

General Guidelines GH-1 HEC 2025-26

Revised and Updated by Kona Sai Tanvitha, President GH-1

GH-1 HEC 2025-26

Guidelines for Canteen

Canteen timings: 2PM to 2AM

Canteen menu: Attached

For placing orders, contact

Chandan Bhaiya (Canteen owner): 8953939449

Deepak Bhaiya: 9335708902

Do's

- Revised Prices:** The 2024-25 HEC has revised the prices, effective June 8, 2024. Please refer to the temporarily posted list on the menu board in the canteen and shared on GH-1 whatsapp group. Only follow the prices on the temporarily posted list until then.
- Post-Paid Facility:** To use the post-paid facility, please ask Chandan Bhaiya to open your account and enter your details in the register kept in the canteen. Ensure dues are cleared between the 1st and 10th of every month.
- Feedback and Complaints:** Register complaints and provide feedback or Suggestions through the QR code on the canteen tables. Alternatively, you can email me at anubhad@iitk.ac.in. WhatsApp messages, whether personal or in the GH1 discussion group, will not be addressed.

Don'ts

- Utensil Policy:** Do not take canteen utensils to your room. Fines will be imposed for violations.
- Food Storage:** Do not store personal food items in the canteen refrigerator for more than three days. Unclaimed items will be discarded after this period.
- Room Delivery:** Do not provide incorrect addresses for room delivery of orders. Fines will be imposed, or service to the specific room may be discontinued.
- Littering:** Do not litter. Dispose of disposable cups, plates, and empty food containers in the provided dustbins.
- For any feedback or complaint :** <https://forms.gle/7Npy3sFFkCHUQy5i6>

QR Code:



Guidelines for Using the Gym & Sports Facilities

Gym:

1. **Hours of Operation:** The gym is open 24/7 for all residents.
2. **Access:** The key to the gym is placed in front of the office labeled 'Big Hall'. Please lock the door and return the key after use.
3. **Equipment:**
 - ❖ Make sure all the electrical equipment, fans and lights are switched off before leaving the room.
 - ❖ Use all the gym equipment responsibly to avoid any damage or injury
 - ❖ Make sure the door is locked properly and return the key after use.
 - ❖ Report any damage or malfunctioning of the equipment to the hall office or the Games and Sports Secretary
 - ❖ Equipment from the almirah can be issued from the hall office during office hours by making an entry in the sports register
 - ❖ All the equipment can be issued for a maximum of three days, after which it must be returned to the hall office
 - ❖ Failing to return the equipment after three days would result in a fine of 20 Rs/day
 - ❖ A resident cannot issue the same equipment consecutively due to resource constraints
 - ❖ In case of damage or loss of the equipment, the resident will have to pay the full amount as a fine
4. **Cleanliness:** Do not litter in the gym. Do not leave any personal belongings lying around.
5. **Guests:** Only residents are allowed to use the gym. No guests are allowed without permission.

Thank you for your cooperation and enjoy your workout!

Feedback: Google form link: <https://forms.gle/XqbADcxb5mRvcK5BA>

QR Code:



Hobby Room:

1. Hours of Operation: 8 AM to 10 PM

2. Access: The key to the hobby room is placed in front of the office labeled 'Hobby Room'. Please lock the door and return the key after use.

3. General guidelines:

- ❖ Always keep the door closed to prevent the entry of dogs inside the hobby room
- ❖ Avoid making excessive noise to ensure you don't disturb the residents in the neighboring rooms
- ❖ Do not use the room during silent hours (10 PM to 8 AM)
- ❖ Return all items to their designated places after use.
- ❖ Make sure all the lights and fans are switched off before leaving the room

4. Borrowing items:

- ❖ Items from the hobby room almirah can be borrowed from the hall office by making an entry in the sports register
- ❖ All the items can be issued for a maximum of three days, after which it must be returned to the hall office
- ❖ Failing to return the item after three days would result in a fine of 20 Rs/day
- ❖ A resident cannot issue the same item consecutively due to resource constraints
- ❖ In case of damage or loss of the item, the resident will have to pay the full amount as a fine

Thank you for your cooperation.

