

# PREAMBLE

*This **Student/Parent Handbook** is thoughtfully designed to serve as a **comprehensive resource** for students and their families, offering clear guidance on academic policies, student services, campus facilities, support systems, and the shared values that shape life at IILM University. It is more than just an information manual—it is a bridge that connects the University, students, and parents in a spirit of collaboration and mutual trust.*

*At IILM, we believe that education is not limited to classrooms; it is a holistic experience that nurtures the **mind, heart, and character**. Our objective is to foster a strong and active partnership between the University and families, ensuring that every student receives the academic support, personal guidance, and community connection needed to flourish. By working together, we can create an environment where students not only excel in their studies but also develop the resilience, confidence, and skills required for success in life beyond campus.*

*This handbook reflects our commitment to **transparency, inclusivity, and shared responsibility**. Within its pages, you will find detailed information on academic structures, examination policies, student conduct guidelines, campus safety measures, extracurricular opportunities, and the wide range of resources available to support both learning and well-being. By familiarizing yourself with these guidelines, you will gain a deeper understanding of the University's expectations, as well as the many ways in which we are dedicated to supporting each student's journey.*

*We encourage all students and their parents or guardians to read this handbook carefully and refer to it throughout the academic year. Together, by staying informed and engaged, we can ensure that every student's university experience is **smooth, enriching, and transformative**. At IILM, our goal is not only to help students succeed academically but to **empower them to grow as responsible, compassionate, and capable individuals** who will make a positive impact on the world.*





# IILM UNIVERSITY

Global | Inclusive | Responsible

## STUDENT PARENT HANDBOOK

ACADEMIC YEAR 2025-26

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## MESSAGE FROM THE VICE-CHANCELLOR

Dear Students and Parents,

It gives me immense pleasure to welcome you to **IILM University**, a place where learning, growth, and opportunity come together to create an unforgettable journey. We are proud to have you join our vibrant, diverse, and inclusive academic community—a community built on shared values, mutual respect, and a commitment to excellence.

At IILM, we believe that education is not confined to the four walls of a classroom. It is a **transformative experience** that shapes not only the mind but also the heart and character. Our academic programs are thoughtfully designed to nurture **critical thinking, creativity, innovation, ethical leadership, and personal growth**. Students are encouraged to explore their passions, challenge conventional boundaries, and take ownership of their learning journey. With **state-of-the-art infrastructure**, a **dynamic and experienced faculty**, and an **enriching campus life**, we provide an environment where curiosity is celebrated, ideas are valued, and ambitions are supported.

The heartbeat of our university is the **student experience**—and at IILM, every effort is made to ensure that experience is both fulfilling and inspiring. From vibrant cultural festivals and thought-provoking seminars to skill-building workshops and community service initiatives, campus life offers countless opportunities for students to learn, engage, and grow beyond academics. We believe these moments outside the classroom are equally important in shaping confident, compassionate, and capable individuals who are prepared to contribute meaningfully to society.

We also deeply value the **partnership between the University and families**. As parents, your role in your child's educational journey is irreplaceable. Your encouragement, guidance, and trust help lay the foundation for their success. This **Student/Parent Handbook** is a reflection of our commitment to keeping you informed and connected. Inside, you will find important policies, academic guidelines, details of student services, and information on the support systems available to your ward. It is designed to serve as a roadmap, helping students and families navigate the academic year with clarity and confidence.

At the heart of our mission lies an unwavering dedication to **student safety, well-being, and academic excellence**. We understand that a student's potential can only be realised when they feel safe, supported, and valued. For this reason, we have established a **comprehensive network of resources**—including faculty mentors, counsellors, medical services, and career advisors—to ensure that each student receives the guidance and care they need. Our aim is to create a learning environment that promotes balance, resilience, and a strong sense of belonging.

Joining IILM University is not just the start of an academic chapter—it is the beginning of a lifelong journey of discovery, growth, and achievement. Here, students will not only gain knowledge but will also develop the skills, confidence, and values that will guide them throughout their lives. They will find friends who become family, mentors who inspire, and experiences that leave an enduring mark on their personal and professional paths.

Thank you for placing your trust in **IILM University**. We look forward to walking alongside you—students, parents, and faculty—every step of the way as we work together to shape bright, purposeful, and impactful futures.

Warm Regards,  
**Dr. Taruna Gautam,**  
*Vice-Chancellor*  
*IILM University*  
*Greater Noida*

# THE ACADEMIC JOURNEY

IILM University, Greater Noida, is a multidisciplinary, research-focused, student-centric institution offering undergraduate, postgraduate, and doctoral programs. With state-of-the-art infrastructure, including advanced labs, sports facilities, amphitheatres, and smart classrooms, we aim for global recognition in research and quality-of-life improvements.

IILM University, Greater Noida comprises six schools, integral to our vision of global educational standards.

## MEET THE LEADERSHIP TEAM

<b>Chancellor</b>	Mr. Bharat Kaushal
<b>Vice Chancellor</b>	Dr. Taruna Gautam
<b>Pro Vice Chancellor</b>	Dr. Nihar Amoncar
<b>Pro Vice Chancellor</b>	Dr. Sandeep Chatterjee
<b>Chief Operating Officer</b>	Dr. Munish Sabharwal
<b>Dean, School of Management</b>	Dr. Akhil Damodaran
<b>Dean, School of Computer Science and Engineering</b>	Dr. Alok Aggarwal
<b>Dean, School of Engineering</b>	Dr. Munish Sabharwal
<b>Dean, School of Law</b>	Dr. Babita Singh
<b>Dean, School of Humanities and Social Sciences</b>	Dr. Anupama Srivastava
<b>Dean, Research and School of Sciences</b>	Dr. Arvind Kumar Jain

## ATTENDANCE POLICY AND IMPLEMENTATION

Every student must register every semester that she/he spends at IILM. The registration will include separate individual registration in each of the courses that the student wishes and is allowed to take that semester. The following conditions apply:

1. Attendance is mandatory for all courses.
2. All undergraduate students at IILM are required to maintain a **minimum of 75% attendance** in each course. A shortfall of up to 10% may be allowed to accommodate any medical or personal reasons, but this is the maximum permissible limit.
3. Failure to meet the attendance requirements in a course will lead to an F\* grade in that course.
4. Admit cards for end-term exams will be available for download before the commencement of examinations. Students will not receive an admit card for any course in which the minimum attendance requirement has not been met. Consequently, such students will not be permitted to appear for the examination and will receive an **F\*** grade in the respective course.
5. For the first half of the Common Core Curriculum (CCC), students who fall short of attendance will not be allowed to appear for the final evaluation. Even if a student appears for the evaluation, an **F\*** grade will be awarded through the Grade Submission System due to attendance shortfall, unless an explicit exception is granted by the Dean of the School.

## ACADEMIC INTEGRITY

Students are expected to uphold the highest standards of academic honesty and integrity. Any actions that compromise the integrity of teaching, learning, or research processes will be treated as academic misconduct. The University enforces a zero-tolerance policy for such practices.

Academic malpractice includes, but is not limited to, the following:

- Misrepresenting academic achievements, submitting another person's work as one's own, or allowing others to submit one's work as theirs.
- Disruptive behavior in the classroom or failure to maintain classroom decorum.
- Use of mobile phones during class hours.
- Creating disturbances by speaking loudly, playing music, or engaging in any activity that disrupts academic sessions.
- Cheating or aiding others in cheating during assignments, lab work, examinations, or through proxy attendance.
- Fabrication or falsification of data, results, or submissions in research and coursework.
- Tampering with evaluated answer sheets, assignments, reports, or any official academic documents.
- Inappropriate behavior or misconduct during industrial visits, educational tours, internships, co-curricular, extra-curricular, or sports activities.

This policy applies across all modes of learning — offline, hybrid, and online.

### Disciplinary Action:

Violations of this policy may lead to serious consequences, including but not limited to:

- Withdrawal of scholarships or financial aid
- Suspension from academic activities
- Termination or expulsion from the University

Students are advised to familiarize themselves with this policy and adhere to it strictly to ensure a fair and respectful academic environment for all.

## ACADEMIC AND CO-CURRICULAR OPPORTUNITIES AND SUPPORT

### A. Incubation Centre at IILM University

At IILM University, we believe that innovation, curiosity, and entrepreneurship are not just skills—they are mindsets that shape the leaders of tomorrow. The **Incubation Centre** serves as a vibrant launchpad for students to transform their ideas into tangible solutions, empowering them to go beyond textbooks and classroom discussions.

Open to students from all schools and disciplines, the centre encourages participation in research projects, innovation challenges, and entrepreneurial ventures. Guided by our distinguished faculty and seasoned industry experts, students gain the opportunity to **develop prototypes, design business plans, conduct market research, and even launch their own startups**.

