

STANDARD OPERATING PROCEDURE (SOP)
Brigade Meadows Apartment Owners Association Ph-1

FOR SECURITY SERVICES

Purpose

This Standard Operating Procedure (SOP) defines the roles, responsibilities, and procedures for security personnel at Brigade Meadows - Phase 1 to ensure the safety and security of residents, visitors, and community assets.

2. General Guidelines

- Security personnel must always remain vigilant, wear the designated uniform, and display identity cards.
 - Professional conduct, politeness, and adherence to ethical standards are mandatory.
 - All incidents, disputes, or suspicious activities must be reported immediately to the designated point of contact (Estate Management Team or Executive Committee).
 - Security personnel must be well-versed in emergency response protocols, including fire safety, first aid and usage of walkie talkie efficiently.
 - Unauthorized persons or vehicles must not be allowed entry into the premises.
-

3. Access Control & Visitor Management

- All visitors must be registered in the security logbook or digital visitor management system (MyGate), and approval must be obtained before granting entry.
 - Delivery personnel must be verified and allowed entry only after confirmation from the concerned resident.
 - Vendors, maintenance workers, and service providers must undergo screening, receive temporary ID badges, and obtain approval before entry.
 - Residents should inform security in advance about expected guests or large gatherings (or provide MyGate approval).
 - Unauthorized salespersons, marketers, or unregistered individuals should be denied entry.
-

4. Vehicle & Parking Management

- Only authorized vehicles are permitted entry; visitor vehicles must be registered at the security desk as per norms.
 - Parking rules and traffic regulations within the complex must be strictly enforced.
 - Emergency vehicle access must always be maintained and kept clear of obstructions.
 - Vehicles should not be parked in walkways or non-designated areas.
 - Regular patrols must be conducted to identify unauthorized parking or abandoned vehicles.
-

5. Gate Security & Patrol Duties

- Security personnels must be stationed at designated gates to monitor entry and exit.
 - Regular patrols (on foot or bicycle) must be conducted at scheduled intervals across residential blocks, common areas, parking lots, and perimeter zones.
 - Security must ensure that all common area doors, gates, and exits are secured after operational hours.
 - CCTV surveillance must be actively monitored, and any suspicious activity must be reported immediately.
-

6. Emergency Response Protocol

- Security personnel must be trained to handle medical emergencies, fire incidents, theft, and vandalism.
 - In case of emergencies, security must promptly contact emergency services, the EC, and the Estate Management Team. If necessary, the local police station must be informed.
 - Firefighting equipment and emergency exits should be checked regularly, and evacuation procedures must be well understood.
 - If a resident reports a security concern, security personnel must document and escalate the issue appropriately.
-

7. Handling Deliveries & Service Personnel

- Security personnel must not receive any items on behalf of residents.

- Domestic staff and service providers must be checked and logged in at every entry and exit. All items uploaded by the residents in the Mygate Portal to be checked and confirmed.
-

8. CCTV & Surveillance Monitoring

- Security personnel must monitor CCTV footage continuously and report any unusual activities.
 - Any tampering or malfunctioning of CCTV systems must be reported immediately to the Management / Estate Office.
 - Recorded footage must not be disclosed to any individual without prior authorization from the EC or Estate Management Team.
-

9. Code of Conduct

- Security guards must not engage in personal conversations, use mobile phones while on duty, or leave their posts unattended.
 - Smoking, drinking, or consuming intoxicants while on duty is strictly prohibited. This is a No Smoking Zone.
 - Violations of the code of conduct will result in disciplinary action or fines including termination of the Agreement.
-

10. Incident Reporting & Documentation

- A daily security report must be maintained, documenting key incidents, visitor logs, and patrol findings.
 - Major security breaches, thefts, vandalism, or conflicts must be reported immediately to the EC and Estate Management Team and reporting to Police Authority if required.
 - Incident reports must include the date, time, location, involved individuals, and actions taken.
 - All registers maintained by the Security Personnels to be handed over to the EM office on Bi Monthly basis.
-

11. Responsibilities of the Security Supervisor

- Ensure all security personnel comply with this SOP.
- Conduct random checks and training sessions for security guards.