Feedback: Google form link: <https://forms.gle/XqbADcxb5mRvcK5BA>

QR Code:



Guidelines for Electricity Usage and Appliance Reg

1. **Appliance Registration:** We kindly ask all residents to register their appliances, including kettles, induction, cookers, fans (table/tower), and heaters. No registration is required for irons, hair straighteners and hair dryers.

You can register/deregister your appliances using the following link:
<https://forms.gle/ziu6fhgwdZcufGCJ6>

If you are currently unsure of the end date of usage, you may leave that section blank. To deregister appliances, please revisit the link and complete the form by specifying both the start and end dates. Waiting until you have finished using the appliances to fill out the entire form with both start and end dates is not recommended, as this may result in unavoidable fines if your neighbours complain about unregistered appliance usage. (Please do not wait even one day to register any appliance you are already using).

You can only register/deregister once in a month.

2. **Electricity Bill Payment:** Each month, you will receive an electricity bill along with the mess bill, which should be paid through your Pingala portal.
3. **Inspection and Fines:** Surprise inspections will be conducted to verify appliance registration. Any unregistered appliances will incur fines upto 1000/-, which are non-negotiable.
4. **Rebate:** You will be billed for electricity based on the days you stay in the hostel. Rebate days will be considered when calculating the appliances bill and electricity bill.
5. **Common Area Lights:** Please ensure that lights in common areas and washrooms are switched off when not in use. It is the responsibility of all residents to manage this, as we are collectively responsible for paying these bills.

Guidelines for Sanitation

1. Sanitation Schedule: Sanitation workers are scheduled to clean your rooms once or twice a week. Please avoid overburdening them by requesting additional cleanings more frequently.

2. Worker Absences: If the sanitation worker assigned to your block is on leave, Poonam didi will arrange for a replacement. If no one is present, contact Poonam didi (supervisor). A duty chart is provided at the start of each month to help you schedule room cleanings accordingly.

Note: This does not apply to H block at present, as it is not managed by the same contractor.

3. Complaints: For any issues with sanitation workers, first contact Poonam didi or write to us directly. Avoid using Pingala for complaints, as their 24-hour resolution policy has previously resulted in workers losing their jobs for extended periods. We aim to resolve issues internally before resorting to such severe actions.

4. Utensil Disposal: If you bring mess utensils into your room, do not leave unwashed plates with leftover food in common areas. This attracts dogs and rats and causes unpleasant odours. Dispose of food scraps promptly and rinse the plates to make cleaning easier for the mess workers.

5. Washroom Sink: Do not leave unwashed utensils in the washroom sink for long periods. Dispose of food scraps in the dustbin before washing utensils to prevent pipe clogs.

6. Washroom Hygiene: Practice basic washroom hygiene, as we share this space. Do not leave washrooms in a condition that you would not want to face yourself. Always flush, clean up vomit, avoid throwing shampoo and soap sachets in the washroom, and do not leave toiletries in bathroom racks indefinitely. Repeated violations may result in fines.

7. Waste Disposal: There are two dustbins in the passage: the green one for wet waste and the basket for dry waste. Do not place wet waste in the dry waste basket, as it is emptied less frequently and will produce foul odours. Dry waste baskets for H block are being arranged.

8. Sanitary Pad Disposal: Dispose of sanitary pads only in the dustbin provided inside the washroom hanging beside the toilet area, not in the common bin outside. We will provide dustbins for sanitary pads in washrooms that currently lack them.

9. Bathroom Floors: Avoid keeping bathroom floors wet. If water spills while washing or filling coolers, use the wiper to clean it up.

10. Common Areas: Any place outside your room is common area. Do not block passages with wardrobes and coolers. Kindly do not store unnecessary junk apart from wardrobes and cardboard boxes of coolers in drying areas. You are allowed to keep only small shoe racks in front of your rooms.