The Incubation Centre offers a wealth of resources, including:

- **Expert Mentorship** for idea development and execution
- **Research Tools & Resources** to support in-depth exploration
- **Workshops & Seminars** on innovation, leadership, and strategy
- **Networking Opportunities** with investors, entrepreneurs, and industry leaders
- **End-to-End Startup Support**, from ideation to prototype development

By engaging with the Incubation Centre, students sharpen critical thinking, problem-solving, and leadership skills—qualities essential for thriving in today's fast-changing world. At IILM, we are committed to nurturing **future-ready innovators, entrepreneurs, and change makers**, providing them with the support, guidance, and confidence to make a meaningful difference.

## B. Societies and Clubs

At IILM, we believe that every passion deserves a platform. We actively encourage students to explore their interests by supporting ideas that contribute positively to the campus community. As long as student-led initiatives are respectful and inclusive, the University welcomes the formation of new organizations and clubs.

Our vibrant ecosystem of student clubs and societies offers a valuable opportunity for students to engage beyond academics, pursue their passions, and collaborate with like-minded peers. From performing arts such as dance, theatre, and music, to film, photography, literature, and debate, to domain-specific clubs in business, technology, and social impact—there's something for everyone.

Students at IILM can join more than **30 active clubs, leadership forums, and technical societies**. Whether they aim to sharpen their skills, expand their network, or simply build meaningful connections, our clubs help create a dynamic and enriching campus experience.

We take pride in hosting a wide array of student-led organizations that span across art, music, dance, photography, entrepreneurship, and more. Club meetings and activities are conducted in various formats—**in-person, online, or hybrid**—so that every student finds a space to belong.

In addition to club activities, we regularly host **Live sessions, webinars, panel discussions, and virtual meetups**, helping students stay engaged even before they step onto campus. We encourage all parents to motivate their wards to register for clubs of their interest early on, so they can immerse themselves in IILM's vibrant co-curricular culture from day one.

## C. Student Work Opportunities (SWO)

At IILM, we believe in fostering a culture of responsibility, leadership, and real-world learning. Our **Student Work Opportunities (SWO)** program enables undergraduate students to engage in applied learning experiences while earning a modest income. These roles help students develop essential workplace skills such as ethics, accountability, service orientation, and leadership.

Students may apply for diverse positions across university departments and functions. These may include—though are not limited to—supporting laboratory or library operations, assisting in project monitoring and data analysis, managing help desks, participating in feedback collection and review, and aiding various administrative or academic units such as Admissions, the Career Development Centre, the Office of the Dean of Students, Hostel Operations, Sports, and other allied departments.

### Application & Recruitment Process

The SWO program mirrors professional recruitment processes found in well-managed organizations. Job openings are formally announced to the student body via the Office of the Dean of Students' Welfare. All eligible undergraduate students with a **minimum CGPA of 6.0** and the required skillsets are encouraged to apply. Each role includes a detailed job description and application procedure.

Shortlisted candidates are interviewed by the concerned departments. Upon selection, students are offered part-time roles within the university.

Students working during the summer vacation period are also eligible for hostel fee waivers, which will be covered by the sponsoring department.

### Eligibility

The SWO program is open to all undergraduate students and certain postgraduate students (who are not receiving teaching assistantships). To remain eligible, students must:

- Maintain satisfactory academic progress.
- Uphold university policies and code of conduct.

Notifications and Applications:

All available SWO positions will be circulated through official university email channels, along with detailed job descriptions and application forms. Interested students must complete and submit the forms as per the guidelines mentioned in the notification.

## ACADEMIC CALENDAR: 2025-26

ODD SEMESTER : 2025-26			
Weeks	Descriptions	Date(s)	Week
23 Jun – 29 Jun	Registration for 1st Year MBA students	23 Jun-04 Jul 2025	1
30 Jun – 06 Jul	Orientation for 1st Year MBA students	07-11 Jul 2025	2
07 Jul – 13 Jul	Registration for 2nd Year onwards	10-11 July 2025	3
14 Jul – 20 Jul	<ul style="list-style-type: none"> <li>• Commencement of Classes for 1st Year MBA students</li> <li>• Commencement of Classes for 2nd Year onwards for all UG &amp; PG students</li> </ul>	14 July 2025	4
21 Jul – 27 Jul	Instructional Day	-	5
28 Jul – 03 Aug	Registration for 1st Year students	01-04 Aug 2025	6
04 Aug – 14 Aug	<ul style="list-style-type: none"> <li>• Registration for 1st Year students</li> <li>• Orientation for 1st Year students</li> </ul>	01-04 Aug 2025 05-09 Aug 2025	7
14 Aug – 18 Aug	Commencement of Classes for 1st Year students	18 Aug 2025	8
18 Aug – 24 Aug	Instructional Day	-	9
25 Aug – 31 Aug	Instructional Day	-	10
01 Sep – 07 Sep	<ul style="list-style-type: none"> <li>• 1st Internal Assessment</li> <li>• Fresher's Party</li> </ul>	04 Sep 2025 05-06 Sep 2026	11
08 Sep – 14 Sep	Instructional Day		12
15 Sep – 21 Sep	Instructional Day		13
22 Sep – 28 Sep	Mid Sem Exam	22 Sep-01 Oct 2025	14
29 Sep – 05 Oct	Mid Sem Exam	22 Sep-01 Oct 2025	15
06 Oct – 12 Oct	Gandhi Jayanti	02 Oct 2025	16
13 Oct – 19 Oct	Diwali Break	18-21 Oct 2025	17
20 Oct – 26 Oct	Diwali Break	18-21 Oct 2025	18
27 Oct – 02 Nov	Instructional Day	-	19
03 Nov – 09 Nov	<ul style="list-style-type: none"> <li>• Guru Nanak's Birth day</li> <li>• Sports Meet</li> </ul>	04 Nov 2025 06-07 Nov 2025	20
10 Nov – 16 Nov	2nd Internal Assessment	10 Nov 2025	21
17 Nov – 23 Nov	<ul style="list-style-type: none"> <li>• Last Instructional Day</li> <li>• Remedial Classes</li> </ul>	20 Nov 2025 21-24 Nov 2025	22
24 Nov – 30 Nov	<ul style="list-style-type: none"> <li>• Remedial Classes</li> <li>• Practical Exam</li> </ul>	21-24 Nov 2025 24-28 Nov 2025	23
01 Dec – 07 Dec	End Sem Exam		24
08 Dec – 14 Dec	End Sem Exam	02 - 19 Dec 2025	25
15 Dec – 21 Dec	End Sem Exam		26
22 Dec – 28 Dec	<ul style="list-style-type: none"> <li>• Christmas</li> <li>• Winter break</li> </ul>	25 Dec 2025 20-31 Dec 2025	27
29 Dec – 04 Jan	<ul style="list-style-type: none"> <li>• Winter break</li> <li>• Result Declaration</li> <li>• Showing of End Semester Examination Answer Sheets</li> </ul>	20-31 Dec 2025 29-31 Dec 2025 02-03 Jan 2026	28

**EVEN SEMESTER : 2025-26**

<b>Weeks</b>	<b>Descriptions</b>	<b>Date(s)</b>	<b>Week</b>
05 Jan – 11 Jan	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Commencement of Classes</li> </ul>	05-06 Jan 2026 07 Jan 2026	1
12 Jan – 18 Jan	Instructional Day	-	2
19 Jan – 25 Jan	Tech Fest (Ignite)	22-23 Jan 2026	3
26 Jan – 01 Feb	Republic Day	26 Jan 2026	4
02 Feb – 08 Feb	Alumni Meet	07 Feb 2026	5
09 Feb – 15 Feb	1st Internal Assessment	17 Feb 2026	6
16 Feb – 22 Feb	PRME Conference	19-20 Feb 2026	7
23 Feb – 01 Mar	Annual Cultural Fest (Mosaic)	26-27 Feb 2026	8
02 Mar – 08 Mar	Holi	04 Mar 2026	9
09 Mar – 15 Mar	Mid Sem Exam	10 - 19 Mar 2026	10
16 Mar – 22 Mar	<ul style="list-style-type: none"> <li>• Mid Sem Exam</li> <li>• Eid-ul-Fitr</li> </ul>	10 - 19 Mar 2026 20 Mar 2026	11
23 Mar – 29 Mar	Instructional Day	-	12
30 Mar – 05 Apr	Instructional Day	-	13
06 Apr – 12 Apr	Instructional Day	-	14
13 Apr – 19 Apr	Instructional Day	-	15
20 Apr – 26 Apr	Instructional Day	-	16
27 Apr – 03 May	<ul style="list-style-type: none"> <li>• 2nd Internal Assessment</li> <li>• Last Instructional Day</li> <li>• Remedial Classes</li> </ul>	27 Apr 2026 30 Apr 2026 01-04 May 2026	17
04 May – 10 May	<ul style="list-style-type: none"> <li>• Remedial Classes</li> <li>• Practical Exam</li> </ul>	01-04 May 2026 05-08 May 2026	18
11 May – 17 May	End Sem Exam	11 - 30 May 2026	19
18 May – 24 May	End Sem Exam	11 - 30 May 2026	20
25 May – 31 May	End Sem Exam	11 - 30 May 2026	21
01 Jun - 07 Jun	Internship for MBA 2nd Year students	15 May-15 Jul 2026	22
08 Jun - 14 Jun	-	-	23
15 Jun - 21 Jun	Result Declaration	17-19 Jun 2026	24
22 Jun - 28 Jun	Showing of End Semester Examination Answer Sheets	22 -23 Jun 2026	25

## LIFE AT IILM

Nestled within a sprawling 26-acre expanse, the IILM campus is a fully residential, self-contained ecosystem that serves as home to over 8,000 students, faculty, and staff. Carefully designed to foster academic excellence and personal growth, the campus blends state-of-the-art infrastructure with serene greenery, creating an inspiring environment conducive to learning, reflection, and holistic development.

