

HANDBOOK ON VALUES AND ETHICS

S. V. Jayalalitha

REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)



CONDUCT AND DISCIPLINE RULES

The ICFAI Foundation for Higher Education (IFHE), Hyderabad (declared as a deemed to be University under Section 3 of the UGC Act, 1956), Students' Conduct & Discipline Rules, 2019

Part-I : General

1. Title of Rules: In Supersession of the earlier Rules, 2018 on the subject, these Rules shall be called "The ICFAI Foundation for Higher Education (IFHE) Hyderabad, Students' Conduct and Discipline Rules, 2019".

2. Date of Commencement: These Rules shall come into force with effect from 12 Sep 2019. Approved by Board Of Management(BOM) on 12 Sep 2019 vide agenda item No 44.05 dt 12 Sep 2019..

3. Application of these Rules: These Rules shall apply to all categories of students of the University, whether admitted before or after the date of commencement of these Rules.

Explanation: For the purpose of these Rules student shall include Research Scholars pursuing PhD Program.

Part-II: Indiscipline and Misconduct

4. Acts of Indiscipline and Misconduct: Any act of misconduct committed by a student shall be an act of violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:

(i) Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably likely to cause such disruption.

(ii) Use of unfair means or malpractices in examination. Any of the following events (inclusive but not exhaustive) shall constitute 'unfair' practice(s) during examinations;

- a. Possessing unauthorized material like notes, small slips in pockets, on the body, or, in any other form, like cell phones, vanity bags and purses, whether used or not.
- b. Copying from other students.
- c. Allowing/enabling other students to copy from one's paper.
- d. Taking or giving any kind of assistance to other students.
- e. Communicating with the students in or outside the examination hall during examination time.
- f. Referring to any notes, slips or other sources in the wash room.
- g. Visiting any place other than wash room during examination.
- h. Indiscipline and disruptive conduct.
- i. Resorting to any other unfair means to cause or obtain advantage

(iii) Damaging or defacing University property or the property of members of the University or any other property inside or outside the University campus.

(iv) Engaging in, or any attempt, at, wrongful confinement of teachers, offices, employees and students of the University, or camping inside and creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.



[Handwritten Signature]
REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)

(v) Use of abusive and derogatory slogans or intimidating language or incitement of hatred and violence or any other act calculated to further the same.

(vi) Committing any act of cybercrime like damage or cause to be damaged any computer, computer system or computer network, data, computer data base or any other programmes residing in such computer, computer system or computer network; steal e-mail IDs and passwords of any person, impersonation, sending defamatory, objectionable and obscene messages, mails etc., and any other act which is punishable under Information Technology Act, 2000 as amended from time to time and for the time being in force.

(vii) Ragging in any form.

Explanation: Anyone indulging in ragging is liable to disciplinary action including expulsion from the University in accordance with UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 as amended from time to time and also liable for prosecution under the Andhra Pradesh Prohibition of Ragging Act, 1997 (as applicable to the State of Telangana) and under other relevant laws. The relevant provisions of UGC Regulations on ragging are appended as Annexure-1 to these Rules.

(viii) Sexual Harassment: Sexual harassment in any form will be liable for action under University Grants Commission (Prevention and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and also liable to criminal prosecution under the relevant laws. The relevant provisions of UGC Regulations are appended as Annexure-2 to these Rules.

(ix) Discrimination on the basis of race, sex, sexual orientation, gender identity/expression, religion, caste, age, color, creed, nationality or ethnic origin, physical, mental or sensory disability and marital status is prohibited.

(x) An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.

(xi) Causing or colluding in the unauthorized entry/trespass of any person into the campus or in the unauthorized occupation/trespass of any portion of University premises, including hostels or residence, by any person.

(xii) Getting enrolled in more than one course of study simultaneously in violation of the University rules.

(xiii) Committing forgery, tampering with or misuse of the University documents or records, identification cards etc.

(xiv) Furnishing false certificate or false information to any office under the control and jurisdiction of the University.

(xv)

a. Procurement, possession, distribution and/or consumption of tobacco, cigarettes and alcohol in any form in the Campus or entering the campus in an intoxicated condition shall constitute a serious misconduct.

b. Procurement, possession, distribution or use of narcotic drugs within the Campus shall constitute a very serious misconduct. Actions to be taken under these Rules are without prejudice to criminal prosecution under the Narcotic Drugs and Psychotropic Substances Act, 1985.



[Handwritten signature]
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
Under Section 3 of the UGC ACT, 1956

(xvi) Indulging in acts of gambling or carrying of beverages other than in sealed condition into the University premises.

(xvii) Possessing or using any weapons of offence, such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the University premises.

(xviii) Arousing communal, caste or regional feelings or creating disharmony among students.

(xix) Not disclosing one's identity when asked to do so by an employee or officer of the University who is authorized to ask for identity.

(xx) Tearing of pages, defacing, burning or destroying of books of any library or seminar.

(xxi) Unauthorized occupation of hostel, rooms or unauthorized acquisition or use of University furniture in one's hostel room or elsewhere. Day scholars are prohibited entry into hostel blocks/rooms. Day scholars shall leave the campus after academic hours, unless permitted by Faculty Coordinators for Student Club related activity/events in writing, under due intimation to Administration.

(xxii) Accommodating guests or other persons in hostels without permission of the Director/Dean/Addl. Registrar or Warden.

(xxiii) Any act of moral turpitude.

(xxiv) Any offence under law.

(xxv) Improper behaviour while on tour or excursion.

(xxvi) Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings, and

(xxvii) Violation of Research Integrity: Distorting research procedures by fabrication of data, generating and reporting fraudulent data or distortion of the research process in any other ways.

Plagiarism and unauthorized Stealing of Other's Intellectual Works: Plagiarism shows the stealing of another person's intellectual property which includes ideas, inventions, original works of authorship, words, slogans, designs, proprietary information, etc and misleading faculty members about the condition under which the work was prepared. Plagiarism in any form will also be liable under relevant laws and UGC regulations from time to time.

(xxviii) Any other act which may be considered by the Vice Chancellor or any other officer delegated in this behalf by the University to be an act of violation of discipline.

Part III: Officers authorized to take disciplinary action

5. Without prejudice to the powers of the Vice-Chancellor as specified under the University Rules, the Registrar/ Director of all Faculties of the concerned Faculty/Administration is authorized to take disciplinary action in all academic matters and Director - Administration is authorized to take disciplinary action in all non-academic matters by imposing penalties as specified in part IV of these Regulations, based upon the findings of the Disciplinary Committee on the act of misconduct / indiscipline.

