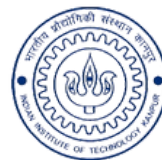




HALL OF RESIDENCE-IV INDIAN INSTITUTE OF TECHNOLOGY KANPUR



HALL RULES AND REGULATIONS

1. Entry Rules of hall – 4:

The rules given below shall be applied for the following categories of persons:

- I) Hall 4 residents.
- II) Residents of other halls and the campus community.
- III) Vendors and other service providers to the hall,
- IV) Out side guests not covered by the earlier three categories.

Note1: A valid IITK identity card is a photo identity document issued by IITK or by a competent authority of a hall of residence (e.g. applies to vendors/service providers of a hall).

Note 2: Visitors of the opposite sex are strictly prohibited to enter the residential blocks of the Halls during 0000 to 0600 hours.

The Rules:

- 1. A guard can ask any individual entering the hall to produce his/her IITK identity card. This applies to residents as well as nonresidents.
- 2. It is mandatory to register at the entry gate of the hall.
- 3. The SIS/security agency shall be responsible for monitoring entry/exit from the hall and ensuring that there is no unauthorized removal of items that belong to the hall or to the hall residents (i.e. instances of theft).

2. Rules for using the projector and sound system of hall-4:

- 1.1. The Cultural secretary is the main responsible person for the projector and sound system.
- 1.2. Projector and sound system will be used only for hall level activities and not for personal, departmental or any other hostel use.
- 1.3. Projector and sound system will be given with the prior permission from the warden incharge, forwarded by the Cultural secretary.
- 1.4. Before and after handing over of the projector, the hall caretaker need to check its condition and action will be taken in case of any damage found.
- 1.6. After assigning the projector and sound system, the entire responsibility lies with the concerned person.
- 1.7. The projector and sound system should be immediately handed to the office after use. In case the screening of the event is in late night, it should be kept in the T.V. room and then handed over next day.

3. Canteen and Gardening rule:

- 3.1. Do not pluck flowers from the plants and take flower pots from the gardens in Hall-4 premises. A fine of Rs. 500 will be imposed on the student.
- 3.2. Do not take utensils (plates/glasses/spoons) from the canteen to your rooms without informing the canteen contractor. A fine of Rs. 500 will be imposed on the canteen contractor if the utensils are not returned within a day.



HALL OF RESIDENCE-IV INDIAN INSTITUTE OF TECHNOLOGY KANPUR



HALL RULES AND REGULATIONS

4. Sports Rules:

- Hall 4 sports facilities are provided to promote fitness, recreation, and bonding among residents.
- All residents must use the facilities responsibly, respecting the space, people, and equipment.

Who Can Use the Facilities?

4.1. Only Hall 4 residents are allowed to use the facilities.

4.2. Non-residents (e.g., friends from other halls) may play only with permission and under specific rules.

4.3. Available Facilities

- Table Tennis Tables
- Chess Board
- Carom Boards
- Badminton Court (Shared/Open Space)
- Access to Basketball Court
- Cricket Kit (bat, stumps, ball, etc.)
- Billiards Table (paid usage)

Note: The badminton set and cricket kit are for use strictly within Hall 4 premises only. Playing outside the hostel (e.g., other hostels or public grounds) using this equipment is not permitted. (More facilities will be added based on space availability and resident feedback.)

4.4. Timings:

- Sports areas can be used between 6:00 AM to 10:00 PM.
- Use of floodlights or court lighting (if any) must be turned off after playing.

4.5. Girls' Priority & Access Control:

- Hall 4 being a girls' hostel, all female residents will have priority for sports facility usage.
- If boys are invited to play (e.g., for badminton or basketball):
- Maximum 2 boys allowed at a time.
- Boys must vacate immediately if any girl resident is waiting.
- No boys are allowed to use the area without a Hall 4 resident present.

4.6. Key Issuance System (TT Room or Sports Room Access)

- Keys can be issued at the Back Gate Security Room between 8:00 AM and 11:00 PM
- Procedure:
- Submit College ID Card
- Fill in the register with:
 - >Name
 - >Roll Number
 - >Room Number
 - >Time of Issue & Signature.
- Upon return, ID card is returned after verifying key submission after key submission.



