

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Dean of Administration Office

DOAD/CC/1

Date: March 30, 2022

Various upgraded and new facilities in Institute Club and Community Centre

General

The Institute Club IITK has been inaugurated! The aim of this club is to offer various facilities to the campus community for enhanced social interaction, improving socio-cultural skills, health and fitness and to organize social and festive get togethers. This type of facility has been long overdue, and the Institute decided to augment the Community Centre (CC) with these facilities so that the campus community can have a better social environment.

Presently, augmented facilities of the CC/Institute club are managed by a management committee chaired by Dean of Administration.

An overview of these facilities is summarized below:

(1) Institute Club

The Institute club is functional on the ground floor of the CC and has arrangements for the following facilities:

- Multi-purpose room for meetings, small events, movie shows and any such activity
- Dance room with mirrors and wooden floor for dance and drama classes and event practices
- Gymnasium with different types of fitness equipment
- Club library for children and adults with reading space
- Indoor games room for cards, carrom, bridge, chess, etc.
- Office and Reception
- Storerooms
- Ladies and Gents toilets
- Covered quadrangle for organizing get-togethers and social events
- Jhoola park for kids

(2) Accommodation on the first floor

The first floor has 12 AC rooms with independent toilet/bathroom arrangement. These rooms are also provided with suitable number of cots. However, bedding needs to be arranged by the user as per requirements.

(3) New Kitchen for small marriage lawn

A new kitchen block has been added to the CC with the following facilities:

- i) Store room of 35 sq m.
- ii) Covered kitchen of 63 sq m.
- iii) Preparation and washing area of 63 sq m out of which 23 sq m is covered with sheeting.
- iv) Toilet for workers.

(4) New kitchen and associated facilities adjacent to big marriage lawn

a) Ground floor

- i) A covered kitchen having sizes 9.3 m x 6 m (area 55.8 sq m) with open preparation area and two store of sizes 6.7 m x 6 m (area 40.2 sq m).
- ii) Two rooms (one with attached toilet) for guests.
- iii) A separate toilet facility for guests, both for Gents and Ladies.

b) First Floor

- i) One hall of size 6 m x 8.23 m (area 49.38 sq m) and two rooms of sizes 3.6 m x 6 m (area 21.6 sq m) and 3.6 m x 3.77 m (area 13.57 sq m), respectively.
- ii) A separate toilet facility for guests, both for Gents and Ladies.

(5) Yoga Centre Block

Currently, construction of one Yoga Center Block is underway. This block comprises three floors with provision of an 8-passenger lift. Various facilities in this block are as follows:

a) Ground Floor

- i) 4 nos. rooms of 30 sq m each for various activities.
- ii) Covered verandah of 115 sq m.
- iii) Kitchen/ Pantry of 18 sq m for the Institute Club/CC.
- iv) Toilet for Ladies and Gents separately.

b) First Floor

- i) Yoga Hall of 265 sq m.
- ii) Office cum store of 28 sq m.
- iii) Separate toilets for Ladies and Gents.

c) Second Floor

- i) One room of 28 sq m for activities related to yoga centre.
- ii) One Unisex toilet and steam bath facility.

Booking

1. Facilities listed under the Institute Club are accessible to its members only.
2. Booking of various facilities in CC can be made through the ICCC Office, IIT Kanpur. These facilities are also being managed by the management committee and the request for booking of these should be made to **In-charge, Institute Club and Community Center, IIT Kanpur**. Efforts are underway to facilitate online booking arrangement for booking of these facilities.

Contact persons

In-charge, Institute Club and Community Center, IIT Kanpur (ccic@iitk.ac.in, Ph no.: 0512 259 2340) Timings: 09:30 AM- 05:30 PM.

Phone CC Office: 7799

Membership fees

Access to various facilities in the Institute Club is through the membership of the club. The membership of the club can be availed by paying membership fee as given bellow.

Table 1: Membership fee for the Institute Club

Sr.	Category	Monthly	Yearly
1	B and C category employees including project employees and students (Family)	250	3000
2	B and C category employees including project employees and students (Individual)	150	1800
3	Group A and above (Family)	300	3600
4	Group A and above (Individual)	200	2400

The membership of the Institute club provides access to all facilities of the club, invitation to various regular events organized by the club, concessional meal coupons to these events, and concessional tariffs for various other facilities of CC, etc. The application for membership can be made by filling up the membership form for deduction of the fee for automatic monthly deduction from the salary.

Request form for membership

Requests for membership and authorizing monthly deduction of the membership fee from the salary can be submitted to In-charge, Community Center in the Estate Office or mailed at: ccic@iitk.ac.in. The format of the membership form is available at the Estate Office Website: iitk.ac.in/estateoffice/ under ICCC sub menu.