Guidelines for the Mess

- 1. Queueing for Food:** Please maintain a queue while taking food inside the mess.
- 2. Timeliness:** Arrive on time to avoid disruptions and ensure smooth service.
- 3. Food Delivery to Rooms:** Taking food to your room is only allowed if you are very ill. In such cases, a worker will deliver the food and you must contact Kuldeep Bhaiya to return your plate, as the plate will be registered in your name until it returns to the mess.
- 4. Kitchen Access:** Please refrain from entering the kitchen area to cook.
- 5. Timely Payment:** Ensure you pay your mess bill on time to avoid fines.
- 6. Guest Coupons:** Obtain a coupon from Kuldeep Bhaiya (cashier) for any guest you bring to the mess.
- 7. Food Waste:** Take only as much food as you can eat to prevent wastage.
- 8. Menu Feedback:** Regularly fill out the mess menu update and feedback form
- 9. Feedback Submission:** Submit your complaints, remarks, and suggestions in the feedback notebook with Kuldeep Bhaiya (cashier).
- 10. Dining Area Cleanliness:** Keep the dining area clean and dispose of waste in the designated bins.
- 11. Personal Belongings:** Do not leave personal belongings in the dining hall.
- 12. Chairs Arrangement:** Please put the chairs back on their place after having your meals.

SOME FEEDBACK FORMS:

- 1. Instant Mess Feedback Form:** <https://forms.gle/vsYwquDk4N7wZcFx6>
- 2. Anonymous Complaints Form :** <https://forms.gle/Hn4G9nwrT5ma6r4w9>
- 3. Hall Development Suggestions :** <https://forms.gle/NJMEJ7GA3T7ooW1T7>
- 4. Hall Maintenance Complaints :** <https://forms.gle/bpstXsTuFk4aie9t7>

Guidelines for Maintenance

- 1. Care for Surroundings:** Take responsibility for maintaining the cleanliness of your surroundings and common areas. Do not litter in corridors and gardens.

- 2. Reporting Issues:** Report minor repairs through Pingala. For larger maintenance or construction issues, email the HEC (gh1.hec25@gmail.com) or contact the hall office.

- 3. Cycle Parking:** Park your bicycles only in your assigned parking spaces. Do not leave bicycles on the road in front of H block, in front of the hall office, or in front of the warden's room. Bicycles found in these areas, after mess hours, will be locked and incur a fine of Rs. 500.
Only RA Tower Y25 students are allowed to park their cycles near H block during breakfast, lunch and dinner time.

- 4. Guest Room Bookings:** Contact the hall office to book guest rooms.

- 5. Reading Room & Visitors Room Booking:** Drop an email to the wardens, Hall Office and the Hall President to book these rooms.

- 6. Old Gym Room:** You can access that room 5pm -10 pm for recreational purposes.

- 7. Laundry Room Guidelines:**
 - ❖ **Label and Register:** Label your buckets with your name and roll number; this is required for both using self-washing and washerwoman. Record the washing facilities used in the register provided.
 - ❖ **Laundry Restrictions:** Please do not include underwear, shoes, bags and rugs in your laundry. Doing so will incur a fine of Rs. 100.
 - ❖ **Adhere to Timings:** Follow the washing room timings; no extensions or personal requests will be accommodated. (Weekdays: 9 am to 7 pm; Wednesdays off)
 - ❖ **Self-Washing:** One washing machine is always available for self-washing, please use that accordingly.
 - ❖ **Billing and Discrepancies:** Washing room charges will be added to your mess and electricity bills, payable via Pingala. Check these bills monthly and report any discrepancies to the Hall office.
 - ❖ **No Personal Requests:** Do not ask the washerwoman for personal favours or to dry your clothes.

Guidelines for Maintenance

1. Guidelines for Reading Room :

- For issuing books, you have to contact reading room secretary via email preferably and get the books you need.
- You have to fill register provided in room the book you are taking and at the time of returning book, fill the date of returning the book.
- You can take the books only up to the period of 1 week.
- Reading room is accessible throughout the day (24x7).
- Please write your details in the register while entering and leaving reading room.
- Turn off all the lights and fans if nobody is there while you're leaving.
- You can always feel free to donate the books by contacting Reading Room Secy or Hall President.

2. Guidelines for Guest Room Booking :

- Contact GH1 office/ guest room secretary to check the availability of guest room.
- You can only book room for maximum 5 days.
- Booking will only get confirm when you will pay the money through SBI Collect and submit the form.
- **Steps:** SBI collect → IITK → Hall Account → Fill details (GH-1) → Payment → Download Receipt → Transaction ID (Need to be shown) → Collect Receipt and Keys from Hall office.
- No guests are allowed without permission after **12 am**. So please do inform the hall office and get the procedure done in prior in both cases either for guest room or guest staying in your room before hand to avoid last minute denials.
- The charges for guest rooms per day are also follows:
AC guest room – Rs 600/-
Non AC guest room – Rs 400/-
Guest in Room (Female only)- Rs 50/-
- Guest Room bookings will sometimes be unavailable due to booking from the institution. The hall office staff will inform you in such cases.