HALL OF RESIDENCE-IV INDIAN INSTITUTE OF TECHNOLOGY KANPUR



HALL RULES AND REGULATIONS

- Max Usage Time: 1 hour 30 minutes per session. Late return or misuse will be noted. Repeated misuse may lead to a fine or ban.

4.7. BILLIARDS ROOM – KEY ISSUANCE & USAGE RULES

- Eligibility & Issuance
- Only Hall 4 residents are eligible to issue the key.
- Key can be issued:
 - During Office Hours (Mon–Sat, 10:00 AM – 5:00 PM): From the Hall Office
 - Other Times: Contact
 - nilambenk24@iitk.ac.in | 📞 7575804059
 - anunnyag24@iitk.ac.in

The key will be issued only upon submission of college ID card, which is returned after key submission. Register Entry Required.

- You must fill in the register with:
 - Name
 - Roll Number
 - Room Number
 - Time of Key Issuance
 - Time of Key Return
 - Signature
 - Fee Structure
- A fee of ₹30 per hour will be charged.
- Up to 5 people can use the facility during that hour.
- The person issuing the key (must be a Hall 4 resident) will be billed via electricity and mess charges.

4.8. Time Limit:

- Usage allowed for maximum 2 hours per session.
- After 2 hours, you must return the key.
- Late returns will be recorded; repeated delays or misuse may result in access restrictions or fines.

4.9. Restrictions:

- Do not hand over the key to non-residents or unauthorized individuals.
- The key holder is fully responsible for:
 - > Locking the room after use
 - > Any damage during the session

4.10. If the key holder needs to leave mid-game and another person continues:

- The new person must submit their own ID card and officially take the key.
- The first person's ID will be returned.

4.11. Post-Usage Instructions:

- After using the billiards room, please:
 - > Cover the table with the cloth provided
 - > Place all balls and cue sticks in their designated place
 - > Turn off all lights and fans



HALL OF RESIDENCE-IV INDIAN INSTITUTE OF TECHNOLOGY KANPUR



HALL RULES AND REGULATIONS

4.12. Equipment Usage:

- Use all items (TT bats, carom pieces, nets, etc.) carefully.
- Do not remove equipment from designated rooms unless allowed.
- Report damage or missing items to the Sports Secretary or caretakers immediately.

4.13. Room Locking & Responsibility:

- The person who takes the key is responsible for:
 - >Locking the room after use
 - >Ensuring equipment is properly placed
 - >Returning the key on time

4.14. Cleanliness & Conduct:

- Maintain cleanliness in all sports areas.
- No food, litter, or loud music allowed in indoor sports rooms.
- Respect each other – avoid dominating courts, forming exclusive groups, or disturbing others.

4.15. Feedback & Suggestions:

- These rules are in a trial phase and may be updated.
- Residents are encouraged to share:
 - >Suggestions for new games
 - >Issues with current system
 - >Ideas for tournaments or events

You can contact the Sports Secretary or drop suggestions in the Hall Sports WhatsApp group.

5. Reading Room Rules & Guidelines

5.1. Sleeping in the Reading Room

- Sleeping inside the reading room is not allowed.
- Fine: ₹200.

5.2. Furniture, Books & Magazines

- Damaging furniture, books, or magazines will require the resident to replace the item with a new one.
- Books and magazines must not be taken outside the reading room.
- Fine for taking books/magazines outside without permission: ₹500.

5.3. Library Timings

- Monday to Saturday
- 8:30 PM to 8:30 PM

5.4. Membership

- Membership fee: ₹50 for 6 months.
- Renewal fee: ₹25.

5.5. Issuing Books & Magazines

- All issued items must be properly entered in the register.
- You may reissue a book or magazine twice.
- Maximum issuance period: 14 days.
- Late return fine: ₹2 per day.

5.6. Damaged Books

- Fine for a damaged book: ₹300.