The University's commitment to providing a safe, inclusive, and vibrant campus experience is reflected in the extensive range of facilities available to students—ensuring their comfort, convenience, and well-being throughout their academic journey.

### Campus Amenities and Everyday Essentials

#### • Cafés and Dining:

Multiple in-house cafés and food outlets provide a range of cuisines to suit every taste. Whether students seek a quick snack or a full meal, ample options are available across the campus.

#### • Mini-Mart & Grocery Stores:

Located near the main dining hall, the Mini-Mart is stocked with essentials such as dairy products, fresh fruits, vegetables, snacks, and beverages, making daily shopping convenient for all campus residents.

#### • Medical Facilities:

A fully equipped campus medical center staffed with trained professionals offers first-aid, routine checkups, and emergency care services to ensure the health and safety of students and staff. It is located at the ground floor in the IGSM building.

#### • Sports and Recreation:

The campus features a comprehensive sports complex and recreation center with facilities for indoor and outdoor sports, a gymnasium, and wellness activities including yoga and fitness programs.

#### • Central Library:

An academic hub equipped with an extensive collection of books, journals, e-resources, and collaborative learning zones.

#### • ATM Facility:

An HDFC Bank ATM is located near the CET girls Hostel, for students' and staff's financial convenience.

#### • Vending Machines:

Available in common hall, vending machines provide snacks and drinks 24/7.

#### Laundry Services:

Modern laundry facilities are available in Campus, supported by an authorized campus laundry service. Students should personally wash small or sensitive clothing items. Washing of blankets, shoes, jackets, or foot mats in the hostel machines is strictly not allowed.

#### Courier and Delivery Services

All parcels from delivery platforms such as Amazon, Flipkart, etc., must be collected directly from Gate No. 2/3. Campus security will release packages after verifying the recipient's identity. Students should carry their university ID at the time of collection.

#### Student Life and Co-Curricular Engagement

Student life at IILM is vibrant and engaging, driven by programs that support leadership, wellness, and personal growth. The Department of Campus Recreation and Student Engagement organizes diverse events and activities across cultural, athletic, and academic themes.

Through clubs, workshops, leadership forums, and community initiatives, students are encouraged to explore interests, collaborate with peers, and grow into responsible and confident individuals.

# LIFE BEYOND CLASSROOMS

## SPORTS FACILITIES ON CAMPUS

The **Sports Program at IILM University** offers a dynamic blend of activities in sports, recreation, and fitness, creating an atmosphere of energy and camaraderie across the campus. Through both recreational and competitive events—organized in-house and at inter-university levels across India—students not only discover the joy of physical activity but also the values of teamwork, resilience, and sportsmanship. This affirmative approach encourages them to view challenges and setbacks not as obstacles, but as opportunities for growth.

Sport at IILM goes beyond winning trophies. It is about shaping well-rounded individuals who understand that true success lies in the **positive impact they create for themselves and those around them**. Through participation, students develop focus, discipline, and leadership—qualities that serve them both on and off the field. Whether they are competing in a championship match or enjoying a friendly recreational game, every experience is designed to nurture a balanced, healthy, and confident mindset.

### List of Sports Offered

- Cricket
- Badminton
- Pickle Ball
- Basketball
- Chess
- Table Tennis
- Volleyball
- Yoga

Recognizing that good infrastructure is essential for students to enjoy and excel in sports, IILM has invested in high-quality courts, fields, and training facilities. These spaces are designed to meet the needs of both casual players and serious athletes, ensuring everyone has the resources to practice, compete, and improve.

### Indoor Sports Facilities

- Badminton Courts
- Table Tennis Arenas in Hostels
- Recreational Room (Chess, Carom Boards)
- Gymnasium

**Outdoor Sports Facilities** – All outdoor facilities are equipped with floodlights, including cricket nets for evening practice

- Badminton Courts
- Basketball Courts
- Tennis Court
- Cricket Ground
- Football Ground
- Volleyball Courts
- Pickle Ball Court

At IILM, sports and recreation are an integral part of campus life. Regular **sports tournaments, fitness challenges, and wellness programs** encourage every student to stay active and engaged, regardless of their skill level. Our annual sports fest is a highlight of the academic calendar, drawing enthusiastic participation from students, faculty, and alumni, and fostering a strong sense of community spirit.

In addition to competitive sports, IILM places great emphasis on **fitness and wellness**. The university's fully equipped gymnasium, yoga sessions, and recreational classes help students maintain a healthy lifestyle amidst their academic responsibilities. Specialized trainers and wellness coaches are available to guide students in developing sustainable fitness routines tailored to their needs.

Through its Sports Program, IILM instills in students a lifelong appreciation for physical activity, teamwork, and personal well-being. Whether their goal is to compete at a professional level or simply to stay active and healthy, the university provides the platform, infrastructure, and encouragement needed to make sports an enriching part of student life.

# SPORTS FEST – AARAMBH

*Igniting Passion. Building Character.*

At IILM University, we believe that education is not confined to classrooms alone — it is equally shaped on the field, in the arena, and through spirited competition. Our flagship annual **Sports Fest – Aarambh** embodies this very philosophy.

**Aarambh**, meaning "the beginning," is more than just a sporting event — it is a celebration of endurance, teamwork, leadership, and sportsmanship. Conducted within the University, the fest brings together **students from all six schools**, engaging a vibrant community of over **1,000 participants**.

The event spans across multiple days and features a dynamic range of competitive sports and recreational activities. From the high-octane thrill of **cricket, basketball, and volleyball**, to the intense focus of **chess, table tennis, badminton**, and more — Aarambh creates a platform for every student to showcase their strengths, discover new passions, and push their limits.

But Aarambh is not just about winning — it is about coming together. It fosters a deep sense of unity, camaraderie, and pride among students from diverse backgrounds. As players, volunteers, coordinators, and cheering squads, students experience the pulse of campus life at its most energetic and unforgettable.

Every game played, every challenge faced, and every cheer heard during Aarambh contributes to the spirit of IILM — one that champions not just academic excellence, but also physical vitality, emotional resilience, and a well-rounded student experience.

The Sports Fest is curated and managed by a dedicated team of student leaders and faculty mentors from the **Department of Student Welfare**, ensuring that the fest remains inclusive, fair, and memorable year after year.

**Aarambh** marks not only the beginning of competition but the beginning of friendships, leadership journeys, and lifelong memories. It is, in every sense, the heartbeat of IILM's vibrant campus life.

## Guidelines for Students Participating in Sports Activities

At IILM University, sports and physical well-being are integral to student life. To ensure smooth and safe participation in all sports activities and events such as **Aarambh**, the following guidelines must be strictly followed by all students:

### General Conduct and Participation

- All students have **equal access** to the University's sporting facilities and events, irrespective of their program or background. Everyone is encouraged to participate actively and responsibly.
- **Strict adherence to rules** and codes of conduct, as laid out for each sport, is mandatory. Misconduct, unsportsmanlike behavior, or violation of rules may lead to suspension from sporting activities or other disciplinary action.
- Students are expected to maintain **punctuality and discipline** during matches, training sessions, and while using university sports infrastructure.

### Personal Equipment and Gear

- All students must bring their **personal equipment and accessories** relevant to the sport they are participating in, including (but not limited to):
  - **Rackets**, bats, balls, shuttles, gloves, guards, pads, etc.
  - **Cricketers** must have their complete personal kit.
  - **Sports-specific shoes** such as studs, non-marking indoor shoes, basketball shoes, running shoes, etc.
  - **Sportswear**, including t-shirts, shorts, sweatbands, and socks suitable for athletic activity.
  - **Towels, caps, water bottles, and personal hygiene kits** must be carried individually.

### Use of Facilities and Safety Protocols

- Students are required to handle all sports infrastructure and equipment with care. **Any damage caused due to negligence or misuse** will be chargeable to the student.
- The use of **locker rooms and storage facilities** will be allowed **on a request basis only** and are to be used **individually**. Lockers are **non-transferable** and must be kept secured at all times.

- Students are **solely responsible for their personal belongings** kept in lockers. The University will not be liable for lost or damaged items. **Lost or misplaced locker keys will incur a penalty.**
- **First-aid kits** are available at all major sporting venues. Students are expected to immediately report injuries or medical concerns to the supervising staff.

