headphones while listening to any music. All residents have to cooperate with each other at all times.
10. No outsider will be allowed inside the hostel, without prior written permission. Entry to outsiders/visitors other than the bonafide residents may be allowed only with prior permission in writing from the authorities and on production of valid proof of identity. ISRA does not permit any visitor/guest to visit the accommodation on an ongoing basis for whatever may be the reason.
11. Possession/consumption of any alcoholic drinks, tobacco/cigarettes, or indecent/incriminating literature inside the room facilities are strictly prohibited and will be reported to the Disciplinary Committee of ISRA.
12. Possession/consumption of drugs/narcotics/psychotropic substances, firearms or weapons will be viewed very seriously which is likely to lead to the student being summarily expelled from the room. ISRA authorities will bring such actions to the knowledge of the institution authorities.
13. Any misconduct, abusive or threatening behavior, assault, causing distress or fear to others, ragging, any kind of sexual abuse, vulgar language or racial discrimination, outraging the modesty of any roommate or co inhabitant or playing loud music is strictly prohibited in the room facilities as well as in its vicinity. Any such offence will be reported to the Disciplinary Committee and can lead to expulsion of the resident/student from ISRA.
14. If a resident damages any property belonging to ISRA, he/she will have to bear the full cost of repair/replacement.
15. The accommodation is liable to be inspected by the ISRA authorities at any point of time.
16. Residents must report back to their rooms by 9:30 pm. If a resident wishes to return later than 9:30 pm, he/she must seek prior permission in writing from ISRA, along with no objection from their guardian/parents. The authorities depending on the circumstances reserve the right to grant or reject any such request.
17. No resident will be permitted to take overnight leave without prior permission from the authorities. Residents who wish to stay out overnight on weekends at permitted addresses duly authenticated by parents/guardians or want to visit their hometown for a specific period are required to obtain prior permission for the same from ISRA authorities via email/text message.
18. Medical Emergencies and Support & Assistance by the Authorities
 - a. Residents have to provide a medical certificate as to their fitness at the time of seeking admission to accommodation provided by ISRA. Residents will be allowed into ISRA accommodation facilities only upon production of a proper medical certificate.
 - b. For any medical requirement, the first aid kit/facility is available for the residents. Any case of illness must be reported immediately to ISRA for taking appropriate action to ensure required emergency medical care is provided. ISRA will immediately inform parents/local guardians about any medical emergency. Parents/local guardians will be required to take care of their ward thereafter. ISRA authorities will provide whatever assistance/support that may be required during the process.
 - c. Students are advised to take a proper medical cover either through a family floater health insurance or an individual health policy so as to ensure that any medical emergency requiring hospitalization during the period of their stay in the hostel or otherwise is adjusted under the health policy. Alternatively, students can approach the institution for buying a comprehensive policy under its corporate group health insurance scheme
19. If there is any change in contact details of parents and/or particulars of local guardians, it will be the responsibility of the student to inform ISRA about such changes, if any.
20. All residents must report any mishap or breach of discipline or problems coming to their attention to ISRA Authorities.
21. Any matter by way of such clause nos. not expressly provided for, in its rules & regulations, will rest at the absolute discretion of ISRA. The ISRA authority also reserves the right to modify any of the aforementioned rules where necessary. Upon such modifications, ISRA will inform residents/parents accordingly.

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I/We have read, understood and agree to all the rules and regulations including Assistance & Support during any medical emergencies given above and agree to abide by them in letter and spirit

Student's Name & Signature

Parent's / Guardian's Name & Signature

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Application Form

Room Allotment Occupancy: ☐

Standard Occupancy: ☐

Master Deluxe: ☐

Super Deluxe: ☐

Deluxe: ☐

Female: ☐

Male: ☐

Room Number:

Floor:

IMPORTANT INSTRUCTIONS

Read the 'ISRA Rules & Regulations' document carefully before filling the application form.

All fields to be filled in CAPITAL LETTERS. Incomplete and illegible form will not be accepted.

Please write N/A wherever necessary.

Paste recent Colour
passport size
photograph
(3.5cmX3.5cm)

Date

DD/MM/YYYY

Name of the Student

FIRST NAME

MIDDLE NAME

LAST NAME

Course Applied

Date Of Birth Year of joining Blood Group

Medical History (If any)

(Please attach relevant document(s) from your family physician in case of any specific ailment / drug allergy.)