- Coordinate with the EC and Estate Management Team for security updates and improvements.
 - Ensure emergency drills are conducted at regular intervals.
 - Address resident complaints related to security issues.
-

12. Review & Compliance

- This SOP will be reviewed periodically and updated as necessary.
 - Security personnel must be briefed on any modifications or additional responsibilities.
 - Non-compliance with this SOP will result in corrective actions, including warnings, penalties, or contract termination if necessary.
 - Apart from the above, the Security personnel must comply with all instructions and guidelines issued by the Estate Management Team or EC from time to time.
-

FOOD DELIVERY GUIDELINES

1. Food deliveries from Zomato, Swiggy, Amazon, Flipkart, Big Basket, and similar platforms must be approved by residents via the MyGate app before entry into the society.
 2. Door-to-door deliveries are permitted only between 6:00 AM and 10:30 PM.
 3. From 10:30 PM to 6:00 AM, delivery personnel will not be allowed inside the campus for security reasons. Residents must collect their orders from the main gate during this time.
 4. Security Personnels to ensure that the delivery boys enter via lobbies to access lifts. They should park their vehicle in the designated parking area.
-

GUEST ENTRY GUIDELINES FOR STUDENT TENANTS

1. Residents must send a pre-approved invitation via the MyGate app for guest entry.
 2. If a guest arrives in a commercial vehicle (such as Ola, Uber, or a taxi), the security team will record the flat number and vehicle details. The resident must approve the entry through MyGate.
 3. Guest entry for student tenants is restricted between 10:30 PM and 6:00 AM. In case of an emergency, residents should contact the Estate Management Office/ Security Supervisor for assistance.
-

RULE VIOLATIONS THAT INVITE PENALTIES

For the safety, security, and well-being of the residential community, it is essential that all residents and visitors adhere to the established rules and regulations. Security personnel have the right to intervene and validate residents' details if necessary.

We encourage everyone to follow these guidelines to ensure a harmonious living environment.

ACTIVITIES THAT MAY INVITE PENALTIES

- a) Smoking is strictly prohibited in public areas, including balconies. The entire residential complex is a No-Smoking Zone.
- b) Consumption of alcohol is not permitted in public places, including terraces.
- c) Walking a pet without a leash.
- d) Walking a pet without carrying a poop scooper.
- e) Using vehicles with altered silencers.
- f) Unauthorized vehicle entry into the society premises.
- g) Unauthorized parking in designated or non-parking areas.
- h) Using abusive language in public spaces, especially in common amenities.
- i) Entering through a No Entry route.
- j) Damaging landscaping, trees, plants, flowers, or green areas , etc.
- k) Honking after 10:00 PM without a valid reason.
- l) Improper garbage disposal, including mixing waste without proper segregation.
- m) Playing loud music or hosting parties that cause disturbance to neighbors.
- n) Gathering in public areas after 10:00 PM without prior approval or creating a nuisance.
- o) Rash driving within the society premises; speed limit restricted to 15 km/hr.
- p) Tenant restrictions:
 - 1. Maximum number of bachelor tenants:
 - i. A Block - 1 tenant
 - ii. B Block - 2 tenants
 - iii. C Block - 3 tenants
 - 2. No visitors allowed without prior approval.
 - 3. Security has the authority to inspect at any time based on complaints or patrol reports.

- q) Unauthorized interior work on holidays, Sundays, or after 6:00 PM on other days.
- r) Throwing waste in common areas or public spaces.
- s) Move-in or move-out restrictions: Not allowed on holidays, Sundays, or after 6:00 PM on other days.
- t) Violation of specific facility rules, such as swimming pool or sports amenities.
- u) Using passenger lifts for heavy items or move-in/move-out activities.