#### Health and Hygiene

- Students must maintain **personal hygiene** before and after using sports facilities. Use of deodorant, clean apparel, and personal towels is encouraged, especially for indoor activities.
- Participation in physical activity is permitted only if the student is medically fit. Students with any **medical conditions** must inform the University's **Sports Coordinator or Medical Officer** prior to participation.

#### Code of Respect and Team Spirit

- Respect for coaches, referees, fellow participants, and spectators is essential at all times.
- Students should show **sportsmanship, inclusiveness, and fair play**, regardless of the outcome of any game.
- Avoid arguments, aggressive behavior, and inappropriate language both on and off the field.

#### Attendance and Eligibility

- Students representing the University in sports must ensure their **academic attendance** is in line with minimum requirements.
- Eligibility for inter-university and competitive events may be based on **performance, conduct, and discipline records.**

#### Other Key Points

- Participation in sports is encouraged not only for competition but also for **recreation, stress relief, and fitness.**
- University-issued sports merchandise (e.g., jerseys, kits) must be worn where required and should be maintained properly.
- Students are advised to **stay hydrated and follow a healthy routine** during training and competitions.

By following these guidelines, students help maintain a safe, respectful, and vibrant sporting culture at **IILM University**. We encourage all students to participate, excel, and enjoy the spirit of the game.

## Rhythms & Celebrations: IILM Culture

Cultural expression is a defining part of the IILM experience. Our vibrant and inclusive campus life is shaped by a wide range of cultural activities that allow students to celebrate diversity, nurture creativity, and build lasting connections.

Throughout the academic calendar, students participate in a host of dynamic events including:

- **Dance and musical performances**
- **Street theatre and dramatic productions**
- **Art exhibitions and photography displays**
- **Poetry slams, storytelling sessions, and open mic evenings**

These events are organized by various student-led clubs and societies, under the guidance of the **Cultural Committee**, creating ample opportunities for students to showcase their talents and explore new art forms.

Beyond being entertaining, cultural programs foster a deeper understanding of different backgrounds, build a strong sense of community, and add vibrancy to campus life.

### Orientation Week – The Beginning of a Transformative Journey

Orientation Week at IILM is thoughtfully designed to welcome and prepare new students for the academic, social, and cultural life ahead. Led by respective academic departments, the week acts as a launchpad for students to familiarize themselves with their learning environment, meet their faculty, and build connections with peers.

Throughout the week, students participate in:

- **Engaging icebreaker sessions** that foster friendships and collaboration
- **Faculty and academic briefings** to introduce program structures and expectations
- **Skill-building workshops** focusing on leadership, time management, and communication
- **Campus orientation** to explore facilities, support systems, and key administrative services
- **Interactive sessions with student clubs and societies** to spark curiosity beyond the classroom

Orientation Week is not just a formal induction—it's a celebration of new beginnings, encouraging every student to step into their IILM journey with confidence, purpose, and excitement.

## MOSAIC – Celebrating New Beginnings

**MOSAIC**, IILM's official Annual Fest, is a dazzling celebration that welcomes the newest members of the IILM community with enthusiasm and flair. Hosted shortly after Orientation Week, this grand event is a much-awaited tradition that brings students together for an evening of performances, creativity, and connection.

The event showcases:

- **Captivating cultural performances**—dance, music, theatre, and spoken word
- **Fashion shows and talent rounds** where Students take the spotlight
- **Interactive games and bonding activities** to promote camaraderie
- **Recognition and awards** to celebrate standout talents and personalities

**MOSAIC is not just a celebration—it's a phenomenon. Held annually at IILM University, MOSAIC is a vibrant, high-energy inter-university cultural extravaganza that brings together students from across campuses, cities, and disciplines. It is one of the most eagerly awaited events in the university calendar, showcasing the creative brilliance, talent, and multicultural spirit of the student community.**

What began as a platform to Student Engagement has evolved into a mega cultural festival, drawing participation from top universities and colleges across the region. It provides a dynamic space for students to express themselves, connect beyond classrooms, and experience the joy of performance, competition, and community.

## DEPARTMENT OF STUDENT WELFARE

The Department of Students' Welfare is the heart of student life at the university, playing a central role in shaping a vibrant, inclusive, and supportive campus community. Led by the Dean of Students' Welfare, this department is dedicated to ensuring that every student's academic journey is complemented by personal growth, social engagement, and emotional well-being. The department serves as a one-stop resource for a wide range of services designed to help students succeed both inside and outside the classroom. Whether it's academic guidance, career support, or personal counseling, the team is committed to providing timely, accessible, and student-centered assistance. By working closely with faculty, staff, and other university departments, the office ensures that policies, programs, and services are equitable and effective for all students.

A key focus of the Dean of Students' Welfare is to encourage active student engagement in campus life. This includes organising cultural festivals, sports tournaments, workshops, leadership programs, community service initiatives, and other co-curricular activities that promote teamwork, creativity, and social responsibility. These events not only enrich the university experience but also help students develop skills such as leadership, communication, and problem-solving.

The department also plays an essential role in student advocacy and support. It offers confidential counselling services for personal, emotional, or academic concerns; academic advising to help students plan their educational pathways; and dedicated resources for students with disabilities to ensure accessibility and inclusion. By partnering with campus safety and security teams, the office also prioritizes student safety, health, and well-being at all times. In addition, the Department of Student Affairs coordinates closely with housing and residential life to provide comfortable, safe, and community-oriented living spaces. It works with dining services to ensure healthy and diverse meal options, and it oversees student conduct policies to maintain a respectful and responsible campus environment.

Special initiatives, such as mentorship programs, peer support groups, career development seminars, wellness campaigns, and alumni interaction events, further enrich the student journey. These efforts ensure that students are well-prepared not just for academic success, but for life beyond graduation. At its core, the Department of Student Affairs is committed to creating an environment where every student feels seen, heard, supported, and empowered. By offering holistic support that addresses academic, emotional, social, and personal needs, the office ensures that students have every opportunity to thrive, lead, and make a meaningful impact—both within the university and in the wider world.

The Department also actively collaborates with various student clubs, associations, and councils, empowering students to take leadership roles and shape campus culture. Through initiatives like debate clubs, cultural societies, entrepreneurship cells, and environmental campaigns, students get a platform to express their ideas, showcase talents, and work on causes they care about. These opportunities not only enhance personal development but also create a sense of ownership and pride in the university community.

Looking ahead, the Department of Student Affairs is committed to continuous innovation in student support. By integrating digital engagement tools, mental health awareness programs, skill-building workshops, and international student support services, the department ensures that its approach remains relevant to the evolving needs of today's learners. With a vision to nurture well-rounded, confident, and socially responsible graduates, the Department stands as a constant companion on every student's journey—helping them turn their university years into a foundation for lifelong success.

The Office structure of the Department of Student Affairs is as follows:

<b>Dr. A.K. Jain</b> <b>Dean Student Welfare</b> dsw@iilm.edu	
<b>Dr. Oshin Dixit</b> <b>Assistant Professor</b> oshin.dixit@iilm.edu	<b>Mr. Nikhil Tiwari</b> <b>Manager Student Affairs</b> nikhil.tiwari@iilm.edu

## SUPPORT SERVICES

### A. Mental Health and Well Being at IILM

At IILM Mental health is not just about managing distress—it's about enabling growth. When students are mentally well, they are more equipped to engage in the deep, often difficult work of finding meaning and purpose in their lives. Institutions that support mental health are, in fact, nurturing future leaders who live with intention, direction, and authenticity. At IILM mental health is not a peripheral issue—it is foundational. We at IILM believe that investing in mental health is not only important but essential for academic excellence and social progress.

YourDOST is one of India's pioneering online mental health and emotional wellness platforms. It has played a transformative role in making mental health support more accessible, private, and stigma-free—especially among students. YourDOST offers 24/7 access to psychologists, counselors, career coaches, and relationship experts through chat, voice, or video sessions. We have collaborated with YourDost to address this vital challenge and we are sure it would be a great support system for our students.

**In certain circumstances, the University reserves the right to require a student to attend counseling sessions or undergo a psychiatric evaluation. In such cases, the student's parents or guardians will be duly informed to ensure appropriate support and follow-up.**

Any student keen to get psychological support or help may contact one of the following:

Resource Person with Email ID	Contact Information
campus@yourdost.com	+918047097654

YourDOST, one of India's leading online and emotional wellness platforms, is pleased to join hands with IILM University to ensure that you're at your happiest and brightest self all the time!

So how can you go about utilizing YourDOST's services for free as a Student, Staff & Faculty of IILM ?

#### Here's how:

1. Visit [www.yourdost.com](http://www.yourdost.com)
2. Sign up in a jiffy and be on your way to seeking professional guidance in no time. Important! - Use your college email id ending with (@iilm.edu). This will whitelist your account and make sure that you can avail of the services for free.
3. After verifying your email address, click "Chat Now" to start chatting with a YourDOST expert.
4. That's all! You can now start chatting with a YourDOST expert anytime you want.
5. You are free to choose categories and select our experts from the sort/filter option available at the top of the screen.
6. Alternatively, click "Book An Appointment" to book an Audio or Video Counseling appointment with a YourDOST expert of your choice or let us do it for you.
7. You can also download the app by your Android/iOS device on play store and App Store.