6. Penalties for the offences relating to examinations shall be dealt with by the relevant bodies.

Part IV Penalties

7. Nature of Penalties: The following penalties may, for act of indiscipline or misconduct, be imposed on a student, namely:

- i) Written warning and information to the parents/guardian.
- ii) *Fine of Rs.5,000/- which may extend up to Rs.25,000/-.*
- iii) Suspension from the Class/Department/College/Hostel/Mess/Library/Lab or from availing of any other Facility.
- iv) Suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
- v) Recovery of pecuniary loss/damage/destruction caused to University Property.
- vi) Disqualification from placement process, or from holding any representative position in the Class/College/Hostel/Mess/Sports/Clubs and in similar other bodies.
- vii) Expulsion from the Department/ Faculty/ Hostel/ Mess/ Library/ Club for a specified period.
- viii) In case of malpractice and use of unfair means in examination; Cancellation of Student Registration for the Course/Program or non-registration for the subsequent semester along with any other punishment as may be decided.
- ix) Issue of Transfer Certificate.
- x) Permanent Expulsion from the University for Very Serious Misconduct.
- xi) Disqualification from further studies, or prohibition of further admission or re-admission.

8. *In addition to the above penalties, the discipline authority may direct the student to undergo compulsory counseling sessions as prescribed by the psychologist/psychiatrist and/or campus community works as mentioned in Annexure – 4.*

9. Any student against whom a serious charge of misconduct has been made may be suspended from the hostel/rolls of the University by the disciplinary authority mentioned at Para5, pending enquiry or pending trial on a cognizable offence by a court of law.

10. No penalty, provided in Clauses (vii), (viii), (ix), (x) and (xi) of Rule 7, shall be imposed without due enquiry and without giving the student a reasonable opportunity of being heard. Penalties in certain cases of serious misconducts are specified in Annexure- 3 to these Rules.

10 A. *Notwithstanding anything mentioned at Para No. 10 above, a student shall be liable for expulsion forthwith from the IFHE on being found involved in or committing any offence cognizable and punishable under the Narcotic Drugs and Psychotropic Substances Act, 1985.*

11. All serious cases of in discipline/misconduct shall be intimated to the parents/guardian of the concerned students by email/letter by the Administration / Student Services department at the earliest.

11A. Notwithstanding anything in the rules, the Registrar/Director/Dean of the concerned



REGISTRAR, HIGHER EDUCATION
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
Deemed-to-be-University Under Section 3 of the UGC Act (1956)

Faculty/Administration may impose any one or more of the penalties provided in these Rules, taking into account the gravity of the misconduct along with facts and circumstances of a case.

Part V Constitution of Disciplinary Committee and Procedure for Disciplinary Action

12. A Disciplinary Committee shall be constituted by the Vice Chancellor for the purpose of inquiring and investigating into complaints of misconduct.

i) Three members nominated by the Vice Chancellor from a panel of twelve members (3 each from the Faculty of Science and Technology, Faculty of Management, Faculty of Law, and the Administrative wing) shall form quorum for each Disciplinary Committee, out of whom one member shall be from the Administrative Wing.

ii) The Disciplinary Committee will inquire/investigate into the complaint and submit a report not later than 15 working days of its constitution along with its findings, whether the concerned found guilty or not, to the Registrar/Director/Dean of the Faculty/Administration to which the student belongs.

iii) The said Registrar/Director/Dean of the Faculty/Administration based on the report of the Disciplinary Committee, may take appropriate decision on penalty and communicate the same within a period of seven working days of the receipt of the aforesaid report.

iv) An appeal shall lie against the orders of the authorities mentioned in these Rules to the Vice-Chancellor, whose decision shall be final. The Appeal shall be preferred/submitted within 10 days from the date of Order passed by the concerned authority.

OFFICE OF THE REGISTRAR,
IFHE

S. V. Gayalalshu



REGISTRAR
THE ICFE FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)

A University is the backbone of a society for knowledge, skill and overall development for the students. Dr. APJ Abdul Kalam emphasized that education should capacitate the spirits of enquiry. Therefore, higher education institution must possess moral rectitude and technical competence to advance human wellbeing.

Conduct Rules for Employees:

1. The Employees shall not engage themselves either directly or indirectly in conduct of any business, trade, running of educational institution, engaging in private tuition Or part time job in any other concern Or any other activity not related to ICFAI.
2. The Employees shall not involve themselves in activities not related to the assigned Institute work, during working hours. The habit of reading irrelevant magazines, papers, books, browsing irrelevant websites, etc., during working hours is to be avoided.
3. The Employees shall not use their mobile phones, to engage in personal conversation/ messaging in the class room / laboratory/ office during work hours.
5. The Faculty members are strongly encouraged to take up consultancy projects. However permission of the Management should be obtained for the same.
6. The Employees are prohibited from accepting gifts in any form from the Students / Parents / Vendors and/or Service Providers having business transaction with VIT.
7. The salary / perks received from the Management shall be treated as confidential and shall not be revealed and compared with the peers salary / perks.
8. The Employees shall not interfere in any matter not connected to their job requirement.
9. The details of student feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.

OFFICE OF THE REGISTRAR,
IFHE



P. V. Jayalalitha

REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)

DRUGS AND ALCOHOL POLICY

1. Introduction. Drug addiction is a major challenge in many Higher Educational Institutions with a growing list of the younger generation getting addicted to substance abuse. It is widely recognized that the misuse and abuse of controlled substances, illegal drugs (collectively called controlled substances) and alcohol are major contributors to serious health problems and social and civic concerns. The health risks associated with the use of illicit drugs and the abuse of controlled substances and alcohol include various physical and mental consequences including addiction, severe disability and death.

2. IFHE Hyderabad, in compliance with the NDPS Act of 1985 and UGC guidelines from time to time on Alcohol and Drugs in the Higher Educational Institutions, will ensure that the University remains free from drugs and Alcohol. A policy on the subject is prepared to ensure the University campus remains free from these maladies forever.

3. Purpose. To ensure the safety and well-being of Faculty, students, and the employees in general, the University is committed to maintaining a campus, work and educational environment that is free of the illegal use of drugs and alcohol. Implement Zero tolerance to Drugs and alcohol on campus.