Booking charges for various facilities in CC

Tariff

Revised tariffs, effective from 21 Sep 2022 for various facilities at the Community Center, are given in the following table. All payments for use of these facilities at the Center by all categories of guests should be settled by on line on the link mentioned bellow:

<https://www.onlinesbi.com/sbicollect/icollecthome.htm>

Table 2: Tariff for various facilities in Community Center

Sr.	Facility	# Days	Booking charges (Rs.)	Utility Charges (Rs.)	Total (Rs.)	SD-1 (Rs.)	SD-2 (Rs.)	Add
1	CC Lawn, Kitchen and Quad	01	8000	2000	10000	7000	10000	E
2	CC Lawn	01	5000	1000	6000	5000	10000	E
		02	7500	1000	8500	5000	10000	E
		03	10000	1000	11000	5000	10000	E
3	CC Kitchen	01	1000	500	1500	1000	No Music	E
4	CC Quad including Lobby	01	4000	700	4700	1000	10000	E
5	Big Marriage Lawn (with kitchen and annexe)	01	12000	2000	14000	12000	10000	E
		02	18000	2000	20000	12000	10000	E
		03	24000	2000	26000	12000	10000	E
6	Rooms in big marriage lawn annexe (4 nos., per room, per day basis)	01	750	100	850	750	-	E
7	Medium sized hall in big marriage lawn (per day basis)	01	1000	100	1100	1000	-	E
8	Rooms on First Floor of CC (12 nos., per room per day basis)	01	750	100	850	750	-	E
9	Rooms on Ground Floor of Yoga Centre block (3 nos., per room per day basis)	01	1500	500	2000	1500	-	E
10	Aashiyana Hall (per slot)	01	2000	1000	3000	3000	-	E

SD-1 : First security deposit for general maintenance of CC

SD-2 : Second security deposit against noise pollution

E : Additional electricity charges

Aashiyana Hall : It may be booked into the slots (1st slot 09:00 AM to 03:00 PM) (2nd slot 04:00 PM to 10:00 PM)

It is also proposed that all the rental booking charges, utility charges and security deposits are to be paid online in the institute account and no cheques will be accepted.

- Security deposits, SD-1 and SD-2 will be returned back after accounting for suitable deductions, if required.
- Electricity charges to be charged separately as per the prevailing rates approved by the management committee.
- All members of the Institute Club will be eligible for a concession of 30% on “booking” charges. However, they have to pay all other associated charges such as utility, SD-1, SD-2 at par with charges for non-members.

For commercial activity like holding an exhibition, etc., the CC quadrangle can be booked as follows (with the same utility and security deposits as give in Table 2):

Members	Rs. 4000/- day	Rs. 5600/- two days
Non-Members	Rs. 5000/- day	Rs. 7000/- two days

At the time of booking, one must deposit booking, utility and SD-1 & SD-2 (Security Deposit) charges online.

Details of Accounts:

Name of Account holder: Registrar, IIT Kanpur

Account no.: 10426002137

Bank: State Bank of India

IFS Code: SBIN0001161

Cancellation Charges:

S. No.	Description	Deduction
1	60 days and above from the date of event	10% of total charges
2	Between 30 to 60 days	20% of total charges
3	Less than 30 days but more than 48 hours	50% of total charges
4	Less than 48 hours or after the date of event	No refund

Booking Period:

S. No.	Description	Before the date of event
1	Working Employee	No Limit
2	Retired Employee	60 days
3	Project Employee/ students	60 days

Reservation / Bookings of Institute Club areas

- Allotment of club rooms and spaces will be made according to the priority of booking.
- Any item or property if found missing or taken away, or damaged by the user or their guests will be liable to be paid by the user.
- The CC/IC will not be responsible for any loss or damage or any mishandling to any property belonging to the occupant in whatsoever manner it may be caused.
- All bookings of lawns for private parties/ marriages will be done by online payment only.
- All the requisite charges for the booking will have to be paid in advance. No token money or part payment will be accepted.
- All bookings will be done with the approval of the management committee. As a special case and after due approval by the management committee, bookings for close relatives of the serving employees may also be permitted. However, tariff for such bookings will be three times the normal tariff mentioned in Table 2. Such bookings may be confirmed 25 days before the event.
- With many facilities, it is possible to hold multiple functions/activities in CC. Users must maintain decorum so that these multiple activities/functions can proceed simultaneously. However, in some cases, involving use of external sound system, multiple activities may be restricted by the management committee.
- Reservation will be done on first-come-first-served basis as per eligibility of booking period. Booking form will be accepted only within the prescribed booking period. No advance intimation for future dates, beyond the eligibility of booking period will be entertained.
- GST @18% will be charged extra for commercial bookings like exhibitions, book fair from persons other than Institute employees.
- Any new member booking the facility of the Institute Club/CC will have to continue his membership at least up to one year from the date of booking.

- In case the membership is less than one year, the above-mentioned condition will not be applicable for them.
- Utility charges are for normal dusting and normal cleaning only. Additional penal charges for cleaning of dumped left-over food, disposable items, vegetable & fruit peel will be deducted from the security deposit.

Dos and Don'ts for using the Facilities in CC and the Institute Club.

DOs

1. Always switch off the lights when not in use.
2. Keep the premises neat and clean.
3. Park your vehicle at the designated parking place only.
4. While playing the DJ/Music system, please keep the volume at low level. Please understand that many residents are residing in the neighborhood of the facility. Hence, utmost care must be taken not to disturb the normal sound levels in the area. Failure to adhere to the basic commonsense commitment will result in complete stoppage of the music and confiscation of the security deposit against noise pollution.

DON'Ts

1. Do not spit inside the facilities of the Club/CC.
2. Do not paste decorative items on walls of the club and inside the rooms.
3. Do not damage the property of the Club/CC.
4. Do not harass or use abusive language for the staff working in the Club/CC.
5. Consumption of alcoholic beverages/smoking/spitting of Pan Masala is strictly prohibited inside the Club/CC premises and will be penalized.
6. Possession of any arms/weapons inside the campus is strictly prohibited.
7. In view of the environment inside the campus, use of firecrackers is strictly prohibited.