Should you ever feel the need to open up to someone about your concerns, remember help is always just a click away. Here's wishing a happier and healthier future for you.

**If you face any issues while registering, please write to [campus@yourdost.com](mailto:campus@yourdost.com).**

#### Confidentiality Policy

At IILM, we recognize that confidentiality is fundamental to building trust in the counseling relationship. The assurance of privacy allows students to speak freely and openly about their concerns without fear of judgment or exposure. We encourage all students to share honestly with their counselor, knowing that their privacy will be respected.

## Scope of Confidentiality

Counseling records are maintained separately from academic or administrative records and are not part of any other University documentation. Information shared during counseling sessions—including the fact that a student is receiving counseling—**will not be disclosed to anyone** without the student's explicit written consent. This includes parents, faculty, deans, hostel wardens, peer educators, or other University staff.

The Health Centre at IILM operates as a collaborative team. In some cases, with the student's informed consent, a counselor may consult with a medical doctor at the Health Centre to ensure comprehensive and coordinated care. All Health Centre personnel are bound by the same standards of confidentiality and professional ethics.

### Exceptions to Confidentiality

While we make every effort to maintain strict confidentiality, there are certain rare and exceptional situations in which we may be required—by law or University policy—to release information without a student's prior consent:

- **Legal Proceedings:** If a student files a formal complaint or lawsuit involving a counselor, relevant information may be disclosed in the counselor's defense.
- **Suspected Abuse or Neglect:** If a counselor knows or suspects that a minor (under 18) or a vulnerable adult is being abused, abandoned, or neglected, they are legally obligated to report this to appropriate authorities.
- **Risk of Harm:** If a counselor believes there is a clear and immediate risk of serious physical harm to the student, another individual, or the community, they may disclose necessary information to relevant University authorities or medical professionals. This may include the Dean of Students, the Associate Director or Head of Student Life, potential victims, or family members. In such cases, every effort will be made to discuss the situation with the student beforehand, and only essential information will be shared to ensure safety.

## Parental Involvement

We understand that parents often play a vital role in supporting students. While we are happy to consult with parents regarding general concerns, we **cannot confirm whether a student is receiving counseling services** without the student's written permission. In cases where a student chooses not to share specific information with their parents, University representatives may only speak in general terms to address concerns without breaching confidentiality.

## **B. Mentorship Program**

*Support. Belonging. Growth.*

In the vibrant and often demanding world of university life—where academic pursuits are deeply interwoven with personal growth—the Faculty Mentorship Program serves as a vital pillar of guidance and connection. The faculty who take on this role are not only subject-matter experts; they are dedicated mentors entrusted with fostering a sense of belonging, confidence, and emotional well-being among their assigned mentees.

Selected for their experience, empathy, and commitment to student success, faculty mentors are trained to provide thoughtful, reliable, and personalized guidance. They act as approachable advisors and trusted listeners, supporting first-year students as they adapt to a new academic environment and assisting senior students as they navigate advanced studies, career planning, and personal challenges.

Beyond academic advice, these mentors help students overcome hurdles, explore opportunities, and build a meaningful connection to the university community. With their guidance, the campus shifts from being simply a place of study to becoming a space for shared growth, encouragement, and lifelong learning.

The program also encourages regular one-on-one and group interactions, creating a space where students can freely share concerns, seek advice, and receive constructive feedback. This continuous engagement not only supports academic performance but also nurtures important life skills such as resilience, communication, and decision-making.

To further strengthen the mentoring relationship, the program integrates workshops, networking opportunities, and career guidance sessions, enabling students to learn from their mentors' professional journeys. By combining academic expertise with real-world insights, faculty mentors help students visualise and work towards their long-term goals with confidence and clarity.

At the heart of the Faculty Mentorship Program lies a profound commitment: to create an inclusive, supportive environment where every student feels seen, heard, and valued. The program's ultimate aim is not only to help students succeed academically, but to empower them to thrive—personally, professionally, and beyond their university years.

## **C. Health Services**

At IILM, we believe that student well-being—both physical and mental—is essential to academic success and personal growth. Our Health & Wellness Centre, located in the IGSM Building, is designed to provide accessible and holistic health services to all members of the IILM community.

### **Medical Insurance**

**Medical Insurance** We are committed to the overall health and well-being of our students. In addition to the 24X7 medical center on-campus, we have also tied up with leading insurer company to provide medical insurance coverage for our students. This will cover medical issues that require hospitalization. This is a seamless policy that covers cashless hospital admission and treatment up to 1 lac.

Beyond reactive care, we focus strongly on preventive health measures. Regular health awareness campaigns, fitness challenges, and nutrition seminars are organised to encourage healthy lifestyle habits. Our partnerships with fitness trainers and wellness coaches further motivate students to engage in regular physical activity, eat balanced meals, and develop positive coping strategies.

At IILM, health care is not just about treatment—it's about empowering our students to take proactive control of their well-being, enabling them to stay healthy, focused, and ready to embrace every opportunity university life has to offer.

# POLICIES & GUIDELINES

## Zero Tolerance Towards Ragging at IILM

At IILM, we are committed to fostering a safe, inclusive, and respectful environment for all students. As per the directives of the Hon'ble Supreme Court of India and the University Grants Commission (UGC), **ragging is a criminal offense** and is **strictly prohibited both within and outside the University premises**.

- We uphold a **zero-tolerance policy against ragging** in any form. Any student found indulging in, supporting, or failing to report incidents of ragging will face **strict disciplinary action** in accordance with **Clause 9** of the UGC Anti-Ragging Regulations, 2009.

- **For complete details**, please refer to the official UGC regulations on curbing the menace of ragging.

Definition of Ragging:

According to Clause 3 of the UGC Anti-Ragging Regulation (2009), ragging includes but is not limited to:

- Any disorderly conduct that causes or is likely to cause physical or psychological harm, fear, embarrassment, or shame to a fellow student.
- Teasing, mocking, abusing, bullying, or playing practical jokes.
- Forcing a student to perform acts against their will or those which they would not do in the ordinary course.
- Any act of physical or mental abuse (including exclusion or humiliation) targeted at a student based on:  
Color, race, religion, caste, ethnicity, gender (including transgender identity), Sexual orientation, appearance, nationality, regional background, Linguistic identity, place of birth or residence, or economic status

### Mandatory Anti-Ragging Affidavit Submission

- All students and their parents/guardians are required to submit an **Anti-Ragging Undertaking** each academic year. Please follow the steps below:

- Visit any of the following UGC-approved links:
- <https://antiragging.in/>
- [https://antiragging.in/affidavit\\_registration\\_disclaimer.html](https://antiragging.in/affidavit_registration_disclaimer.html)
- [https://antiragging.in/affidavit\\_university\\_form.php](https://antiragging.in/affidavit_university_form.php)

Fill in the online anti-ragging affidavit form as a student and parent/guardian.

- Upon successful submission, you will receive a confirmation email.

### Role of Parents and Guardians

- We urge all parents and guardians to remain vigilant. If you become aware of any instance of ragging, please **report it immediately** to the University authorities. Your proactive involvement can help protect the well-being of all students.
- Let us work together to ensure that IILM remains a safe, inclusive, and nurturing space for learning and growth.

### Fee Policies and Guidelines:

At IILM, the timely payment of academic fees is essential to ensure the smooth functioning of academic and administrative operations. We deeply value the commitment made by students and their families toward quality education, and we strive to maintain transparency and accountability in all financial matters.

#### Fee Submission Timeline

- All tuition and applicable fees **must be paid in full prior to the commencement of each semester**.
- The **due dates** for fee submission are communicated well in advance through official university communication channels (email, portal notifications, and circulars).
- It is the responsibility of the student and their parent/guardian to ensure that fees are submitted by the prescribed deadline.

## Consequences of Delayed Payment

- Failure to pay fees on or before the due date **may result in a late payment penalty**, the details of which will be outlined in the official fee structure document.
- Continued non-payment beyond the grace period may lead to administrative actions, including but not limited to:
  - Withholding of academic results and transcripts
  - Ineligibility to register for the new semester or appear for examinations
  - Temporary suspension of access to academic and campus facilities

## Fee Importance and Ethical Responsibility

The fee structure is thoughtfully designed to support high-quality academic delivery, infrastructural maintenance, student services, and faculty development. By ensuring timely payment, students not only fulfill a financial obligation but also demonstrate a shared commitment to sustaining the learning environment and institutional excellence at IILM.

We urge parents and students to treat fee compliance as a priority and plan their financial arrangements accordingly. For any concerns or genuine difficulties regarding fee payment, students or guardians are encouraged to reach out to the Accounts Department **well in advance of the due date** to discuss possible options or seek guidance.