5.7. Food & Drinks

- No edibles or beverages are allowed inside the reading room.



HALL OF RESIDENCE-IV INDIAN INSTITUTE OF TECHNOLOGY KANPUR



HALL RULES AND REGULATIONS

6. TV Room Rules & Guidelines

6.1. Issuance & Register Entry(DURING OFFICE HOURS)

- Before using the TV room, make an entry in the register specifying:
 - Name of the resident
 - Time of issue
 - Time of return
 - Sign-in and sign-out

6.2. After-OFFICE Hours Keys

- If issuing TV room keys after office hours, email the Common Room & Accounts Secretary, PRESIDENT and the Warden for permission.

6.3. Door Policy

- Do not shut the TV room door from inside.

6.4. Footwear

- If you wish, leave slippers outside the TV room.

6.5. Food & Drinks

- No edibles or beverages are allowed inside the TV room.

6.6. Furniture Care

- Any damage to furniture will require the resident responsible to buy a new replacement.

6.7. Cleanliness & Conduct

- Keep the TV room clean.
- Maintain discipline and avoid unnecessary noise or disturbance.

7. Music Room Rules

To ensure fair use and smooth functioning of the music room, please follow these rules:

7.1. Sign in and out before and after use in the register or Excel sheet kept at the Hall Office.

7.2. Maintain discipline in music rooms.

7.3. No food or drinks inside; keep instruments and the room tidy.

7.4. Switch off lights and fans, AC before leaving.

7.5. Do not reserve or block the music room for personal use unless permitted.

7.6. Do not damage hostel property. In case any resident damages in musical instrument they will have to buy a new one

7.7. Follow hostel quiet hours — events must end by 10:00 PM unless prior approval is taken.

7.8. Issuance of keys after working hours requires special permission from the Common Room Secretary, Cultural Secretary, and President, keeping the Hall Office in CC.

7.9. Keys must be returned the same day after use.

7.10. Remove your slippers before entering the music room.

7.11. Music room can't be used for more than 1 hour and for personal usage, the resident must pay Rs. 25

8. Conference Room Rules

Similar rules as applied to T.V. Room.



HALL OF RESIDENCE-IV INDIAN INSTITUTE OF TECHNOLOGY KANPUR



HALL RULES AND REGULATIONS

9. Washing Room Rules

- The cost of using the washing machine for one full bucket of clothes (filled to the brim) is now fixed at ₹10, meaning all washes will be charged at the standard rate of ₹10 per bucket.
- Keys will only remain with washing room staff and can't be made available to the residents.
- Maximum 80 buckets can be taken in a day.
- Pay before you leave the bucket otherwise your clothes will not be cleaned.
- Clothes more than the brim of bucket will be rejected.
- Buckets with sanitary pads, undergarments will be rejected.
- Washing modes till 1 hour duration can be used.
- Buckets can only be taken back during the working hours of washing room.
- Writing details in register while keeping and taking away bucket is mandatory

10. Parking Rules

- Bicycles must only be parked in designated bicycle stands.
- Room wise parking slots are no longer applicable because of double/triple occupancy in rooms. Please park your cycles at appropriate stands, not in corridors and lanes.
- 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 until the residents have paid the fine of Rs. 1000.
- Note: Hall office to expedite the above process

If any complaint is obtained against a resident regarding such incidents with evidence via email, the violator will immediately be penalized.



11. Guest Room Rules

11.1. Eligibility for Booking: Residents of Hall-4 can book guest rooms for their parents, guardians, female friend and siblings (own brother and sister only). Room to male guest alone can't be given.

11.2. Non-residents are also allowed to book guest rooms, but at a modified price.

11.3. Room Types and Charges: hall-4 has total 6 Guest rooms (4 non-AC and 2 AC)

- Room Type For residents of Hall 4 (per night charges)
- For non-residents (per night charges)

11.4. **Room Types and Charges:** Our hall has total 6 Guest rooms (4 non-AC and 2 AC)

Room Type	For residents of Hall 4 (per night charges)	For non-residents (per night charges)
Single room	Rs. 120 (without bedding) Rs. 160 (with bedding)	Not allowed
Non-AC room	Rs. 250	Rs. 300
AC room without attached washroom	Rs. 400	Rs. 450
AC room with attached washroom	Rs. 450	Rs. 500
Female guest in own room (ref. page 2)	Rs.60	Not allowed

Note: Check the availability of guest rooms on hall-4 website on facilities page.

