

Student Housing

The Housing areas are mere 10-minute walk from any building on the campus. The design of the campus is intended to foster the development of a resident academic community. The housing for students, visiting executives and faculty are in proximity, so that all members of the ISB community can interact and socialize.

The village rooms have standard set of fixtures, furniture and appliances. No additional/**personal** fixtures, furniture's or appliances can be fixed / installed in the room.

Hyderabad

Four-bedroom Apartment (Quad) - Shared Accommodation

Each apartment has four bedrooms, two bathrooms, a kitchen, and a common sitting area. A television with a cable connection is provided **in the living hall**. The kitchen is equipped with a refrigerator, a single burner LPG stove with LP Gas, a Microwave oven, basic crockery & cutlery. Each bedroom contains a single bed, a study table and chair, bookshelf, a wardrobe, white board and a split air conditioner. All the bathrooms have hot water facility. All the bedrooms have a data port for the Internet. All the quad rooms have Wi-Fi connectivity.

School will provide basic cutlery, crockery, glassware and cooking ware on your arrival for your convenience. As part of sustainability kit **1 jute bag and 1 water bottle** would be provided to you. Please avoid usage of plastic bags and paper glasses as far as possible on campus.

Extra Mattress: Extra mattresses will be provided only to studios; charges would be **Rs. 200 per night**. Please contact Housekeeping team at your village.

Energy Charges: Quad - Each quad (4 rooms) is provided with an individual energy meter, the amount will be charged on actual consumption at the prevailing overall electricity rate, which ISB is incurring. The consumption will be averaged amongst 4 students and charged on monthly basis.

Cooking Gas: 1 cylinder will be provided to each kitchen. **1st cylinder will be complementary from the school.**

Refilling of additional LPG cylinder: Please contact housekeeping at your student village to get a refilled cylinder. Cylinder will be provided to you at an additional cost (prevailing rates). You must sign a debit note; finance will charge the amount to you by end of the month.

Studio Apartments

Each studio apartment has a living room, a kitchen, a bedroom and a bathroom. All the rooms contain furniture and appliances like the four-bedroom quad except the double bed. The studio apartments also have a microwave oven, basic cutlery, crockery and glassware. One data port is provided in the

apartment.

First preference to be given to the students with families for the studio apartments.

School will provide an inventory list upon arrival and the same list must be signed by the student and return. School may decide to charge for any breakages / damages of the assets.

School will provide a set of basic cutlery, crockery, glassware and cooking ware on your arrival for your convenience. As part of sustainability kit 1 jute bag and 2 water bottles would be provided to you. Please avoid usage of plastic bags and paper glasses as far as possible.

Energy Charges: Studio – Each studio is provided with an individual meter, the amount will be charged on actual consumption at the prevailing overall electricity rate, which ISB is incurring on monthly basis.

Cooking Gas: 1 cylinder will be provided to each kitchen. **1st cylinder will be complementary from the school.**

Refilling of additional LPG cylinder: Please contact housekeeping at your student village to get a refilled cylinder. Cylinder will be provided to you at an additional cost (prevailing rates). You must sign a debit note, finance will charge the amount to you by end of the month.

Village Centre / K-Block

The Village Centre is the social hub of the Student Village, a place where students can socialize, relax, and de-stress. Housekeeping and security help desk also located here for the respective student villages.

Students' spouses have access to the campus facilities, including the Learning Resource Centre and the Recreation Centre and are welcome to participate in every aspect of Village life.

Students are advised to take care of personal belongings like laptop, mobile phone, Tab, pad, jewellery, clothing, cash & cards etc. ISB will not be responsible for any loss of items or theft.

Process followed when valuables are found in the absence of the occupant while room cleaning:

1. Housekeeping supervisor opens the rooms / studio apartments. The cleaning personnel enter along with the supervisor.

2. He checks the room for any valuables as per the following list: Camera Tab/Pad Jewellery Wallet or ladies' purse Any cash left outside Credit/Debit card Cheque book.

3. In case any valuable is found lying in the room/ hall, he or she calls the SV

security, and the items are noted down by the security in the presence of the housekeeping supervisor. The housekeeping supervisor also makes a note of the same in his checklist. (Note: In case of a wallet or purse the contents would not be checked. In case of open cash, it would be counted and recorded.)

4. The housekeeping desk sends an email with the details of valuables found to Operations. The operations representative forwards the mail to the occupant requesting them to keep their valuables under lock and key.