PARENTS' / GUARDIANS' DETAILS

DETAILS	FATHER	MOTHER	LOCAL GUARDIAN
NAME			
MOBILE NUMBER			
LANDLINE NUMBER			
ADDRESS			
EMAIL ID			

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Student's Name & Signature

Parent's / Guardian's Name & Signature

SUBMISSIONS

Three recent passport-sized photographs

The following documents should be duly signed & submitted:

a) ISRA Declaration

b) ISRA Rules & Regulations

'Medical Fitness Certificate' from a registered medical practitioner

Photocopy of the student's medical insurance certificate / or cashless card

First installment of Room Charges

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Declaration

1. I hereby declare that all the aforesaid particulars given by me are correct. My allotment of room may be cancelled if any of these particulars are found to be incorrect or my conduct is found to be against the rules.
2. I/We agree that the room will be allotted to me on the terms and conditions given in the enclosed ISRA Rules & Regulations, and any modification made by the authorities of ISRA from time to time. I shall abide by these rules and regulations.
3. I/We agree that ISRA authorities' decision in all matters concerning my room will be final and binding on me.
4. In case of any misconduct on my part, or if I am found in breach of any ISRA Rules & Regulations, the decision taken by the Disciplinary Committee of ISRA will be final and binding.
5. I/We understand that I must vacate the room facilities by 31 May 2025.
6. Before vacating the room, I shall clear all my dues in full and return any items issued to me in original form to the concerned authorities.
7. I/We have made the required payments for the room as per the tariff provided under the Accommodation Facilities & Charges with this application form.
8. I/We understand that any refund including the security deposit will only be considered and processed as per the ISRA Refund Policy. Any matter by way of such points not expressly provided for, in the application form will rest at the absolute discretion of ISRA. ISRA also reserves its right to modify any of the aforementioned / clauses points where necessary. Upon such modifications, ISRA will inform residents/parents in writing accordingly. The construction and enforcement of the terms and conditions and other details as contained in this entire document referred herein as ISRA Docket 2023-24 and its interpretation shall be governed by the laws of India and shall be subject to the jurisdiction of the courts of New Delhi.

Declaration of the Applicant

I/We declare that all information provided by me / my ward in my application is completely true and factually correct. I/We agree to abide by the rules and

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regulations of ISRA. I/We have read & understood the facilities, room charges, security deposit and the refund policy of ISRA session 2023-24.

Date

Student's Name & Signature

Parent's / Guardian's Name & Sig

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Catering Services: Serving of meals (Breakfast and Dinner)

The catering services at ISRA are being professionally managed. The Vendor is FSSAI certified and follows all food safety practices in food premises and it is delivered to the highest hygiene standards in line with established norms. The vendor has a dedicated set of food workers to cater to the ISRA facility who have undergone the awareness programme for the pandemic.

Inventory & Stock maintenance

Apart from maintaining regular stock of the required cleaning and disinfectant materials including hand sanitizers, the Hostel staff would also have a medical kit that would include the following items:

- Germicidal disinfectant/wipes for surface cleaning
- Face Tissues / (face shield, goggles).
- Gloves (disposable)
- Protective apron (disposable)
- Full-length long-sleeved gown
- Biohazard disposable waste bag
- Infrared handheld contactless Thermometer

Communication with parents

Inform parents about the measures the Hostel authorities have put in place and ask for their whole-hearted cooperation

As protective measures will be applied and evolved, it is important to monitor a range of factors such as:

- a. Effectiveness of these interventions:
- b. Explaining to the students the reason for hostel-related measures, including discussing the scientific considerations and highlighting the help they can get through the authorities and the Institution (e.g. Psychosocial support).
- c. The effects of policies and measures on educational objectives and learning outcomes of the student.
- d. The effects of policies and measures on health and overall well-being of students.

Inclusive and early collaboration between the Student /Hostel / Institution and the community is needed to develop and implement necessary measures. It will be important to maintain flexibility and modify approaches as needed, and to ensure learning and sharing of good practices.

The Residency would have an up-to-date list of the contact information of the staff, including emergency telephone numbers.

The authorities would immediately make available the telephone numbers of the health authorities, medical centres, public and private hospitals, and assistance centres for use, whenever there is the possibility that a student/caretaker/staff may be fall ill with suspected symptoms.