

## **Hall-XI: Important Guidelines**

It is important to bring in our notice that we live here as a family and we share our moments of joys and times of hardships. However, living here, we avail shared facilities (mess, bathrooms, clothes washrooms, sports rooms, etc.). Those facilities belong to us and it is our important responsibility to ensure the proper usage to avoid inconvenience and/or damage. In addition, office staff and hall workers (mess, garden, sanitation, shopkeepers, canteen, washer men) also play their role to make here our life easy and joyful, and they complete here our family. Therefore, act responsibly is constitutive for each resident members.

Even knowing the above facts, sometimes the action of individual/group of people causes inconvenience to fellow residents in terms of damaging hall property, disrespecting individual/group of people, etc. So, residents are left with no options other than to set the common guidelines for smooth functioning of our hall so that we could provide better environment for residents.

In the same line, the common guidelines for our hall are being framed. Any violation of rules and regulations will be subject to strict action in accordance with the nature and seriousness of the offence.

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### **General guidelines**

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1. Rude and inappropriate behavior with office staff or any hall worker (mess, garden, sanitization, shopkeepers, canteen, washer men) will not be tolerated.
2. No one is allowed to write anything anywhere on the walls in the Hall. This act will be considered as damage to the hall property and strict action will be taken against the person/people involved.
3. Everyone must park their cycles in the designated parking areas only. No cycling and/or cycle parking should be done in the corridors/outside mess/canteen or hall office or near the hostel rooms. If any cycle is found parked inappropriately, security will be recommended to lock such cycles.
4. RO water should be used for drinking purpose only.
5. 11:55 PM to 6:00 A.M. is the designated silence hours in the hall. Play loud music or shouting in the hall corridors during silence hours is strictly prohibited.
6. Students are requested not to litter on the hall premises and use dustbins only. If the dustbin is full, use another dustbin and do not put the litter on top of it.
7. Students are not allowed to feed the animals in the hall corridors. A designated place has been assigned (behind the mess) and students are requested to use only that place for feeding the animals.
8. Complete cooler and heater registration before use.
9. Members with outstanding hall dues exceeding twenty-five thousand rupees are ineligible to utilize the mess register for additional items.

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### **Mess related guidelines**

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1. Entry in the cooking area without permission is not allowed.
2. Do not sit on veg (only) tables either with eggs/fish/meat.
3. No student is allowed to take mess utensils outside mess without permission.
4. Feeding animals using mess utensils is strictly prohibited.
5. Parking your cycles outside mess is strictly prohibited.
6. Making unnecessary noise (shouting, quarrelling with mess staff, etc.) in dining hall is strictly prohibited.
7. Use coupons for guests.

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### **Sports related guidelines**

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1. Timings for using Sports Facilities:
  - a. For outdoor games

- i. To respect other residents' schedule, please refrain from late night participation on Friday and Saturday in outdoor sports activities. Except Friday and Saturday outdoor sports activities are allowed play till 11:55 p.m.
  - b. For indoor games
    - i. Indoor games can be played all night long with minimum noise and disturbance but remember to switch off the lights while leaving the sport rooms.
2. **The keys for the flood lights** at the music room, computer room, badminton, volleyball and the basketball court must be issued from the Hall gate during the proper timings.
3. Failure to return the keys during the allotted time duration, or if the lights are found to be switched on while no one is playing, or beyond the time limit, will attract penalty.
4. In case the keys of the lights are lost, the resident must inform at the Hall gate and Sports Secretary at the earliest. The resident would have to buy a new lock.
5. It is the responsibility of the Hall residents to use the Hall equipment's with utmost care, if any resident is found to deliberately cause harm to the Hall Sports facilities, strict disciplinary action will be taken.
6. It would be the responsibility of the Hall residents to make minimum noise while playing so as to not disturb the people residing in the rooms near the basketball, volleyball, and badminton courts.

### **Reading/TV/Music/Computer room related guidelines**

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1. No one is allowed to take anything (music instrument, magazines, newspapers, movable furniture etc.) out of the mentioned rooms.
2. While accessing any room, proper entry in the log-book has to be done, failure to which will attract disciplinary action.
3. Damage to any property including furniture, instrument, books etc. will attract disciplinary action.
4. It is strictly prohibited to take any food items and drinks inside the reading room.
5. Don't leave your belongings unattended like your Laptop, phone, books, etc. Please take it with you while leaving.
6. Please maintain silence inside the premises of the reading room, It might create disturbance for fellow residents.
7. Please switch off the electrical appliances after their use.
8. There are several Hindi/English newspapers and magazines that come in daily. Feel free to read but you are not allowed to take any magazines or newspapers outside the reading room.
9. You are not allowed to take the furniture out of the room under any circumstances.
10. Don't Sleep and take naps in the reading room.

**Note:** Anyone found violating any guidelines will be fined heavily and strict action will be taken against him.

In case of any assistance/clarification please contact President/Sports & Cultural Secretary/Hall Office.

***Hall Executive Committee (HEC), Hall-XI  
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