4. Applicability. This policy is applicable to all faculty, students, staff, any visitor entering the campus or any dignitary staying in the Guest houses of IFHE, Hyderabad.

Effects of Alcohol on Education

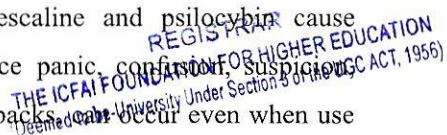
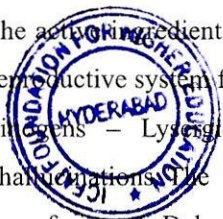
5. Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination and abstract mental functioning. Statistics show that alcohol use is the primary source of a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights and incidents of drunken driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy life

Effects of Drugs on Education

6. The following are the list of drugs and their effects on education:-

(a) Cannabis (Marijuana, Hashish) – The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

(b) Hallucinogens – Lysergic acid (LSD), mescaline and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicious anxiety and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the



intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

(c) Cocaine/Crack – Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature, followed by depression. Crack, or freebase cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions and even death.

(d) Amphetamines – Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse and death. Heavy users are prone to irrational acts.

(e) Heroin – Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Policy of the University

7. This policy is to be read in conjunction with the “Students Conduct and Discipline Rules 2019”, NDPS Act 1985 and the UGC guidelines issued from time to time.

(a) The College prohibits its students, employees from reporting attend classes or perform work for the University while impaired by, or under the influence of, illegal drugs, misused/abused prescription medication, or alcohol.

(b) The illegal use, possession, dispensation, distribution, manufacture or sale of alcohol, drugs and/or drug paraphernalia by an employee/volunteer in the workplace, on campus, or while the employee/volunteer is on duty or official business; or by a student and/or a guest on campus or during any University-sponsored on-campus and off-campus activities is prohibited. This policy includes the misuse/abuse of prescription medication.

(c) No one may possess, use, manufacture, distribute, sell, trade and/or offer for sale, or auction alcoholic beverages on university property or at University-sponsored events. This includes energy boosting drinks and beverages.

(d) The on-campus use, possession, dispensation, distribution, manufacture or sale of alcohol by a student and/or a guest, regardless of age, is prohibited including the University-sponsored events/functions.

(e) Alcoholic beverages or energy drinks may not, under any circumstances, be used by, possessed by, consumed by, or distributed to any student or employee on campus or during any College-sponsored on-campus and off-campus activities.

(f) Alcohol is prohibited in any on campus or University-owned/managed residential housing unit for residents and guests.



(g) Items used for the purpose or promotion of high risk energy drinks such as Red bull, Monster etc are prohibited on campus.

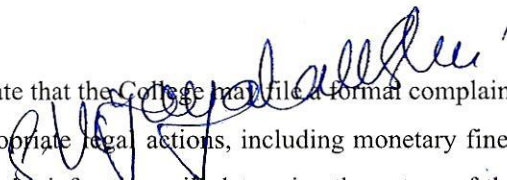
8. Students and employees of the University who violate the University Policy are violating the law of the land and are committing a punishable offence. NDPS Act contains further prohibitions against the manufacture, possession with the intent to distribute, or distribution of controlled substances, including, but not limited to narcotic drugs, marijuana, depressant or stimulant substances.

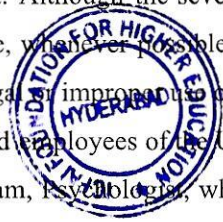
9. The University recognizes all these regulations in its commitment to maintaining a healthy campus and a safe workplace. The University recognizes that chemical dependency is a major threat to wholeness of personal health. The University is therefore committed to seeing that all its students and employees understand that:

- (a) the use of alcohol and/or illegal drugs can interfere physically, mentally, socially and spiritually with the ability to perform important functions (i.e., work performance, increased accidents, time lost for employees; and lower grades, reduced participation in University activities for students);
- (b) These drugs impair physical coordination and mental alertness and may damage the immune system, resulting in irreversible health problems and death;
- (c) Social behavior following use of alcohol or illegal drugs may be destructive to relationships.

10. Violations of the standards of conduct described in this policy may result in, among other things:

- (a) Disciplinary Action as prescribed in Students Code of Conduct and Discipline Rules 2019, up to and including dismissal/termination; and/or
- (b) A requirement to successfully complete a drug and alcohol abuse evaluation and/or rehabilitation program.

11. Violators of this policy can also anticipate that the College may file a formal complaint with the legal authorities resulting in the appropriate legal actions, including monetary fines and/or imprisonment. Although the severity of the infraction will determine the nature of the University's response, whenever possible the University will respond educationally rather than punitively to the illegal or improper use of drugs and/or alcohol. 
12. Students and employees of the University will have Counseling Services provided by Mrs Suneeta Rajesham, Psychologist, who will evaluate and counsel for abuse of alcohol and drugs.



REGISTRAR
ICFAI FOUNDATION FOR HIGHER EDUCATION
Deemed-to-be-University Under Section 3 of the UGC ACT, 1956

Punishments(NDPS Act 1985)

13. Anyone who contravenes the NDPS Act will face punishment based on the quantity of the banned substance. These are :-

- (a) Where the contravention involves small quantity(<1 kg), with rigorous imprisonment for a term which may extend to 6 months, or with fine which may extend to Rs10,000 or with both;
- (b) Where the contravention involves quantity lesser than commercial quantity but greater than small quantity, with rigorous imprisonment for a term which may extend to 10 years and with fine which may extend to Rs1 lakh;
- (c) Where the contravention involves commercial quantity, with rigorous imprisonment for a term which shall not be less than 10 years but which may extend to 20 years and shall also be liable to fine which shall not be less than Rs1 lakh but which may extend to Rs2 lakh.

14. Needless to say, as University policy, so far, those students and Employees indulge in Alcohol/Drug abuse as addicts will be expelled from the University. Punishment meted out to the defaulters is found to be too harsh hence there is a requirement of revision of the punishment as given in the Students Conduct and Discipline Rules 2019.

