

Hall-XI: Important Guidelines

It is important to bring to our notice that we live here as a member of the Hall XI family. We share moments of joy and times of hardships together. Living here, we share facilities such as **mess, bathrooms, washrooms, sports rooms, etc.** These facilities belong to us and our brothers, and hence it is our responsibility to ensure proper handling of these facilities, minimizing any damage. In addition, office staff and hall workers including mess, garden, sanitation, shopkeepers, canteen workers, also play very important roles to make our life easy and joyful, and they are also part of our family.

Knowingly unknowingly, sometimes our actions can cause inconveniences to fellow residents. Thinking of, by, and for the residents, we, the HEC have come up with a few of the below mentioned guidelines for our Hall XI. We would like you to give them a careful read.

General guidelines

1. HEC should be the first authority to be contacted for any inconvenience or issue.
2. Rude and inappropriate behavior with office staff or any hall worker (mess, garden, sanitization, shopkeepers, canteen, washer men) will not be tolerated.
3. No one is allowed to write anything anywhere on the walls in the Hall. This act is considered as damage to the hall property.
4. Everyone must park their cycle in the designated parking areas only. No cycle should be found parked in the corridors/outside mess/canteen/hall office.
5. The period from **22:55** to **06:00** is designated as silence period. Playing loud music or shouting in the hall corridors during silence period is strictly prohibited.
6. Students are not allowed to feed the animals in the hall corridors.

Mess guidelines

7. Entry into the cooking area without permission is not allowed.
8. Do not sit on veg (only) tables either with non-veg items.
9. No student is allowed to take mess utensils outside the mess without permission.
10. Feeding animals using mess utensils is strictly prohibited.
11. Any kind of misbehavior with mess staff is strictly prohibited.

Washing room guidelines

12. Go through the instruction manual before operating washing machines.
13. Washing anything other than clothes that can cause damage to the machines is strictly prohibited.
14. Always check the pockets of your clothes for any metallic objects like pens, belts, cards, coins, or keys, and remove them before washing the clothes.
15. Ensure judicious machine usage to avoid wastage of water.

Sports related guidelines

16. Timings for using Sports Facilities:
 - i. Outdoor games: During exam or placement season, not allowed. Other time all night.
 - ii. Indoor games: You can play all night long with minimum noise and disturbance.
17. The keys for the floodlights in badminton, volleyball, and the basketball court must be issued from the Hall XI gate.
18. In case the keys to the lights are lost, the resident must inform the Hall gate and Sports Secretary at the earliest. The resident responsible would have to buy a new lock.
19. Sports equipment must be used with utmost care.

Reading/TV/Music/Computer room guidelines

20. Taking any food items and drinks inside the reading room is strictly prohibited.
21. You are not allowed to take any magazines or newspapers outside the reading room.
22. You are not allowed to take the furniture out of the room under any circumstances.
23. Sleeping in the reading room is strictly prohibited.

NOTE: We would like you to handle the issue on a personal level before complaining to HEC.

NOTE: Violation to any of the above rules will result in strict action and fine.

In case of any assistance/ clarification please contact any member of HEC or Hall Office.

HEC 2023-24,

Hall XI, IIT Kanpur