5. If you found any discrepancy in this procedure or this procedure not being followed by the housekeeping staff, please let Operations know.

We value your privacy, and the details of valuables are noted on an as-is basis without opening or checking. Please be assured that all data pertaining to this would be deleted at the end of the academic year.

Do Not Disturb (DND) card: If occupant does not want anybody to access his/her room, the DND tag must be put on their room door handle.

In case of studio apartments, the DND tag needs to be put on the main door in case the occupant does not want anybody to enter his/her apartment.

In case the bedroom door is locked, it would not be opened, and housekeeping services would not be provided.

Note: If the DND board is kept more than a day, Operations will contact you through mail, extension or mobile as per DND process.

Water Bottles: Two new water bottles will be provided to each student for convenience. Students can take the bottles inside the classroom and are advised to carry it with them in the campus. Water dispensers would be available outside of each classroom for refilling these bottles.

Laundry Facility: Laundry facility is outsourced, and It is mandatory service for the students on Campus. Charges would as below:

Price per head per month (Above 12 years) – Rs.895+ Taxes as applicable (All personal garments & maximum 20 pieces at a time)

Price per head per month (Below 12 years) –Rs.537 + Taxes as applicable (All personal garments & Maximum 20 pieces at a time)

The laundry pick-up & drop point is available at each student village and operates Monday to Saturday except Sundays & ISB Holidays. You must drop and collect your laundry at the Pick-up point.

Installation of personal washing machines in the student villages is not allowed.

Please ensure that you connect power appliances only with three-pin plugs. Choose the plug points according to the power requirement of the appliance. Normally water heaters, air conditioning plants, refrigerators, electric irons and ovens require the large size 15-amp plug sockets.

Food processors, PCs, printers, televisions, and stereo systems require only the smaller size 5-amp plug and sockets.

All the assets and amenities are provided in the rooms, shall not be moved anywhere else for any other usage.

Some tips: Ensure that all the power appliances in your studio/apartment or work area are switched off if you are going to be away for some time, to prevent mishaps and to save energy.

Avoid plugging in equipment when you are barefoot on a wet floor. It could lead to electrical shock.

Maids & Cooks: Maids & Cooks service is not available at SVs.

Mohali

Student Housing - Mohali Campus

The Housing areas are mere 5 minute walk from any building on the campus. The design of the campus is intended to foster the development of a resident academic community. The housing for students, visiting executives, and faculty are in close proximity, so that all members of the ISB community can interact and socialize.

Four-bedroom Apartment (Quad) - Shared Accommodation:

Each apartment has four bedrooms, two bathrooms, a kitchen, and a common sitting area. Common area consists a LCD with DTH (HD) connection, Sofa set with center table and Dining table set is provided. The kitchen is equipped with a refrigerator, potable RO, a double burner LPG stove with LP Gas, microwave oven, basic crockery, and cutlery. Each bedroom contains a bed with mattress, a study table and chair, book shelf, a wardrobe, and all apartments are centrally air conditioned. All the bathrooms have hot water facility. Entire campus has centrally Wifi Services. A telephone has also been provided in common area. Visitors/Guests are not permitted in Quad/Shared accommodation.

Gas Charges: Cooking Gas: 1 cylinder per kitchen per annum is free.

Refilling of additional LPG cylinder: Please contact housekeeping at your student village for refilling of LPG cylinders whenever they are needed. It will be provided to you at an additional cost, you will have to sign the Debit Note for the same.

Studio Apartments: Each studio apartment has a living room, a kitchen, a bedroom, and a bathroom. All the rooms contain furniture and appliances similar to the four-bedroom (Quad) except one double bed. We give first preference to students with families for the studio apartments.

For both the housing types:

At the time of check-in, an Inventory list will be given to verify and sign. During the period of stay, any breakages or damages to inventory including furniture, fixtures, crockery, cutlery, glassware, room finishes and electrical appliances will be charged to the student on a cost basis. Please note that consequential expenses would also be charged to the student.

ALL AMENITIES ARE STANDARD; NO ADDITIONAL FURNITURE WILL BE SUPPLIED. All the assets and amenities are provided in the rooms, shall not be moved anywhere else for any other usage.

Gas Charges: Cooking Gas 1 cylinder per kitchen per annum is free.

Refilling of additional LPG cylinder: Please contact housekeeping at your student village for refilling of LPG cylinders whenever they are needed. It will be provided to you at an additional cost, you may sign the Debit Note for the same.