Punishments for Possession/Consumption-IFHE

15. Though, possession and consumption of Narcotics is a criminal offence as per NDPS Act, but the UGC as well as the University is of the opinion that the punishments should be reformatory rather than punitive, hence the following punishments are suggested,:-

Option 1

- (a) Student indulging in possession/consumption of any narcotic substance will be rusticated for one semester, he will forego the term fee/hostel fee and mess fee. He will be permitted to re-join after loss of one semester.
- (b) On re-joining, the student in question will be kept "on watch" list, till he/she graduates. Any second attempt by the student in indulging with narcotics he/she will be expelled from the University

Option 2

- (c) A penalty of Rs50,000 imposed, parents of the student will be called to the Campus and counselled by the respective Director of the college. Stern warning in writing will be issued and an undertaking from the student as well as parent will be obtained.
- (d) The student in question will undergo weekly counselling sessions for two months.
- (e) Repetition of offence will lead to expulsion from the University.

Option 3

- (f) The student will be handed over to the Police for necessary criminal action.

16. Notwithstanding any option given above:-

- (a) Students indulging in sale of Narcotics will be handed over to the police. (b) Vice Chancellor of the University, at his discretion may expel a student from the University permanently for indulging in possession/consumption of Narcotics.

17. This policy on controlled substances provides flexibility for the University in addressing drug-related offenses on or off campus. Moreover, it permits the University\ to address its fundamental mission of holistic education and development of human potential. While recognizing that there is a need to address violations related to the use or possession of controlled substances, the university must address the education and wellbeing of all its students and employees. This policy permits sanctions involving probation and counseling for rehabilitation purposes when appropriate. Furthermore, students and employees are also subject to all legal sanctions under IFHE Students Conduct and Discipline Rules 2019 and NDPS Act 1985 for any offenses involving substance abuse on University property or at University activities.

Definitions

1. "Illegal drugs" is defined as a substance or substances defined and regulated under the provisions of the NDPS Act 1985 and UGC Guidelines issued from time to time on the subject, and includes but is not limited to Hashish, Ganja(all variants) CNS (Central Nervous System)depressants, CNS stimulants, THC, hallucinogens, other illegal drugs such as PCP(Phencyclidine) (angel dust) and cocaine or crack.

. "Alcohol" and "alcoholic beverages" include, but are not limited to energy drinks, beer, "near-beer"/low-alcohol beer, and malt beverages; wine and low-alcohol wine; distilled spirits such as whiskey, vodka, rum, gin, tequila; and liqueurs or fortified alcoholic beverages, that are consumed for non-medicinal purposes.

3. "On campus" means any building, facility, grounds or other property owned, leased or controlled by IFHE, Hyderabad.

4. "Official University/campus business" is defined as activity by an employee or volunteer that occurs in the performance of, or in the course of assigned duties of University employment or business.

5. "University-sponsored off-campus events/functions/activities" include, but are not limited to, the following categories: (a) academic-related (e.g., class excursions, laboratory work, service-learning, internship); (b) professional preparation and/or development (e.g., conference, training); (c) service-related (e.g., Social work trips, Club events); (d) Celebration of Annual Day, Sports Day etc (e) official representation of IFHE, Hyderabad (e.g., music,



[Handwritten signature]

RECEIVED
THE ICFAI UNIVERSITY UNDER SECTOR 3 OF THE UGC ACT, 1956

theatre, admission, athletic competition).



S. V. Jayalalitha

REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)

CAMPUS HOSTEL RULES AND RESPONSIBILITIES

Responsibilities

Hostel

1. The following are the duties and responsibilities of Asst Wardens towards the Hostel

Security

- (a) The Security Guards (SGs) deployed for hostels will report to the duty warden of the concerned hostel(s).
- (b) The Wardens should brief the SGs thoroughly about their duties in the hostels.
- (c) The SGs, after their thorough briefing, will be deployed at various posts within the hostels.
- (d) The SGs so deployed will be monitored by the wardens and ensure that the instructions given by them are being followed meticulously. Any dereliction of duties should be brought to the notice of CSO for further necessary action.
- (e) It is the responsibility of the Wardens to secure the hostels by ensuring optimum performance by the SGs so deployed.
- (f) Security personnel should not be utilized for any other purposes other than for the security duties
- (g) The requirement of additional SGs for hostels on certain occasions should be made only after systematic assessment and sent to CSO through the Hostels In charge.
- (h) Wardens shall not make a direct requisition of additional SGs to CSO/ASO unless there is an urgent need/requirement.
- (i) Security registers being maintained at respective hostel blocks by the SGs are checked and suitably guided/advised.
- (j) Never allow any SG to open the occupied rooms of the students without the presence of a warden.
- (k) Ensure the presence of a SG whenever any unoccupied room is opened for maintenance and also maintain proper record of the same.
- (l) Vendors/workers/laborers shall never be allowed into the hostels/hostel rooms without being accompanied by the security personnel and also ensure that the room remains with them till they leave the hostel block.
- (m) Never leave any hostel room unlocked whether it is occupied or not. An entry to this effect is made by the warden that the locks of all the rooms are intact and the same is mentioned in the Handing/taking over Register.
- (n) The wardens take periodic rounds in the hostels during their duties and make necessary entries in the registers.



REGISTER
THE ICAI FOUNDATION FOR HIGHER EDUCATION
Deemed to be University Under Section 3 of the UGC ACT, 1956

- (o) Any untoward incident reported by the on duty SG, should promptly be attended to and resolved, and a report to this effect is made. The incident should reflect in the daily report sheet addressed to the Hostels In charge with a copy to the CSO, Addl. Registrar and the Director (Admin).
- (p) Conduct surprise checks in the hostel rooms with the assistance from the ASO/Security Supervisors keeping the Hostel In charge, CSO, Addl. Registrar and the Director (Admin) informed well in advance and obtain their guidance, if necessary.
- (q) The wardens must be present at the main gate Half an hour before the closing of main gate i.e. 2200 hrs and to monitor the incoming students, and also to coordinate with the on duty security personnel at the main gate. The warden will also accompany the student along with the security personnel when taken to clinic for Breath Analysis Test.
- (r) All indiscipline cases/security related issues should be brought to the notice of CSO immediately keeping the hostels In-charge duly informed.
- (s) Any information on the matters pertaining to the hostels are to be divulged only to the In Charge Hostels.
- (t) All the wardens will function in close coordination with CSO on all matters which may later have security ramifications and also to avert/prevent such incidents.
- (u) SGs will also check Wi Fi Routers, Inventory piled up in the corridors, solar water points, drinking water points, washing machines and the terraces once during their duty. Any untoward/abnormal noticed will be brought to the notice of the Asst warden.
- (v) No outsider will be allowed inside the hostel.
- (w) SGs will not be too familiar with the students.
- (x) Night cafeteria functioning in the premises of a hostel should be closed at the stipulated time. SG will ensure that the cafeteria is closed failing which a report to this effect will be initiated by the Asst warden to CSO.
- (y) Parents/Visitors visiting hostel rooms is not permitted. SG will ensure that visitors do not violate these rules.
- (z) UG student's attendance to be taken by the Asst Warden and assisted by the SG.
- (aa) Timings stipulated by the Administration for students to be inside the hostels to be followed in letter and spirit any violations should be brought to the notice of CSO along with name and Enroll Number of the Student.