11.5. Booking Procedure:

- a. All bookings are to be done **ONLY** through the hall office.
- b. Bookings open from one month prior to the guest's arrival date and require payment for booking confirmation (non-refundable).
- c. One must provide valid identification and contact details of their guests during the booking process.

11.6. Cancellation Policy:

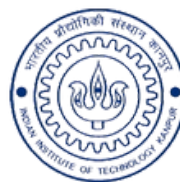
- a. No refund will be provided upon cancellation. The hall office should be informed so that others can be allowed to book.
- b. No refund will be provided if a guest has checked in and decides to check out before the scheduled departure date.

11.7. Stay Duration:

- a. Guest rooms can be booked for up to 5 nights per booking, extendable to 7 nights in emergencies with prior approval from hall authorities.
- b. The check-in time for the guest(s) is set to 10 am and the check-out time is set to 9 am. For any urgent matters or special exceptions, please notify or contact the hall office in advance of the guest's arrival.
- c. For room cleaning (till 5p.m.), please visit hall website. Find the cleaning staff phone number on contact list webpage.
- d. In case of electric/water supply issues, you may call on the numbers given on website (Contact list) of hall-4.
- e. If A.C./ water cooler/heater/geyser are non-functional, inform hall office during office hours.



HALL OF RESIDENCE-IV INDIAN INSTITUTE OF TECHNOLOGY KANPUR



HALL RULES AND REGULATIONS

11.8. Occupancy Limit:

- Each guest room can accommodate a maximum of two guests.
- Hostel Rules and Regulations:
 - a. Guests are expected to adhere to the hostel's code of conduct and respect other residents' privacy and space.
 - b. Consumption of alcohol, drugs, or any illegal substances is strictly prohibited on hostel premises.
 - c. Residents are responsible for the conduct of their guests during their stay.

11.9. Guidelines for the Female Guest Accommodation Facility, Hall-4

This facility allows for our hall residents to accommodate one female guest in their rooms.

1. Eligibility: Only registered residents with no outstanding dues or disciplinary issues.

2. Booking:

- a. The per day booking charge for this is Rs.60. Booking should be done at least 24 hour prior to the date of guest's arrival through the hall office.
- b. One must provide valid identification and contact details of their guests during the booking process.
- c. Only one female guest can be accommodated in one booking and a student can make a total of 3 bookings in a semester.

3. Duration of Stay:

- a. Female guests can stay for up to 5 nights per booking, extendable to 7 nights in emergencies with prior approval from hall authorities.

4. Accommodation Guidelines:

- a. Residents are responsible for their guest's behavior and adherence to hostel rules and regulations.
- b. Guests must comply with the hostel's code of conduct, including silent hours, cleanliness, and the guest must not cause inconvenience to other fellow residents.

5. Security and Safety:

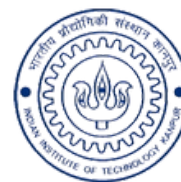
- a. Guests must provide valid identification upon check-in at the hall premises (Gate).
- b. The resident should ensure the safety and security of their guest and their belongings.

11.10. Hostel Management's Rights:

- a. The hostel management reserves the right to deny or cancel guest accommodation requests if they violate hostel rules or pose a risk to the hostel community.
- b. In case of any misconduct or violation of rules by the guest, the hostel management may take necessary disciplinary action, including the termination of guest accommodation.



HALL OF RESIDENCE-IV INDIAN INSTITUTE OF TECHNOLOGY KANPUR



HALL RULES AND REGULATIONS

11.11. Penalty for Unauthorized Accommodation: Rs.2000

11.12. 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 processing and payment of the guest room. Not adhering to this will result in a fine of ₹250/- with ban on any further booking in future.
- 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.
- If keys are not returned on time then a fine will be imposed of ₹250/- and any future booking of that person will be banned.



