



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.
- 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
- 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 and other non-designated areas in hostel for feeding dogs.