Student Lounge at SV1B and SV2B: The Student Lounge is the social hub of the Student Village, a place where students can socialize, relax, and de-stress. The Student Lounge holds a lounge, a game room and a services area. The services in the Student Lounge includes a tea/coffee vending machine and a network printer and copier (On chargeable basis).

Students' spouses have access to the campus facilities, including the Learning Resource Centre and

the Recreation Centre, and are welcome to participate in every aspect of Village life.

Inmates are advised to take care of personal belongings like laptop, mobile phone, jewelry, clothing, cash etc. ISB will not be responsible for any loss of items or theft. School has provided a dedicated locker for each student apartment.

Mattresses:

Extra mattresses can be provided to Studio Occupants only on chargeable basis (@ Rs. 200/- per person per day) on request to Housekeeping Help Desk with 48 hours notice.

Water Bottles:

Water bottles are provided to each student. Students can take the bottles inside the classroom and are advised to carry it with them. Water dispensers would be available outside of each classroom. As a part of sustainability initiative, we provide 1 jute bag to each student. Please avoid usage of plastic or paper cups.

Process followed when valuables are found in the absence of the occupant while room cleaning:

1. Only the housekeeping team opens the quad/studio apartments with no Do Not Disturb (DND) tags. The cleaning personnel enter along with the supervisor.

2. He checks the room for any valuables as per the following list:

- Camera
- iPod
- Jewellery
- Wallet or ladies' purse
- Any cash left outside
- Credit card
- Cheque book

3. In case of a wallet or purse the contents would not be checked. In case of open cash it would be counted and recorded.

4. The housekeeping desk sends an email with the details of valuables found to Operations. The Operations Team forwards the mail to the occupant requesting them to keep their valuables under lock and key.

5. If you find any discrepancy in this procedure or this procedure not being followed by the housekeeping staff, please let us know.

Note:

In case of studio apartment, the DND tag needs to be put on the main door and bedroom for quad in case the occupant does not want anybody to enter his/her apartment. In case the bedroom door is locked, it would not be opened and housekeeping services would not be provided.

Incase, the room is DND for more than 12 hours, it would be opened by Housekeeping and Security Supervisor and HK Services would be provided.

We value your privacy and the details of valuables are noted on an as-is basis without opening or checking. Please be assured that all data pertaining to this would be deleted at the end of the academic year.

Laundry Facility:

There is a dedicated laundry vendor inside the student village (SV1B). Laundry services are compulsory for all the residents, irrespective of the usage. Laundry services are to be used at a fixed monthly charges as mentioned below.

(a) Price per head per month (Above 12 years) – Rs. 895.00, exclusive of Taxes (All personal garments & maximum 20 pieces at a time)

(b) Price per head per month (Below 12 years) –Rs. 537.00, exclusive of Taxes (All personal garments & Maximum 20 pieces at a time)

Note: Installation of personal washing machine in student villages is not permitted.

Electrical Appliances

Please ensure that you connect power appliances only with three-pin plugs. Choose the plug points according to the power requirement of the appliance. Normally water heaters, air-conditioning plants, refrigerators, electric irons and ovens require the large size 15-amp plug sockets. Food processors, PCs, printers, televisions, and stereo systems require only the smaller size 5-amp plug and sockets.

Some tips:

Ensure that all the power appliances in your studio/Quad or work area are switched off if you are going to be away for some time, to prevent mishaps and to save energy.

Avoid plugging in equipment when you are barefoot on a wet floor. It could lead to electrical shock.

Maids & Cooks: Maids & cooks service is not available at SVs.

Energy Charges:

Quad - Each quad is provided two energy meters, one for lighting/power and the other for Airconditioning, the amount will be charged on actual consumption. The consumption will be averaged amongst 4 students and charged on monthly basis.

Studio – Each studio is provided two energy meters, one for lighting/power and the other for Airconditioning, the amount will be charged on actual consumption on monthly basis.

Yearly Maintenance schedule:

Students across both campuses will be required to check out from the campus housing by noon, post the Graduation Day, in view of maintenance work to be carried out. Maintenance work includes civil, electrical, plumbing, cleaning, replacement of missing inventory items, pest control and so on.

The ISB reserves the right to amend any of the policies, processes and guidelines stated in the 2022-2023 Manual. Any changes will be communicated to all stakeholders as and when the need arises.