HALL OF RESIDENCE-IV INDIAN INSTITUTE OF TECHNOLOGY KANPUR



HALL RULES AND REGULATIONS

12. Civil and maintenance rules

Registration and De-registration of electrical appliances

- Electrical appliances like air coolers, heaters (which would be used in winters), induction oven, rice cookers, pedestal fans, table fans etc., used inside rooms, need to be registered in hall office. You will be charged for these appliances separately along with the monthly electricity bills.
- Only hair styling appliances (hair straightener, hair curler and hair dryer), electric kettle, iron, mobile/laptop/tablets are allowed to be kept in rooms (which would not require any sort of registration).
- Registration for the appliances is to be made in the register kept in the hall office. The register is divided per block so make your entry in the respective block space.
- Anytime that you stop using the appliance, make sure you de-register for the same. However, just to keep a smooth track of electricity bills, you cannot de-register before 1 month of its registration date (for all appliances except induction oven and rice cooker or any other cooking devices).

For cooking devices, this cap is of 10 days i.e., the minimum number of days that you would be charged for these is 10.

- De-registration of appliance will be considered from the date you de-register. Deregistration at a previous date will not be considered.

Example:

Suppose you stopped using a particular appliance on 1st July, 2022 and came to de-register on say 15th July, 2022, or 30th July, 2022, or as late as 15th September. You will be charged upto the date you to de-register (i.e., 15th July, or 30th July or 15th September, as applicable).

- You do not need to deregister the appliance if you are going on leave. The approved days of leave are already taken care of while calculating rebate for the month and hence the charges for the appliances will be adjusted accordingly.
- Anyone found to use additional electrical appliances (i.e., anything other than the ones allowed) will be fined. The list of fines is as below:

Appliance	Monthly charges	Fines
Cooler	500	3000
Heater	700	3000
Pedestal or table fans	200	3000
Induction oven	800	3000
Rice cooker	800	3000



HALL OF RESIDENCE-IV INDIAN INSTITUTE OF TECHNOLOGY KANPUR



HALL RULES AND REGULATIONS

Water cooler and R.O. water maintenance:

- The maintenance of water coolers will be done every three months.
- For any complaint visit hall office or email maintenance secretary.

Room Cleaning:

Scheduled Cleaning:

- Monday to Saturday: 9:00-10:00 am time-slot has been reserved for room cleaning. Residents may contact sanitation workers directly for cleaning outside of these hours. Call your block's worker if she is on leave to know who is on duty and then you can ask the assigned staff for cleaning your room.
- Sunday: Sanitation workers will visit each room to offer cleaning services.
- Frequency: Each resident is entitled to have their room cleaned up to three times per week.
- On-Demand Cleaning: Sanitation workers should immediately clean rooms upon request, unless they are engaged in urgent tasks.
- Mop Cleaning: Workers must clean the mop before moving to the next room,
- and phenyl should be applied separately for each room.

Bathroom Cleaning:

Cleaning Agents: Phenyl is mandatory for cleaning bathroom floors and corridors.

Frequency:

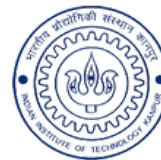
- Bathrooms should be cleaned twice daily.
- Deep cleaning (including floors, walls, mirrors, etc.) is required once a week.

Note: For getting your rooms cleaned you may call the cleaning staff (Phone numbers given on the contact list page, Hall 4 website).