Housekeeping

- (a) Cleaning of the hostel should be undertaken by Housekeeping Staff under the supervision of Asst Warden. Asst warden will sign in the register maintained for this purpose.
- (b) Any complaints regarding Housekeeping should immediately be addressed.



S. V. Jayaraman
REGISTRAR
THE INDIAN COUNCIL FOR HIGHER EDUCATION
Deemed-to-be-University
Section 3 of the UGC ACT, 1956

- (c) Housekeeping staff will not be left alone, they should be accompanied either by SG or the Asst Warden.
- (d) Housekeeping staff should be strictly warned not to touch the personal belongings of students. Rooms of student will not be opened in the absence of the owner of the room. In case of emergencies, room can be opened by the Asst warden in presence of Security Guard, an entry will be made in the register kept for the purpose.
- (e) Housekeeping is an essential activity for upkeep of Hostels. Closely monitor the House keeping staff and facilitate cleaning of all students rooms on regular basis.
- (f) Ensure cleanliness of common areas and drinking water points.

Key Management

- (a) Ensure Hostel rooms are locked only with the locks issued by the Stores Section of the University.
- (b) Student using private lock should immediately be checked and informed to Jt Registrar
- (c) No room should be left open for whatever reason.
- (d) At the end of the term, Asst wardens will go around the Hostel deliberately to check whether all rooms are locked or not.
- (e) Periodic checking of all floors and roof of Hostel is carried out by the Asst Warden to ensure no growth of trees or accumulation of sand or blockage of drain pipes. Entry will be made in the register kept for the purpose.
- (f) Maintain two sets of keys i.e. master key and a duplicate key.
- (g) In case of any resident ward losing the room key the hostel authorities will help open their room as per the norm.
- (h) An undertaking letter is taken from the student on the loss of key and penalty of INR 500/- collected. Collected penalty is deposited with the accounts Branch on the next day, voucher Number is endorsed in the Register
- (i) Key Loss register will be maintained.

Maintenance

- (a) Follow up with Maintenance team to resolve complaints
 - (i) Check SIS for outstanding complaints by the student
 - (ii) Allocate work to maintenance team in the respective hostel common areas/rooms
 - (iii) Ensure students are available when maintenance staff comes.
 - (iv) Supervise work done by maintenance.
 - (v) Update the status of the complaint in the SIS



S. V. Jayalalitha

REGISTRAR
THE ICFAI DEEMED TO BE UNIVERSITY
Under Section 3 of the UGC ACT, 1956

- (b) Responsible for maintenance and upkeep of the Hostel premises.
- (c) Hostel assets such as Furniture/TV, Fire Fighting equipment, Lifts, Electrical appliances, lights bulbs their maintenance and serviceability is the responsibility of the hostel wardens.
- (d) Serviceability of the bathroom fittings, plumbing equipment is the responsibility of the Asst Warden.
- (e) Any indiscipline or vandalism resorted by the students should be immediately brought to the notice of Jt Registrar and the CSO without fail.
- (f) Daily report on the format as given by the Hostel In Charge, should be forwarded to Director Admin and Addl registrar.
- (g) All maintenance issues in the hostel rooms should be monitored closely. A register for complaints from the students should be maintained and monitored regularly both hard copy as well as on SIS.
- (h) After the complaint is resolved, the same should be intimated to student concerned.
- (i) All the registers should be counter signed on monthly basis by the Hostel In charge.
- (j) On completion of the complaints, relevant maintenance personnel as well as the University Engineer should sign the register.
- (k) Any maintenance issue not resolved within reasonable period should be brought to the notice of Jt Registrar, Addl Registrar and Director Administration.
- (l) Hostel Asst wardens will not communicate with higher officials other than Hostel In charge on regular basis.
- (m) Hostel wardens should regularly interact with all the maintenance staff and Housekeeping staff.
- (n) Check for maintenance of lifts, washings machines, water coolers, TVs, RO water, availability of hot water and water in washrooms/ toilets.

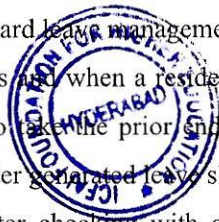
(a) The following are the duties of wardens towards Students:-

(a) Keep close contact with the residents and pay attention to their health, hygiene and general life in the hostel.

(b) Resident ward leave management

(i) As per when a resident ward applies leave during week days they are expected to take the prior endorsement of the concerned Coordinator/ SSD on the computer generated leave slip.

(ii) After checking with guardian and due diligence on-duty warden will endorse by putting his signature and seal. During weekends, on-duty warden



P. V. Jayaraman

REGISTRAR
THE FOUNDATION FOR HIGHER EDUCATION
Deemed-to-be University under the UGC ACT, 1956

will cross check with parents of concerned resident ward and after collating their concurrence endorse the application.

(c) Medical assistance

(i) At any point in time 24x7, in case of medical emergencies the duty warden will call for the ambulance for immediate medication at the campus clinic.

(ii) On further advise of the duty doctor, the warden will accompany the student to one of the hospitals specialized to deal with such case.

(iii) Parents of the student will be kept informed and if necessary requested to come over.

(iv) During breakout of any contagious ailment like chicken pox, small box, malaria, the concerned student will be immediately isolated, sent for test to a city hospital on advise of the duty doctor and his parents called for take him home for further treatment.

(d) On day-to-day basis duty warden will inform the concerned resident ward about mails received. SMS alerts will be sent to the concerned students to collect their mails/ courier consignments

(e) Mess bills

(i) On receipt of Mess bills the duty warden will thoroughly verify and check all the relevant documents.

(ii) Leaves, mess offs are accounted before the bills are endorsed by the warden.

(f) Swimming pool passes

(i) Students will submit the medical report from the Doctor.

(ii) After receipt of clear medical report monthly pass is issued after collecting Rs 300/- per month. Manual receipt is issued.