Miscellaneous Guidelines which may incur fines:

- Tampering with the plants and trees or stealing them from common areas.
- Hoarding fruits and flowers for whatever reasons may incur Rs 200 fine.
- Littering the lawns with waste instead of using dustbins. For Canteen lawn, kindly take the initiative of throwing your used disposables, wrappers etc. in the designated dustbin.
- Pressurizing the gardeners to prioritize their personal gardening requests. Please understand that they are not required to address residents' personal gardening requests unless they are done with their usual responsibilities.
- Feeding dogs inside the hostel.
- Not clearing up the litter in visitor's room after using it.

Safety Guidelines

- 1. Avoid Garden Areas at Night:** Stay away from garden areas during the monsoon at night due to the increased risk of snakes, pests, and insects. Similarly, please take caution around water coolers as well during this season.
- 2. Reporting Snake Sightings:** If you spot a snake, ensure your safety and immediately call the security at 05126797999.
- 3. Notify Relevant Authorities:** While the security arrives in a few minutes, report the incident with location and time to the hall office, HEC and inform the residents on the Whatsapp group. Such valuable efforts are deeply appreciable in ensuring the safety of the hall community.
- 4. Emergency Contacts:** If bitten by dogs, snakes, or insects, contact the nearest person or the Health Centre at 0512-259-7777/7666 as soon as possible.

HEC 2025-26 Details:

Please refer the Google drive link attached below to get access to all the details of HEC 2025-26, GH-1 and write to us at gh1.hec25@gmail.com.

<https://drive.google.com/drive/folders/1orX-HNT6yQ0Lull-MhGRPfg3slsHSsyW?usp=sharing>

Sl. No.	Name	Post	Contact No.	Email ID
1	Kona Sai Tanvitha	Hall President	7075754435	stanvitha23@iitk.ac.in
2	Nikita Joshi	Head Mess Secretary	8869846828	nikitaj23@iitk.ac.in
3	Akansha Sengar	Mess Account & Purchase Secretary	8677847373	sakansha24@iitk.ac.in
4	Anubha Deshpande	Canteen Secretary	9559022131	anubhad@iitk.ac.in
5	Diksha Singh	Maintenance Secretary (Civil)	7905956103	dikshas23@iitk.ac.in
6	Garima Maurya	Maintenance Secretary (Sanitation)	7985424044	garimam23@iitk.ac.in
7	Manisha Jyala	Games and Sports Secretary	8130849681	manisha23@iitk.ac.in

Safety Guidelines

Name	Posts	Email Id
Mansi Tripathi	Mess Store and Supply Secretary	mansi23@iitk.ac.in
Anupama Prajapati	Accounts Secretary	anupamap24@iitk.ac.in
Preeti Borkar	Cultural Secretary	preetib24@iitk.ac.in
Sindhuja Priyadarshini	Cultural Secretary	psindhu20@iitk.ac.in
Divya Pathak	Web Development Secretary	divyap@iitk.ac.in
A Sai Susmitha	Web Development Secretary	susmitha@iitk.ac.in
Himani Kumari	Maintenance Secretary (Sanitation & Waste Management)	himanik24@iitk.ac.in
Foram Lakhani	Maintenance Secretary (Electrical)	foramp23@iitk.ac.in
Shreshtha Singh	Maintenance Secretary (Civil)	shreshthas23@iitk.ac.in
Shivani Shukla	Reading Room & Guest Room Secretary	shivanis22@iitk.ac.in
Arati Maurya	Gardening & Common Area Secretary	marati@iitk.ac.in

HALL AUTHORITIES OF GH-1:

NAME	POST	EMAIL ID
Prof. Ushasi Roy	Warden-Incharge	ushasiroy@iitk.ac.in
Prof. Anushmita Sahoo	Mess Warden	asahoo@iitk.ac.in
Prof. Sruti Srinivas Ragavan	Maintenance Warden	srutis@iitk.ac.in
Arpita Gogia	Hall Manager	gh1@iitk.ac.in
Poonam Singh	Senior Assistant	gh1@iitk.ac.in