## STUDENTS GRIEVANCE REDRESSAL COMMITTEE

In alignment with the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023, IILM university established a robust and transparent grievance redressal mechanism to address concerns of students currently enrolled as well as those seeking admission.

This mechanism operates under the **direct purview of the Vice Chancellor**, ensuring that all concerns are addressed with integrity, fairness, and due urgency.

Students may submit their grievances by visiting the official online grievance portal at **[iilm.ac.in/online-grievance](http://iilm.ac.in/online-grievance)** or email **[Yourconcerns@suggestions@iilm.edu](mailto:Yourconcerns@suggestions@iilm.edu)**, **[studentexperience.gn@iilm.edu](mailto:studentexperience.gn@iilm.edu)**. Upon receipt, each case is examined with due diligence, and suitable redressal is ensured in accordance with the procedures laid out in the UGC regulations.

IILM is committed to fostering an environment where students feel heard, supported, and respected at every stage of their academic journey.

## CODE OF CONDUCT

**IILM's Code of Conduct** is designed to foster a productive and respectful learning environment. It outlines the University's expectations for student behavior while also safeguarding students' rights and responsibilities.

The Code includes the following key principles:

- **Maintaining Good Conduct:** Students are expected to demonstrate respectful and orderly behavior both on and off campus.
- **Upholding University Values:** Students should embody the positive traditions of IILM and strive to be responsible members of the University community.
- **Academic Commitment:** Students must remain dedicated to their academic pursuits and contribute to a healthy, supportive academic atmosphere.
- **Respect for Diversity:** Students are encouraged to value differences in culture, background, and perspectives, fostering an inclusive campus environment.
- **Responsible Use of Resources:** Students must use University facilities, technology, and resources responsibly, ensuring their availability and sustainability for all.

**ZERO TOLERANCE ACTS:** University observes zero tolerance for offences as is detailed herein below:

IILM University maintains a strict zero-tolerance policy towards the following:

**A. Sexual Harassment**

Any form of sexual harassment at the place of study or during any academic or co-curricular engagement—on or off-campus—is strictly prohibited. All members of the university are expected to adhere to the provisions outlined in the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, and the **UGC Regulations, 2015** concerning the prevention and redressal of sexual harassment in higher educational institutions.

**B. Ragging**

Engaging in any act of ragging is strictly forbidden. This includes but is not limited to teasing, bullying, verbal or physical abuse, humiliation, wrongful restraint or confinement, and any act causing physical or psychological harm. The definition and interpretation of ragging are in line with the **Vishwa Jagriti Matter (1999)** and the **UGC (Curbing the Menace of Ragging in Higher Educational Institutions) Regulations, 2019**.

**C. Use or Possession of Narcotics**

The possession, consumption, procurement, aiding in use, or sale of any **narcotic drugs or psychotropic substances** is a punishable offense and strictly prohibited within or outside the campus.

**D. Violence or Misconduct Against University Personnel**

Causing harm, either physical or psychological, to faculty members, administrative staff, or any university personnel—whether on-campus or off-campus—will be treated as a serious breach of conduct and dealt with severely.

**E. Gross Misconduct**

Any act or behavior deemed by the competent authority as a **gross violation of university discipline**, decorum, or public order will attract strict disciplinary action.

*Acts of Zero Tolerance will be addressed promptly. Parents will be informed at the very first instance, and the matter will be immediately taken up by the Disciplinary Committee. If necessary, the case will be escalated to the Proctorial Board for further action.*

## The IILM Ethos: Freedom with Accountability

At **IILM University, Greater Noida**, we believe that students thrive best in an environment built on trust, autonomy, and mutual respect. We empower our students with the **freedom and information** they need to make informed choices—for their personal growth and for the betterment of the university community.

In return, we expect students to uphold a strong sense of **responsibility, integrity, and self-discipline**. Our aim is to foster a culture of **ownership and accountability**, where responsible behavior becomes second nature.

This philosophy extends to the **mindful use of university resources**, as well as **respect for the rights, space, and freedom of expression of others**. By embracing these values, students contribute meaningfully to a vibrant, inclusive, and forward-thinking campus community.

## Celebrating Diversity, Fostering Inclusion

At **IILM University**, we take pride in our **vibrant and diverse student community**—one that brings together individuals from varied backgrounds, beliefs, cultures, genders, perspectives, and experiences.

- We believe that **inclusivity is not just a value, but a vital ingredient** in building a thriving academic and social environment. Every member of our community is expected to embrace and respect these differences, contributing to a culture of **mutual understanding, acceptance, and dignity**.
- Our goal is to **foster an inclusive atmosphere** where everyone feels seen, heard, and valued, and where diversity becomes a driving force for learning, growth, and positive impact.
- Any form of **discrimination—whether based on physical appearance, gender, caste, creed, color, religion, region, or culture—will not be tolerated**. Such behavior, if reported, will be addressed strictly in accordance with the provisions laid out in the **University Code of Conduct**.

## UPHOLDING THE RULE OF LAW AND UNIVERSITY POLICIES

At IILM University, we are deeply committed to creating a campus environment where **integrity, responsibility, and mutual respect** form the foundation of academic and personal success. Our rules and policies are not simply regulations—they are guiding principles that help ensure the safety, harmony, and overall well-being of our entire community. By upholding these standards, students actively contribute to a thriving university culture where learning can flourish without disruption.

We expect all students to follow these key principles:

- **Academic Integrity and Discipline:** Students must demonstrate honesty in all academic work and avoid any activity that disrupts teaching, research, or administrative processes. Plagiarism, cheating, or any form of academic dishonesty will not be tolerated.
- **Compliance with University Policies:** Students are required to adhere to all official policies as published on the IILM intranet via *IILM Links*. These policies cover academics, conduct, facilities usage, and more.
- **Non-Participation in Political Activities:** While we encourage informed opinions and healthy debate, students are strongly advised against participating in political protests or activities that may disturb the academic atmosphere.
- **Clearance of Dues:** All academic, administrative, and hostel-related dues must be cleared before vacating campus or in the event of withdrawal from the university.
- **Respect for Property:** University property must be treated with care. Any act of vandalism, theft, or deliberate damage—whether of university facilities or personal belongings of others—will lead to strict disciplinary action.
- **Organizing Student Activities:** Any event, workshop, or activity—whether on or off campus—must receive written approval from the *Dean of Student Welfare* at least 10 working days prior. For academic events in non-standard venues (outside classrooms or labs), the *Admin Helpdesk* must also be informed for logistical arrangements.

By following these guidelines, students help maintain a culture built on **mutual respect, responsibility, and academic excellence**.

## INFORMING PARENTS

IILM University values a **collaborative relationship with parents and guardians**, recognizing them as key partners in a student's educational journey. While students are encouraged to develop independence, we also believe that timely communication with families is essential in matters of serious concern.

In line with our zero-tolerance policy for certain violations, parents will be informed **immediately** if their ward is involved in any serious misconduct, safety concerns, or breaches of law. Beyond this, parents will also be contacted if:

- A student's **attendance is consistently falling**, indicating a pattern that could affect academic performance.
- There is a **significant drop in grades** or noticeable decline in engagement with coursework.
- The student is found to be involved in **indiscipline or misconduct** that could impact their safety or academic standing.
- There is any **indication or tendency toward self-harm**, where emotional or psychological intervention is urgently required.

This proactive approach ensures that parents remain informed, engaged, and able to work alongside the university to support the student's growth, safety, and overall success.

# HOUSING AND ACCOMMODATION

## Accommodation : Rooms, Allotments, Reassignment

**A. Room Allocation:** Room allotment at the hostel is made on a twin-sharing or three-sharing basis for the entire academic year, approved by the university.

- Roommates are decided by the University with the help of relevant information provided by the students at the time of the admission.

- All students are expected to room with students from within their own batch.

**B. Changing rooms** in the middle of the session or without formal authorization from the university may not be possible. This is to ensure the university database is intact for emergency situations.

**C. Room Reassignment:** Residents may request a room change due to unlivable non-functioning facilities or other infrastructure issues. The concerned students should meet with their Warden for assistance. If the request is deemed valid, the Warden, in consultation with senior Office of Student affairs members, may recommend a room change.

**D. Room Keys:** Students will be issued keys to their allotted room including keys for the wardrobe and desk drawers at the beginning of the academic year. They will be responsible for keeping their keys safe as the University is not liable for losses/damages sustained to personal belongings because they lend their keys to another individual(s).

1. Duplication of the keys and/or use of duplicate keys for unauthorized access is a punishable offense and will be reported to the concerned committee.

2. If the key(s) is lost, a replacement key may be issued by the Warden subject to the availability of the concerned personnel. Any costs incurred for the replacement key will have to be borne by the student.

**E. Roommate Conflict:** In case a student is experiencing roommate conflict, the following steps should be followed to best address the issue:

Step 01- The student should first make an attempt to improve their living situation by carefully and responsibly communicating with the roommate about difficulties faced.