(iii) Amount received during the day is properly accounted for and deposited with Accounts next day.

(g) Cloak room

(i) At the end of the semester students may be asked to either lock their personal belongings, excluding costly items, in the same room and proceed to vacate their room. Maintenance of the room and deposit of their luggage in cloak room.



REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC Act, 1956)

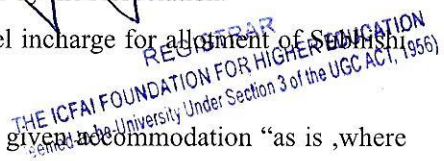
- (ii) When the luggage is shifted to the cloak room, luggage is checked, labeled, and kept in an orderly fashion to facilitate retrieval. Receipt is given to the student
- (iii) Assist students in coordinating their checkout from the Hostel.
- (h) There may be a requirement of accommodating day scholars, alumni and inter college students in the hostels during certain college events, with the permission of the Administration. Asst Wardens will properly plan and accommodate them, preferably in common areas or rooms if available.

Disciplinary and counseling

- (a) Be vigilant in detecting misconduct of students like smoking, drinking, and playing cards for money, defacing, destroying University property.
- (b) Any such misdemeanor, the student will be asked to give a written explanation letter in the presence of warden and security officials. The same will be forwarded to Hostel In Charge for suitable disciplinary action, with a copy to CSO for initiating further disciplinary action.
- (c) Take attendance of UG wards at night once hostel gates close at 11 pm. Absentees if any will be immediately reported to parents and followed up.
- (d) PG students will be checked for their presence during weekends.
- (e) Keep a close watch on students to detect signs of depression and unusual behaviour. Report to Hostel In Charge and counselor if required.
- (f) Settle disputes between students.

Additional Responsibilities

- (a) Any additional responsibility entrusted by the management other than the Hostel warden duties will be executed.
- (b) There are 20+1 flats are taken on contract agreement from M/S Vijayabhasker Reddy(VBR Associates) in Subhishi Complex. This accommodation is allotted to the Faculty on demand depending on availability. Rent has been negotiated and an agreement has been entered into by IFHE. Maintenance charges and other incidental charges like extra water etc will be subject to change by the Association.
- (c) A register will be maintained by the Hostel incharge for allotment of accommodation.
- (d) At the time of occupation, Faculty will be given accommodation "as is, where is" basis. The occupants will be given a list of inventory and Do's and Don'ts.



- (e) Maintenance of these flats is the responsibility of the Subhishi Owner's Association. In case of emergencies, maintenance staff of IFHE may be detailed, as an exception.
- (f) At the time of extension /renewal of lease agreement, all the electrical and plumbing fittings in these flats to be verified and replaced at owners Cost.
- (g) There are certain accommodation within the campus designated as Guest houses, their allotment will be the responsibility of the wardens. Allotment will be done only on prior approval from the management
- (h) Parents of resident wards desirous of staying on campus are given the following options.
- (i) Rooms with common facilities @ INR 500/- per day.
 - (ii) Rooms with attached facilities @ INR 1,000/- per day.
 - (iii) Rooms in A type guest house @ INR 2,000/- per room per day.
 - (iv) Rooms are allotted for guests only on availability.
- (i) Ensure collection of money, give receipt and deposit it with Accounts.
- (j) Accommodation and hospitality for residential events in the campus
- (k) Various events are organized by the faculty/Departments/ throughout the year. Delegates and participants of certain events requires participation and stay for the night.. Making arrangement for their stay/hospitality has to be taken care of , subject to approval

List of Registers Maintained by the Security Guard

- (a) Security Post/detail/allotment Register
- (b) Sports Material for Students Register
- (c) Parents Visitors Register in Hostels
- (d) Wheel Chair Movement Register
- (e) Students leave In/Out register
- (f) Civil Vendor & Other staff in /Out register
- (g) Maintenance Staff In /Out Register
- (h) Housekeeping staff In/Out
- (i) Security Occurrence
- (j) Key register(Terrace/Sports Room/Barber/Xerox)



S. V. Jayaram

REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(deemed-to-be-University Under Section 3 of the UGC ACT, 1956)

List of Registers Maintained By Asst. Warden

- (a) Occurrence Register

- (b) Warden Duty Register
- (c) Students Penalty Register
- (d) Parents Intimation register for indiscipline cases
- (e) Swimming pool pass register
- (f) Loss of Room Key register
- (g) Guest Room allotment Register
- (h) Students Speed post received register
- (i) Sick student/refer to city Hospital register.
- (j) Student Movement register at the time of vacation
- (k) Event register for accommodation inside the hostel.
- (l) Stock register for linen and beds
- (m) Lost and found register
- (n) Electrical gadgets seized from students
- (o) Swimming pool pass issue register

Lay out of all existing registers are given below in Appendix C

Additional registers and their layout is mentioned in Appendix D



S. V. Jayalalitha

REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)

Annexure – 1

UGC Directives defining and prohibiting ragging are as follows:

1. Acts Constituting Ragging:

Ragging constitutes one or more of any of the following acts:

- a. A misconduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student .
- i. Any act that affects the mental health and self-confidence of a fresher or any student.
- j. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence nor economic background; With or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

2. Prohibition of Ragging:

Ragging in the institution, which includes but not limited to the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, is prohibited.

3. Penalty for ragging:

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award one or more of the following punishments:

- i. Suspending from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.

- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- vi. Suspension/expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

4. Undertaking:

Every student shall give an undertaking in writing to the Head of the Institution at the time of admission or commencement of the academic session every year to the effect that (s)he shall neither indulge himself/herself or instigate any other student in ragging or create nuisance to the academic atmosphere of the Institution.

- 5. The Head of the Institution should immediately lodge an FIR in respect of offences regarding which action may be taken under the Indian Penal Code. The aforesaid action would be in addition to and not in lieu of the disciplinary action which may be taken by the Institution.

6. Provision for Appeal:

An appeal against the order of punishment by the Anti-Ragging Committee shall lie with the Chancellor.



S. V. Jayalalitha

REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)

Annexure-2

UGC directives for prevention of sexual harassment in Higher Educational Institutions

1. Sexual Harassment-Definition:

(i) an unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes anyone or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely;-

- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
- (b) demand or request for sexual favours;
- (c) making sexually coloured remarks;
- (d) physical contact and advances; or
- (e) showing pornography

(ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behavior that has explicit or implicit sexual undertones-

- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) implied or explicit threat of detrimental treatment in the conduct of work;
- (c) implied or explicit threat about the present or future status of the person concerned;
- (d) Creating an intimidating offensive or hostile learning environment;
- (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned.

