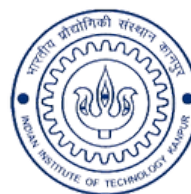




HALL OF RESIDENCE-IV INDIAN INSTITUTE OF TECHNOLOGY KANPUR



Minutes of 1st General Body Meeting held on 9/08/25 at 06:30pm in
the Conference Room, Hall IV

Members Present:

- **Wardens:** Dr. Nagma Parveen (Warden Incharge),
Dr. Sujaya Sircar (Maintenance Warden)
- **HEC Members:** Anunnya Gudhenia, Ayushi Ojha, Dharna Prasad, Shreya Chaturvedi,
Yamini Kathuria, Nilam Parmar, Aditi Saxena
- **HEC members absent with permission:** Shria Anand
- **Residents**

Minutes:

1) Washing Room Related Matters:

Revised Pricing Policy of washing room facility:

- The cost of using the washing machine for one full bucket of clothes (filled to the brim) is now fixed at ₹10.
- The ₹5 half-bucket rate has been discontinued, and all washes will be charged at the standard rate of ₹10 per bucket.

Residents have reported difficulties in accessing the washing room key after working hours. The following concerns have been identified:

- Misplacement of keys by users.
- Lack of accountability in key handling and return.
- Improper usage of machines by some residents in the past, leading to damage and inconvenience for others.

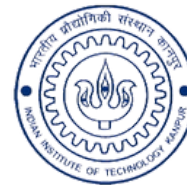
Therefore, keys can't be made available to the residents.

Washing Machine Condition & Procurement:

- Currently, only 5 out of 9 washing machines are functional. The remaining 4 are non-functional.
- Maintenance Warden has recommended initiating the application process for procuring new washing machines to replace the faulty ones.



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2) Cleaning Standards & Staffing Concerns:

Residents have raised concerns about the poor cleanliness of rooms and washrooms, particularly in certain blocks. To address this, the following steps are being considered:

- Rotation of cleaning staff across different blocks to ensure better accountability and uniform standards of cleanliness.
- Initiating a request for the appointment of a new cleaning staff supervisor, who will be responsible for monitoring and maintaining cleaning quality.
- Proposal for hiring permanent common area cleaning staff, to ensure consistent and timely maintenance of shared spaces.
- Need to ensure that cleaning of area near canteen is done properly, clarify the extra payment rules if any.

3) Amendment of parking rules:

Some residents are parking their bicycles in inappropriate areas and riding them in the corridors, causing obstruction, safety risks, and inconvenience to others.

- To maintain order and ensure the safety of all residents, the following stricter rules are being proposed:
- Bicycles must only be parked in designated bicycle stands.
- Riding bicycles inside the corridors is strictly prohibited.

If any resident is found violating these rules:

- The bicycle will be seized immediately.
- Confiscated bicycles will not be returned under any circumstances.

4) Residents' request to sell scrap and giving away personal belongings:

- Permission to sell scrap items (such as old metal, cardboard, etc.) by students in the hostel premises is not allowed.
- Handing over of personal belongings to hall working staff is strictly prohibited.

These actions cannot be permitted due to the following concerns:

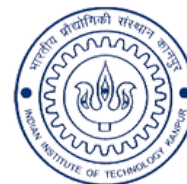
- There is no reliable mechanism to prevent theft or misuse of items.
- There is no guarantee that the items being given are given by their rightful owners, which can lead to disputes and loss of personal property.

Warden Incharge, however, suggested that in such cases residents can give away items outside the IITK campus after following normal procedure of taking away their belongings.

5) A few residents proposed to form Animal Welfare Association in the hall 4 to create designated feeding areas for dogs: the President has proposed to circulate a suggestion form where residents can submit their views. The feasibility of the proposals will be evaluated and final decision will be shared later.



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- 6) Residents were informed about the status of ongoing repairment work of I block.
- 7) Division of duties between hall attendants is required for better functioning of hall office.
- 8) Warden Incharge gave permission to sell scrap lying in the corridor. The money after selling would be transferred to the hall account.

9) Amendment of guest room booking rules:

Booking of guest rooms on Sundays will not be allowed. Only in medical emergencies, will the booking be allowed by the following process:

- Check the availability of guest rooms on website (Facilities page). If room is available then, an email should be send to the warden incharge, keeping hall office in CC. The acceptance of the request depends upon the valid medical evidence provided with the email. The aadhar card copy of the guests and names, address, contact and relation details must be sent to the hall office in the same email. Next day it's mandatory to come to hall office for offline application and payment of the guest room. For all other cases booking for sundays and collection of room keys must be done during hall office working hours only. Similar rules apply for seeking permission to stay in resident's room.
- In case of bookings required by anyone not present in the hostel, send an email with the ID proof (aadhar card of the guests), with name, address, contact and relation details to hall office. Kindly confirm your room no. via email if the booking is for sunday. Show the email of booking approval to the security at the hostel gate.
- Drop the room keys in the dropbox when checking out in case hall office is closed. Drop an email about the same to the hall office. Misplaced keys will result in fine of ₹250/-
- Collection of keys from dropbox must be stopped as keys get misplaced. In case of emergency(sunday booking), and approval of booking (via emails), security at gate may call president to get the keys for guest room. In all other cases keys beyond working hours of hall office will not be provided once booking has been done in the office.
- After checkout, signing off is mandatory in hall office by the student/resident.