Step 02- If communication with the roommate does not lead to positive outcomes, the student may go to their Warden to seek assistance. The Wardens are trained and will arrange for a mediation process so as to best resolve conflicts.

Step 03- If the problem persists, the respective Warden will refer the matter to The Office of Student Affairs for further action. After reviewing the request, the facilitation of a room/roommate change based on availability can be done.

Note that Any roommate change made outside this process will not be considered official.

**F. Room Clearance:** While the allotted room will be retained by the resident students at the end of the Monsoon (odd) semester, rooms must be completely vacated at the end of the respective academic year/programme, with duly filled Room and Keys handed over to the respective Warden.

At the end of Monsoon semester (odd semester), the luggage will be moved to the cloakroom for safekeeping and tags will be assigned to students to claim their luggage upon their return.

## Living Protocols

**A. Room Condition:** In the beginning of room allotment, submitting a Room Checklist Form is crucial. This form gives students an opportunity to declare the condition of their room and contents upon moving in and reduces the possibility of them being charged for a pre-existing condition. If a resident fails to complete and submit this form, their room will be assumed to be in good condition, free of damages, and complete with all contents.

**B. Using personal electronic appliances** such as kettles, coffee makers, induction/hot plates, microwaves, minifridges /refrigerators, irons, heaters, immersion rods, etc. inside rooms is prohibited. This is to ensure the safety of students from any fire hazards. The students can avail common facilities that are available to them.

**C. Students** are responsible for keeping their rooms in good order and condition throughout their residency in order to comply with residential codes as well as to minimize deterioration of the facility.

**D.** It is prohibited to alter any campus property (such as removing furniture from the room) issued to a student as part of their housing.

E. Painting, applying decals, and otherwise cosmetically altering the furnishings are not permitted. Defacing walls, doors, and common areas with any write-ups, sketches and drawings are strictly prohibited, and those found in violation will be liable for disciplinary action.

F. Installation of personal property including but not limited to nailing fixtures to walls or ceilings, and drilling holes into walls or furniture is not permitted.

G. Common Areas: Common areas are meant to serve as a space for all residents to come together and avail common resources. This means that the facility and space belongs to none but all the students residing in the hostel. In that case, monopolizing the area is strictly discouraged. Upon any damage or loss to University property in common areas and rooms, three times the costs incurred for the purposes of repair or replacement will be billed to the student(s) found responsible.

## **Evening's grace, Quiet space**

In an effort to encourage a comfortable resting time for all students, Quiet Hours in hostels are to be observed between 12 Midnight to 07:00 am every day. During Quiet Hours, students are expected to refrain from playing music or creating loud noise in the rooms, common room, washrooms, corridors etc.

Even at all other times, students are expected to not cause disturbance to other members of the community.

## **Entry and Exit Procedure**

-Main Gate: Student entry into and exit out of campus will be registered and enabled through the biometric systems installed at the Gate. In situations wherein the system goes out of order, students are expected to enter/exit campus making manual entry in the registers provided.

-Hostel students are expected to be back in the hostels maximum by 9:00 pm. This is to ensure the safety of the hostel students. Failure to be back in the hostel by the said time will lead to disciplinary infraction and intimation to parents/guardians.

-Special approvals for late entry/exit into the hostel will be required from the parent/guardian of all UG students and the Office of Student Affairs. The application must indicate the reasons for the exemption with respect to the check-in and check-out timings, date and time along with supporting documents (if any).

-It is difficult to accommodate one/two hour departures during midnight in case of birthdays/celebrations. Such requests will not be catered to.

-Students are expected to cooperate with the Security Team to ensure the efficient execution of this process. The authorized personnel can deny permission to students, especially in cases where the student is found in violation of the code of conduct expected of the University, state or national law.

-The University reserves all rights to regulate the movement of the students in and out of campus keeping the safety and security of the community in mind.

## **Hostel Visitor Guidelines**

To ensure privacy for all students, visitors do not have access to the hostel rooms. They are allowed to visit students on campus or at the entrance of the hostel between 8:00 am and 6:00 pm.

Parents/Guardians will be permitted to access their ward's room during moving-in at the time of Orientation and moving out at the end of the academic program (and on occasions of medical emergencies, with prior knowledge and approval of the respective Warden). Meetings in common rooms are permitted; only female guardians are allowed in the girls' hostel, and only male guardians in the boys' hostel.

Staff/Faculty are expected to carry their University ID Card with them and sign in at the front desk to gain admittance inside the rooms. This entry is permitted only after special approval from the Vice President of the University.

While residents are allowed to move freely into rooms of their peers across rooms, the privacy of those students who do not prefer the movement of another resident into their room is also recognized. Residents are requested to be mindful of the same.

## **Health and Emergency**

All hostels are equipped with a First - Aid box. In case of an emergency, the concerned student will be referred to the Infirmary (campus premises) for immediate care and attention.

Upon recommendation from the infirmary doctor for hospital transfer, the student will be transferred to the nearest hospital. Hospital expenses will be the student's responsibility.

## Prevention of Ragging

Ragging refers to any act that causes physical or psychological harm, humiliation, or harassment, and disrupts a student's academic life. IILM University maintains a **zero-tolerance policy** towards ragging or any form of discrimination.

Students who experience or witness ragging are encouraged to report the incident by emailing the **Anti-Ragging Committee**. Upon receiving a complaint, the committee will review the matter thoroughly, evaluate the evidence, and take appropriate action through a **confidential and impartial process**.

## Prevention of Sexual Harassment

Sexual harassment, in any form, is a **serious violation of University policy** and will result in strict disciplinary measures against those found guilty.

Students can report incidents of sexual harassment by emailing the **Internal Complaints Committee (ICC)**. Each complaint is handled with utmost sensitivity and confidentiality. The committee will investigate the matter based on the information and evidence provided and will take action in accordance with University policies through a **fair and discreet procedure**.

## Use of Psychoactive Substances

The sale, distribution, manufacture, and use of alcohol, tobacco, and/or other controlled substances is strictly prohibited on University premises.

If a student is found consuming any of the aforementioned materials and/or is found in possession of alcohol/narcotic drugs, they will be reported to concerned authorities.

Strict disciplinary action will be taken against those behaving in a disorderly manner with other students, staff, or faculty on campus after having consumed any of the aforementioned items.

To maintain a hazard-free environment students are forbidden from possessing the following items for recreational or decorative purposes:

- Alcohol Bottles
- Hookah/Bongs/Chillums/Water Pipes
- Drug manufacture paraphernalia

The hostel authorities reserve the right to conduct inspections of student rooms to maintain a substance-free environment on campus.

## Room Inspections

The hostel authorities may be compelled to inspect a student's allotted room without the consent of and prior notification to the residents under circumstances that indicate danger to the well-being of an individual(s) and/or indicate a violation of the University regulations. An inspection will involve the opening up of all locked and closed spaces such as cupboards, lockers, suitcases etc, in the room by the authorized personnel in order to seek evidence for the purported violation/reported incident. During the inspection, the authorized personnel can confiscate items and document actions that constitute a violation of national, state, and local laws as well as any University regulations.

Room inspection can be undertaken by:

- Warden/Senior Warden
- Hostel Manager
- Staff from the Office of Student Welfare

The following procedure will be followed for room inspection:

- A formal inspection permit will be issued by the Vice President/ Pro Vice Chancellor /COO of the University.
- The inspection team will attempt to secure permission for entry (by knocking) and a time-lapse of two minutes shall be provided to the residents to open the door. In case of failure to open the door within three minutes, the inspecting officer can enter the room without permission for inspection.
- The team will try their best to ensure that the inspection is conducted in the presence of the occupants except in those circumstances where it is not possible.
- Any student who believes that procedures outlined for Room Inspection have been violated may appeal to the Vice Chancellor of the University.

## Resident Rights

As a stressful living environment can affect a student's academic performance and emotional well-being, IILM University is committed to ensuring that certain basic rights and duties are binding upon all students.

These are:

1. The right to privacy.
2. The right to free and uninhibited access to the allotted room at all times.
3. The right to have the roommate and/or peers respect personal belongings.
4. The right to study and sleep peacefully in the allotted room, free from any undue interference or hindrance from the roommate and/or peers.
5. The right to be asked/consulted with and to grant/deny permission for having peers invited over in the allotted room.
6. The right to free and uninhibited access to common spaces.
7. The right to be treated as equal without fear of harassment, intimidation, bullying, and physical and/or emotional harm.
8. The right to discuss and resolve disagreements or conflicts in a respectful, and open manner.

Any violation of the above-stated rights can be reported to the concerned authorities for further action.

## Campus Dining: Diverse Options for Every Palate

### Dining Facilities – A Taste of India and Beyond at IILM University

At IILM University, we believe that the dining experience is an integral part of student life—not just for nourishment, but also as a space for cultural connection, casual conversations, and a sense of belonging. Our dining facilities are designed to reflect the **rich cultural diversity of our student community**, which includes learners from across the country.