2. Student:

A person duly admitted and pursuing a program of study either through regular mode or distance mode, including short-term training programs in a HEI;

Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;

Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student.

3. Aggrieved Woman:

In relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

4. Aggrieved Person:

An aggrieved woman or a student.

5. Respondent

A person against whom the aggrieved person has made a complaint of sexual harassment.



[Handwritten signature]
REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)

6. Internal Complaints Committee (ICC)

Internal Complaints Committee will be constituted by an HEI under sub regulation (1) of regulation 4 of the regulations.

The Internal Complaints Committee shall:

- (a) Provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

7. Punishment and compensation-

(1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may:-

- a) Withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
- b) Suspend or restrict entry into the campus for a specific period;
- c) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
- d) Award reformatory punishments like mandatory counseling and, or, performance of Community services.

3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of:-

- a) Mental trauma, pain, suffering and distress caused to the aggrieved person;
- b) The loss of career opportunity due to the incident of sexual harassment;
- c) The medical expenses incurred by the victim for physical, psychiatric treatment;
- d) The income and status of the alleged perpetrator and victim; and
- e) The feasibility of such payment in lump sum or in installments.



S. V. Gopalakrishna

REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)

Annexure – 3

Actions to be taken in Certain Cases of Serious Misconducts

S.No	Misconduct	Action to be taken	
1	Day Scholars staying in campus or in hostel rooms after academic hours without permission	1 st time:	Fine of Rs. 5000/-
		2 nd time:	Expulsion from academics for a maximum period of 25 days
2	Hostel Resident staying away from the campus without authorization/ permission	1 st time:	Fine of Rs. 5000/-with warning against repetition and information to parents
		2 nd time:	Expulsion from hostel for 3 months and expulsion from academics for a maximum period of 25 days
3	Hostel Residents allowing any Day Scholar/ any other person to stay in his/ her room without authorization/ permission	1 st time:	Fine of Rs. 5000/-
		2 nd time:	Expulsion from hostel for 3 months and expulsion from academics for a maximum period of 25 days
4	Procurement, possession, distribution and/or consumption of tobacco or cigarettes	1 st time:	Fine of Rs. 5000/-
		2 nd time	Fine of Rs.10000/-
5	Procurement, possession, distribution and/or consumption of alcohol or coming in an inebriated condition	1 st time:	Fine of Rs. 5000/- with warning against repetition and information to parents
		2 nd time:	Expulsion from hostel for 3 months and expulsion from academics for a maximum period of 25 days
6	Procurement, possession, distribution or use of narcotic drugs inside the campus		Expulsion from the University permanently
7	<i>Any of the acts of misconduct repeated more than two times, excepting Sl. No. 6 above.</i>		<i>Expulsion from the University permanently</i>



S. V. Jayalalitha

REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)

Annexure -4

- 1 Tree plantation in the University campus.
- 2 'Save Water' Awareness Drive.
- 3 'Save Electricity' Awareness Drive.
- 4 A Cleanliness Drive in the campus (workshops, labs, classrooms, lawn etc.).
- 5 Attend camp to be conducted to enlighten students about the hazards of rash/negligent driving and inducing the students to abide by the rules and the safety regulations whilst driving a motor vehicle.
- 6 Participate in the cleanup of swimming pool/campus.
- 7 Find out and implement environment measures in the University campus.
- 8 To collect unused materials from hostels and distribute to the unprivileged children to the surrounding villages.
- 9 Training sessions in surrounding villages and aims to eradicate poverty by empowering children through effective skill based education.
- 10 Acting as traffic officer in and outside of the main gate of University campus.
- 11 Any other community work assigned by the Disciplinary Authority.



S. V. Jayalal

REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)

Appendix C

1. SECURITY POST DETAILS / ALLOTMENT REGISTER AS PER BLOCKS:

SNO	HOSTEL BLOCK	NAME	MOBILE NO	POST	REMARKS

2. SPORTS MATERIAL FOR STUDENTS:

SNO	NAME	ENROLMENT NO	ROOM NO	MOBILE	MATERIAL NAME	OUT DATE	OUT TIME	STUDENT SIGN	SEC. SIGN.	IN DATE	IN TIME

3. PARENTS VISITORS REGISTER IN HOSTEL:

SNO	NAME	PURPOSE	STUDENT NAME	ROOM NO	IN DATE	IN TIME	SIGNATURE	REMARKS

4. WHEEL CHAIR MOVEMENT:

SNO	NAME	ENROLMENT NO	ROOM NO	MOBILE NO	BLOCK	OUT DATE	STUDENT SIGN	SEC. SIGN.	IN DATE	IN TIME	STUDENT SIGN.

5. STUDENTS LEAVE IN/OUT REGISTER:

SNO	NAME	ENROLMENT NO	ROOM NO	MOBILE NO	OUT DATE	OUT TIME	STUDENT SIGN	SEC. SIGN.	IN DATE	IN TIME	STUDENT SIGN.

6. CIVIL(VENDOR) & OTHER STAFF IN/OUT REGISTER:

SNO	NAME	DEPARTMENT	LOCATION	MOBILE NO	IN TIME	OUT TIME	SIGNATURE	REMARKS

7. MAINTENANCE STAFF IN/OUT REGISTER:

SNO	NAME	DEPARTMENT	LOCATION	MOBILE NO	PURPOSE	IN TIME	OUT TIME	SIGNATURE	REMARKS

8. HOUSE KEEPING STAFF IN/OUT REGISTER:

SNO	NAME	MALE / FEMALE	LOCATION	IN TIME	OUT TIME	SIGNATURE	REMARKS

9. SECURITY STAFF OCCURANCE REGISTER:

DATE SHIFT (PAGE HEADING)

ON DUTY STAFF NAMES (SUB AND MOBILE NO HEADING)

DETAILED MATTER (BODY)

10. KEY REGISTER:

SNO	NAME	DEPARTMENT	KEY NAME	IN TIME	OUT TIME	SIGNATURE	REMARKS



S. V. Jayalalitha

REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)

List of Registers Maintained in Hostel Office

1. OCCURANCE REGISTER:

DATE SHIFT (PAGE
ON DUTY HEADING)
WARDEN NAMES (PAGE
HEADING)