- In case the cleaning staff member is on leave for your block, you may call them and get information of the cleaning staff member allocated for that day. If you find the cleaning issues unaddressed then visit hall office or lodge your complaint on pingala or drop an email to maintenance secretary and maintenance warden in extreme cases.
- For getting the common rooms, guest rooms and other common areas cleaned, apart from the residential blocks, inform hall office or contact the staff on duty directly (visit contact list). Also, inform hall office or email maintenance secretary in case of unresolved issue.
- Especially **for I block residents** to resolve the maintenance, sewer overflow, choked bathrooms/toilets electrical, plumbing, water supply or any other civil issues, kindly contact hall office for lodging complaints. You may drop an email to hall office keeping maintenance secretary and wardens in cc if your issues go unaddressed by previous channels.
- Rest of the residents may directly file a complaint on pingala, make a call on phone numbers shared on contact list page or contact hall office to expedite the process.
- For water and electricity supply outage issue call on the numbers shared on contact list page. Issues related to drinking water must be informed to the hall office first, you may contact on the shared number on contact list page if unaddressed then drop an email to maintenance secretary.



HALL OF RESIDENCE-IV INDIAN INSTITUTE OF TECHNOLOGY KANPUR



HALL RULES AND REGULATIONS

Duties of Hall Residents

Maintaining Cleanliness:

- After the sanitation staff cleans the washrooms/ common areas, it is the responsibility of residents to maintain cleanliness.
- Avoid using muddy slippers in the washroom, or pour some water to remove the mud stains if caused by you.
- Do not leave used or unclean utensils unattended in the washrooms.
- Ensure you flush the toilets after use and refrain from urinating in the bathrooms.
- Dispose of sanitary pads and other waste properly. Do not leave your pads on bathroom shelves! Wrap sanitary pads in paper and place them in the dustbin for the convenience of the sanitation workers.
- Turn off the lights in the washroom when not in use to avoid unnecessary energy consumption.
- Mess plates: If you bring mess plates to your room, please dispose of any remaining food in the dustbin. Do not leave plates outside your room, and return them back on time. Failure to do so may result in a penalty.

13. Rules for dog-feeding

- Fine of ₹500 will be imposed on the residents/non-residents for feeding dogs near canteen, in personal/common rooms and other non-designated areas in hostel for feeding dogs.

14. Miscellaneous:

- 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.

15. Mess Rules

15.1. Mess Food at Room Rules :

- Only in cases of any emergency, you can request Food at your Room. Call Mess Counter early to avail.
- Call before 9:15PM, 2:15PM, or 9:30AM. No late requests will be entertained.
- One day is allowed to request food at room. To order consecutively on the second day, write an email to Mess Committee'25 with emergency proof.
- No one is allowed to take Mess utensils in Room.
- You can take plastic or wooden spoons to your room.



HALL OF RESIDENCE-IV INDIAN INSTITUTE OF TECHNOLOGY KANPUR



HALL RULES AND REGULATIONS

15.2. Mess Rebate Rules

Rebate can be applied for a period of minimum of three consecutive days and there should be minimum 10 days gap between two rebate periods.

- A 100% rebate would be given if the leave approval is submitted in the mess before leaving or within 2 days after coming back.
- A 90% rebate would be given If an entry is made in the rebate register, and leave approval is submitted later. (Not within the due dates).
- For leave without approval a 90% rebate up to 5 days will only be given.
- Zero rebate would be given If you fail to inform the mess about your leave before the leave period or do not submit the signed leave form.
(That if you have already taken leave and report it after returning back)
- For the Pg students who have online portal in their department, can submit the copy of their confirmation mail as leave form.
- UG and MSc. students don't need to submit signed leave copy if they are taking leave during their semester break or holidays.

Note: Make an entry in the register in the mess or mail to the hall office/Mess secretary before you leave the hostel. No request will be listened if you forget to inform us before leaving. If you inform us after going on rebate then rebate date will be counted from that date when we get the information.

	Leave Approval	
	During Semester	Semester Break/Holiday
UG student	Required	Not required
<u>M.Sc/MBA</u> student	Required	Not required
Other PG students (with Financial Assistantship)	Required	Required

Program \ Leave Approval	Submitted before leaving/ within 2 days of coming	Submitted later than 2 days	No Approval	No Register Entry/ No Approval Submission
UG	100%	90%	90% upto 5 days	0
M.Sc/MBA	100%	90%	90% upto 5 days	0
PG	100%	90%	90% upto 5 days	0

*Carefully note, without Leave Approval only 5 days rebate will be given!!