

Accommodation Facilities & Charges

1. ISRA offers residential accommodation facilities for all outstation students on a 'first-come-first-served' basis. Accommodation will be provided from August 2021 to May 2022, i.e. for 10 months, however, the exact date will be communicated to the students as per academic calendar 2021-22. The accommodation has limited seats and you are therefore advised to apply at the earliest to secure a place.

2. Location

The location for the accommodation facilities have been carefully selected to be an easy commute / short walk from the campus, which is less than 2 km away. Residents also have easy access to grocery / convenience stores and pharmacies, as well as entertainment options such as cinema halls and dine-in / home delivery restaurants.

3. Description

Accommodation is offered in spacious, modern, well-lit and fully furnished rooms with washrooms. The rooms are furnished 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.isbf.edu.in/accommodation> to see the pictures of the facility.

4. Shared Services

- Refrigerator, microwave, electric kettle, RO water purifier
- Standard menu for breakfast and dinner
- Separate Lounge area with cable connection
- Wi-Fi Internet connectivity
- 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 | ₹ 2,80,000 | ₹ 2,50,000 | ₹ 2,30,000 | ₹ 2,10,000 |
| B | Security Deposit | ₹ 20,000 | ₹ 20,000 | ₹ 20,000 | ₹ 20,000 |
| | Total Charges <small>*Inclusive of services as mentioned below</small> | ₹ 3,00,000 | ₹ 2,70,000 | ₹ 2,50,000 | ₹ 2,30,000 |

*Note:

- The above charges includes room rentals, vegetarian meals / eggetarian meals (breakfast and dinner) electricity, WiFi, water and house-keeping facilities.
- 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.
- The electricity charges are based on the estimate of the previous year's student's consumption. If rate / taxes / usage are revised, then the extra charges will be paid by the residents on the basis of actual consumption.
- Incase 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 all three years, subject to 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 us on rooms@isbf.edu.in or call on **011-40430000**.

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)

1. Payment Details

The above charges must be paid as per the schedule below. The First Instalment 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 instalment 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.

| INSTALMENT PLAN | SINGLE OCCUPANCY | TWIN SHARING | TRIPLE SHARING | FOUR SHARING | DUE DATE |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------------------|
| *First Instalment | ₹ *50,000 | ₹ *50,000 | ₹ *50,000 | ₹ *50,000 | At the time of confirmation/booking |
| Second Instalment | ₹ 1,30,000 | ₹ 1,10,000 | ₹ 1,00,000 | ₹ 90,000 | On or before Sep 1, 2021** |
| Third Instalment | ₹ 1,20,000 | ₹ 1,10,000 | ₹ 1,00,000 | ₹ 90,000 | On or before Nov 10, 2021** |
| Total | ₹ 3,00,000 | ₹ 2,70,000 | ₹ 2,50,000 | ₹ 2,30,000 | |

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

**Dates to be confirmed as per the institute's academic calendar for session 2021-22

2. Payment Modes

- a) 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.
- b) 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.

For all queries, you can write to us at rooms@isbf.edu.in or contact
Ms Shweta Kapoor on +91 9599181862 or 011-40430000

I/We have read & understood the ISRA charges and the Instalment 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)

3. ISRA Refund Policy

Students withdrawing from ISRA facilities must send an email to the authorities at rooms@isbf.edu.in with the subject line "Request for Withdrawing from accommodation". Post this, a No-Objection Certificate (NOC) is issued, which students are required to submit the same, duly signed by them and their parents. 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.

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

- a) ISRA for the entire period of the session.
- b) Has made all payments as per the instalment plan and the payment details.
- c) 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.

Declaration of Acceptance

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)

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 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 head-phones 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 / visitor 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 whatsoever 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 / psycho tropic 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 are 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 home town 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 has tied up with two Super Specialty Hospitals in the vicinity for any kind of medical emergency. 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 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 authorities also reserves its right to modify any of the aforementioned rules where necessary. Upon such modifications, ISRA will inform residents/parents accordingly.