To meet the varied culinary preferences of such a vibrant and multicultural community, the university offers **two large, well-equipped dining halls**, each catering to different student needs:

#### Dining Hall 1 (DH1) – IGSM Building

- Exclusively for **hostel residents**, DH1 provides a convenient and comfortable dining experience for those living on campus.
- Located centrally within the **IGSM academic block**, it offers easy access to students attending classes and academic sessions.
- The hall maintains a warm, homely ambiance with a focus on health, hygiene, and timely service.

#### Dining Hall 2 (DH2) – Near CET Girls' Hostel

- **Open to all students, faculty, and staff**, DH2 is a spacious, inclusive dining area that fosters interaction across programs and departments.
- It supports a **“Bring Your Own Food” (BYOF)** concept as well—allowing students to enjoy their home-packed meals or external food options in a clean, communal space.
- With ample seating, air conditioning, and modern amenities, it offers a vibrant social environment where ideas are exchanged over meals.

#### What We Serve:

Our dining halls serve a **nutritious and diverse menu**, carefully curated to balance regional flavors, student preferences, and health standards. Meals are freshly prepared and available **seven days a week**, including:

- **Breakfast**
- **Lunch**
- **Evening Snacks**
- **Dinner**

From **North Indian to South Indian delicacies** to **continental options and fusion dishes**, students enjoy a wide spectrum of culinary delights. Special menus are also designed during festivals and events, adding to the cultural vibrancy on campus

## Cafés, Snacks & More

At IILM University, we understand that student life is powered not just by knowledge—but also by great food, warm conversations, and late-night cravings. To complement the main dining halls, the campus offers a variety of casual food options and quick-bite corners spread across key student zones, ensuring that delicious and convenient choices are always within reach.

**Scholars Café** – Nestled in the IGSM Building, this café is a popular hangout for students looking to relax between lectures with a steaming cup of coffee, fresh sandwiches, or light snacks. Whether it's a quick breakfast or a study break treat, Scholars Café offers a cozy and vibrant atmosphere for meaningful conversations and quiet reading.

**Chai Garam Café** – Located near the basketball court, this quaint café offers a delightful mix of freshly brewed chai, iced teas, and street-style snacks. It's the perfect spot to unwind after a game, catch up with friends, or enjoy a peaceful solo moment with your favorite cup of tea.

**Box Cafe (Near CET Boys Hostel)** – Just outside the CET Boys Hostel, a bustling food cart serves hot meals and flavorful street food, catering to students looking for quick, tasty, and affordable bites at any hour.

**Domino's Outlet** – Also near the CET Boys Hostel, this popular pizza joint ensures that your cravings for cheesy indulgence are never too far away. Ideal for group orders, late-night snacks, or casual dinners, Domino's adds a touch of global flavor to campus life.

**Vending Machines** – Strategically placed across campus—including near academic blocks and residence halls—vending machines offer instant access to snacks, beverages, and essentials around the clock.

**Campus Super Mart (Near IGSM Building)** – For daily necessities, packaged food, toiletries, and other personal items, the Super Mart near the IGSM building ensures that students have easy access to all their essentials without leaving campus.

# ROLE OF PARENTS

At **IILM University**, we believe that the success of every student is rooted in a strong, respectful partnership between the University, the student, and their parents or guardians. Your involvement plays a pivotal role in supporting your ward's academic journey, personal growth, and overall well-being.

Outlined below are the key roles expected of all parents and guardians. These responsibilities are essential and must be fulfilled throughout your ward's time at the University:

## 1. Promote Independence and Responsibility

- Encourage your ward to become self-reliant and accountable for their academic performance, personal conduct, and daily responsibilities.
- Refrain from micromanaging; instead, allow your child to make their own decisions and learn through experience.
- Reinforce the importance of discipline, time management, regular class attendance, and academic integrity.

## 2. Foster Healthy and Open Communication

- Maintain consistent and supportive communication with your ward, especially during periods of adjustment or stress.
- Encourage your child to proactively approach faculty members, mentors, or student affairs staff when facing academic or personal challenges.
- Avoid unnecessary interference in everyday university matters; instead, empower your ward to resolve issues through proper channels.

## 3. Respect University Policies and Procedures

- Familiarize yourself with the rules, policies, and expectations outlined in this handbook and ensure that your ward complies with them.
- Do not attempt to bypass formal university processes or seek special treatment.
- Understand that professional boundaries are maintained by the University to uphold fairness, equity, and student growth.

## 4. Participate in University Engagements

- Attend important University events such as orientation programs, convocation ceremonies, and parent-student meetings.
- Engage in workshops and interactive sessions that help you better understand the student experience at IILM.

## 5. Encourage Holistic Development

- Motivate your ward to take part in extracurricular activities, sports, clubs, community service, and leadership opportunities.
- Acknowledge that personal development, emotional resilience, and interpersonal skills are as vital as academic achievements.

## 6. Ensure Accurate and Transparent Communication

- Confirm that your **contact details and personal information** are correctly submitted to the University by your ward.
- Keep your phone number, email, and address updated at all times to receive timely notifications and emergency communications.
- Refrain from submitting forged, misleading, or incomplete documents. All information provided must be truthful and verifiable.

## 7. Trust the University Ecosystem

- Place confidence in the faculty, systems, and student support structures at IILM University.
- Allow your ward to face and navigate challenges independently, knowing that appropriate support and guidance are always available.
- Recognize that learning to adapt, self-regulate, and grow through real-life situations is a vital part of becoming a responsible adult.

By fulfilling these roles, parents contribute meaningfully to their child's university experience and help create a culture of mutual respect, cooperation, and trust. **At IILM University, we value this partnership and look forward to working together in nurturing tomorrow's leaders.**

## LIST OF IMPORTANT CONTACT

Department	Name	Email
Vice Chancellor	Dr. Taruna Gautam	vc.gn@iilm.edu
Chief Operating Officer	Dr. Munish Sabharwal	munish.sabharwal@iilm.edu
Student Grievance Redressal	Mr. Nikhil Tiwari / Dr. Oshin Dixit	suggestions@iilm.edu/ studentexperience.gn@iilm.edu
Ragging	Dr. A.K.Jain	arvind.jain@iilm.edu
Prevention of Sexual Harassment	Dr. Prerna Gulati	prerna.gulati@iilm.edu
Examination	Dr. S.Srinivasan	coe.gnu@iilm.edu
Finance/Fees	Mr. Dharmendra Kumar	financesupport.gn@iilm.edu
Accommodations & Food	Mr. Satish Jha	satish.jha@iilm.edu
Mental Health Help	Yourdost	campus@yourdost.com
Chief Warden	Mr. Satish Jha	satish.jha@iilm.edu
Dean Of Student Welfare	Dr. A.K.Jain	arvind.jain@iilm.edu
Registrar Office	Mr. Karunakar Senapati	registrar.gn@iilm.edu

*For any concerns, you may reach out to us at the above email address. Your query will be acknowledged and addressed within 24 hours. If additional time is required, you will be duly informed about the status and progress of your query.*



# UNIVERSITY EMERGENCY CONTACT NUMBERS



SAVE THESE NUMBERS ON YOUR PHONE! FOR EXTERNAL EMERGENCIES, DIAL 112

## 24/7 SERVICES

- CAMPUS SECURITY / CONTROL ROOM
- MEDICAL EMERGENCY / HEALTH CENTRE
- FIRE SAFETY / EMERGENCY TEAM
- HOSTEL WARDEN (BOYS)
- HOSTEL WARDEN (GIRLS)
- SECURITY OFFICER: +91-9650308802
- DUTY DOCTOR / NURSE: +91-9266952252
- FIRE & SAFETY IN-CHARGE: +91-9650308802
- YOGENDRA RAGHAV: +91-9968583875
- NEERAJ TOMAR: +91-7568628471

## DAYTIME SERVICES

- TRANSPORT IN-CHARGE (8 AM - 8 PM)
- IT SUPPORT (CRITICAL ISSUES)
- FACILITY MANAGEMENT
- STUDENT EXPERIENCE OFFICER
- TRANSPORT OFFICER: +91-9355739333
- IT DUTY OFFICER: +91-9582575274
- ESTATE/FACILITY MANAGER: +91-9990933395
- SWO: +91-9672353636

## AS REQUIRED

- DISASTER MANAGEMENT COORDINATOR
- DEAN STUDENT WELFARE
- PROPERTY MANAGER: +91-9990933395
- DEAN STUDENT WELFARE: +91-8588895415

 IILM UNIVERSITY

Greater Noida

# YOUR WELL-BEING MATTERS AT IILM

At IILM University, Greater Noida, your well-being, growth, and overall experience matter deeply to us. If you are facing any challenges—academic or non-academic, related to your well-being, or any other concern—please know that you are not alone.

**We are here to listen, support, and help you in every possible way. Feel free to reach out in confidence at :**

 **[suggestions@iilm.edu](mailto:suggestions@iilm.edu)**

Your voice is important, and together, we can make IILM an even more caring and supportive space for everyone.



**IILM UNIVERSITY**

Greater Noida