Day to Date happenings during round the clock

2. WARDEN DUTY REGISTER:

DATE

SNO	NAME	DATE	DUTY	IN TIME/DATE	OUT TIME/DATE	LOCATION	SIGNATURE	REMARKS

3. PARENTS INTIMATION REGISTER FOR INDISCIPLINE CASES:

SNO	STUDENT NAME	ENROLMENT NO	ROOM NO	MOBILE NO	INDISCIPLINE DISCRPTION / DATE	INFORMATION TO PARENTS DETAILS / DATE & TIME	WARDEN SIGN.	REMARKS

4. SWIMMING POOL REGISTER:

SNO	DATE	ENROLMENT NO	NAME	AMOUNT	WARDEN SIGN	STU. SIGN.	ROOM NO	MOBILE NO	REMARKS

5. LOSS OF ROOM KEY REGISTER:

SNO	ROOM NO	ENROLMENT NO	NAME	MOBILE NO	AMOUNT/RECEIPT NO	STU. SIGN.	WARDEN SIGN.	REMARKS

6. GUEST ROOM ALLOTMENT REGISTER:

SNO	GUEST ROOM NO	GUEST NAME	MOBILE NO.	PURPOSE OF VISIT	DURATION OF STAY FROM(CHECK IN DATE)	CHECK OUT DATE	RECEIPT NO/ DATE

8. STUDENTS SPEED POST RECEIVED REGISTER:

SNO	STUDENT NAME	SPEED POST NO	RECEIVED FROM	ENROLMENT NO	ROOM NO	MOBILE NO	RECEIVING DATE	STUDENT SIGN.	REMARKS

9. SICK STUDENTS / REFER TO CITY HOSPITAL REGISTER:

SNO	STUDENT NAME	ENROLMENT NO	ROOM NO	MOBILE NO	REFERAL HOSPITAL	ESCORT DETAILS	PARENTS MOBILE NO	SICKNESS DETAIL	WARDEN ON DUTY	REMARKS

10. STUDENT MOVEMENT REGISTER AT THE TIME OF VACATION:

SNO	NAME	ENROLMENT NO	ROOM NO	MOBILE NO	OUT DATE/TIME	KEY NO	STUDENT SIGN.	WARDEN SIGN.	IN DATE / TIME	KEYS GIVEN Y/N	STUDENT SIGN.

11. EVENT REGISTER FOR ACCOMMODATION INSIDE THE HOSTELS:

SNO	GUEST ROOM NO	NAME	MOBILE	ENROLMENT NO	FROM	TO	EVENT NAME	DATE	AMOUNT	ORGANISER SIGN	WARDEN SIGN

12. STOCK REGISTER FOR LINEN AND BEDS:

SNO	STOCK NAME	QUANTITY ISSUED	LOCATION	REMARKS

13. LOST AND FOUND REGISTER:

SNO	LOST AND FOUND DETAILS	DATE	STUDENT NAME	WARDEN SIGN.	STUDENT SIGN.	REMARKS

14. ELECTRICAL GADGETS SEIZED FROM STUDENTS:

SNO	STUDENT NAME	ROOM NO	MOBILE NO	ENROLMENT NO	SEIZED ITEM	SEIZED DATE	GIVEN BACK DATE	STUDENT SIGN.	WARDEN SIGN.	REMARKS



S. V. Chandra

REGISTRAR
ICAI FOUNDATION FOR HIGHER EDUCATION
Deemed to be University Under Section 3 of the UGC ACT, 1956)

Appendix D

Guest Room Allotment Register

SNo	Name	Address	Phone No	PAN card No	Purpose of Visit	Duration of stay		Charges	Remarks
						From	to		

Subhishi Quarters Allotment Register

Each of the resident at the time of occupation of Subhishi Flat has to be handed over with the inventory list as well as the Dos and Don'ts

SNo	Designation	Name	Place of work	Phone No	PAN card No	Dt of		Inv List	Dos&Donts	sig
						Occupation	Vacation			

Leave Register

Emp No	Name			Desig	
SNo	Type of leave	From	To	Sign	Remarks

House Keeping Register

Date	HK staff reported No			Time In	Time Out			
Toilets	Corridors	Common Halls	Room Nos	HK Material Issued				Remarks/sig

Checking Register

Date/time	Roof	Corridors	Common Areas	Open spaces	Locks of rooms(No)	Toilets		
-----------	------	-----------	--------------	-------------	--------------------	---------	--	--

Maintenance of Locks and Keys Register

S No	Enroll No	Name	Course	Sem	Room No	Lock No	Date of Loss	Issue	Challan No	Amt in Rs	Sig
------	-----------	------	--------	-----	---------	---------	--------------	-------	------------	-----------	-----

Sick Register

SNo	Enroll No	Name	Room No	Date	Diagnosis	Spl Recd	Sig	Remark
-----	-----------	------	---------	------	-----------	----------	-----	--------

Night Out Pass Register

SNo	Date	Enroll No	Name	Course	Sem	Ni Outpass		Sanctioned by	Address of stay	Contact No	Sig
						From	to				



Signature

REGISTRAR
ICAI FOUNDATION FOR HIGHER EDUCATION
Under Section 3 of the UGC ACT, 1956

SUBHISHI FLATS

Inventory List

The undermentioned inventory has been checked by me and found in serviceable condition. Any damage to walls, electrical fittings, fans, cupboards, toilet and plumbing fittings, I shall replace or the cost of repair will be borne by me. During the period of stay all the maintenance related complaints will be raised against the Care taker of Subhishi Flats and the cost of repairs beyond the scope of maintenance will be borne by me.

DOs and DON'Ts

Dos

- (a) Physical verification of inventory with the list
- (b) Check all the electrical points, plumbing fittings and their serviceability before taking over accommodation.
- (c) Check the windows, window panes.
- (d) All the charges as applicable from time to time as intimated by the Subhishi Flat Owners Association other than rent, will be paid and receipt obtained.
- (e) Abide by all the rules and regulations of the Subhishi Flat Owners Association

Don'ts

- (a) Do not spoil the walls and fittings.
- (b) Litter the corridor.
- (c) If you possess a pet, take adequate care not to allow it spoil the corridors/common areas.
- (d) Occupy common areas
- (e) Avoid inconvenience to neighbors

Handed over By

Taken Over by

Name

Designation

Date

S. V. Gayalalish



REGISTRAR
THE ICAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)