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

Date

(Student's Name & Signature)

(Parent's / Guardian's Name & Signature)

Room Allotment - Occupancy: Master Deluxe Super Deluxe Deluxe Standard
 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

Date _____
DD/MM/YY

Name of the Student _____ Year of Joining _____
FIRST NAME MIDDLE NAME SURNAME YYYY

Course Applied _____

Date of Birth _____ Blood Group _____
DD/MM/YY

Medical History (if any) _____

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

PARENTS'/ GUARDIAN'S DETAILS

| DETAILS | FATHER | MOTHER | LOCAL GUARDIAN |
|-----------------|--------|--------|----------------|
| Name | | | |
| Mobile Number | | | |
| Landline Number | | | |
| Address | | | |
| Email ID | | | |

NAME & SIGNATURE OF STUDENT

SIGNATURE OF PARENT / GUARDIAN

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 Instalment of Room Charges

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 2022.
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 of terms and conditions and other details as contained in this entire document referred herein as ISRA Docket 2021-22 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 complete true and factually correct. I/We agree to abide by the rules and regulations of ISRA. I/We have read & understood the facilities, room charges, security deposit and the refund policy of ISRA session 2021-22.

Date

(Student's Name & Signature)

(Parent's / Guardian's Name & Signature)



Awarding Body



UNIVERSITY
OF LONDON

Academic Direction



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE

ISRA's operational preparedness for 2021-22 Session post the Covid times

As ISBF gears up to kick-start its next academic session of 2021-22 in a few months from now, the ISRA authorities which functions 24x7, is fully equipped to meet the needs of all its outstation students who would be availing its hostel facilities in the ensuing session.

- Authorities at ISRA Residency are seized of the prevailing situation and gained considerable insight in handling its student needs amidst the fear of the pandemic and the hardship during period of the national lockdown. Nonetheless, authorities are better equipped and plans to adopt a more proactive approach to ensure health and wellbeing of all its residents for the ensuing academic session 2021-22.
- It is these aspects of the lodging and boarding of students in along with the services like (food and beverage /catering, housekeeping /cleaning, maintenance etc.)—which entails the interactions specific to such an environment of- (student - student, -student -staff, and staff-staff) that require specific attention.
- Every staff at ISRA will strictly be required to comply with the basic preventive & protective measures against COVID-19 recommended by health authorities of hand hygiene, physical distancing, avoid touching eyes, nose and mouth, practice respiratory hygiene.

Checklist of daily Hygiene practices and environmental cleaning at the Hostel

- Educating everyone in the hostel about COVID-19 prevention, this includes appropriate and frequent hand hygiene, respiratory hygiene, mask use if mandated, symptoms of COVID-19 and what to do if you feel sick. Safe distancing & Non-contact greetings to be advised.
- Creating a schedule for frequent hand hygiene, especially for the students and the immediate hostel staff and provide sufficient alcohol-based rub or soap and clean water at hostel entrances and other vantage points.
- Scheduling regular cleaning of the hostel environment daily, including toilets, with water and soap/detergent and disinfectant¹. Clean and disinfect frequently touched surfaces such as door handles, desks, beds linen supplies, light switches, doorframes, play and recreational equipment, teaching aids of students covers of books.
- Assessing what can be done to limit risk of exposure, or direct physical contact, in common areas, wet areas and changing rooms.

Checklist for parents & /students to include any underlying medical conditions and vulnerabilities, before joining the hostel

- Any recent illness or symptoms suggestive of COVID-19, to prevent spread to others.
- Any special circumstances in the home environment, to tailor support as needed.

Screening and management of sick students, and other hostel staff

- Considering regular screening for body temperature, and history of fever or feeling feverish in the previous 24 hours on entry into the hostel premises for all staff, students and to identify such persons who are sick.
- Ensuring students who have been in contact with a COVID-19 case to be notified by ISRA authorities to the public health authorities in case of a positive or a suspected COVID-19 case.
- Provisioning separate isolation / fever rooms for students and staff having fever or showing suspected symptoms for screening, & counseling. Broad level of protocols will be followed for dealing with such cases.
- Establishing procedures for students or staff who have symptoms of COVID-19 or are feeling unwell in any way to be isolated from others.

Catering Services: Serving of meals (Breakfast and Dinner)

The catering services at ISRA is 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. He has dedicated set of food workers to cater to the ISRA facility who have undergone the awareness programme for the pandemic.



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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 student.

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.