ACTIONS THAT INVITE HEAVY PENALTIES

- a) Physical assault or manhandling (Legal action will also be taken).
- b) Causing damage to society facilities (e.g., lifts, gym, swimming pool, buggy, or any infrastructure).
- c) Sexual harassment or abuse of minors (Immediate legal action will be taken).
- d) Accidents caused due to rule violations.
- e) Property damage due to non-compliance with rules.
- f) Use or possession of drugs or any related illegal activity.
- g) Supporting or engaging in criminal activities.
- h) Excessive water wastage, such as keeping taps open for extended periods.
- i) Residing without proper legal documents.
- j) Unauthorized commercial activities using society amenities or infrastructure.
- k) Spitting inside lifts, lobbies, or other public areas.

Move-In / Move-Out Guidelines

1. Application & Documentation

- a) Residents (Owners/Tenants) must complete the Move-In/Move-Out Application Form with all fields properly filled.
- b) A valid Lease/Rental Agreement must be submitted.
- c) The tenants listed in the Lease/Rental Agreement must match those in the Application Form.

2. Tenant Verification & Compliance

- a) For bachelor tenants, ensure all names are included in the Lease/Rental Agreement.
- b) The number of bachelor tenants must comply with community regulations:
 - a. 1 bachelor Tenant for 1 BHK
 - b. 2 bachelor Tenants for 2 BHK
 - c. 3 bachelor Tenants for 3 BHK

- c) Bachelor tenants must submit the Bachelor Tenant Format, signed by all tenants.

3. Financial Clearance

- a) Verify that all outstanding charges (CAM dues, penalties, or other fees) are cleared.
- b) If outstanding dues exist, tenants must settle them before proceeding. Owners may need to assist tenants in clearing pending payments.

4. KYC & Security Compliance

- a) EM office to Collect KYC documents (Aadhaar, Passport, or any other valid Government-issued ID).
- b) Prospective Tenant to pay Move-In / Move-Out Charges and record UTR No./payment screenshot in the application form.
- c) Copies of the Move-In/Move-Out Form must be shared with security, and originals should be submitted to EM office.

5. Vehicle Registration & Parking Stickers

- a) Verify vehicle ownership once Move-In formalities are completed. Tenants must submit copies of their RC and valid driving license.
- b) Vehicle stickers will be issued only after completing all formalities.
- c) Stickers will be provided only for the number of vehicles allowed per unit.

6. System Update & Final Approvals

Update all details in the MyGate Portal and obtain necessary approvals.

GUIDELINES FOR INTERIOR WORK

- a) **Work Timings:** Interior work is permitted only between 09:00 AM to 06:00 PM on all working days.
- b) **Restricted Days:** No work is allowed on Sundays and Public Holidays.
- c) **Labor Stay Prohibited:** Workers must not stay in the flats after 6:00 PM.
- d) **Common Area Usage:** Work must be confined to the designated unit and should not extend to common areas.
- e) **Tobacco Ban:** Chewing or spitting tobacco is strictly prohibited.
- f) **Debris Disposal:** The owner or contractor is responsible for the disposal of debris and waste materials.
- g) **No Debris in Common Areas:** Waste materials must not be stored or dumped in common areas.
- h) **ID Verification:** Laborers must present valid identity proof to security on demand.

- i) **Unauthorized Work Consequences:** If work is carried out beyond 6:00 PM or on restricted days, the power supply will be disconnected.
- j) **Common Area Restrictions:** Workers must not tamper with common-area water valves or electrical switches.
- k) **Contractor Documentation:** The contractor must submit:
 - a. Photo ID proof (Aadhar, Driving License, PAN Card, or Voter ID) of all workers.
 - b. Photographs of all workers to the Estate Office.
- l) **Work Permit Submission:** A copy of the work permit must be submitted at the 'A Gate' or 'B Gate' Security Office.
- m) **Security Deposit:** A refundable cautionary deposit of Rs. 15,000/- must be submitted by cheque, payable to "Brigade Meadows Apartment Owners Association Phase-1". The cheque will not be encashed and will be returned after the completion of interior work, subject to no damage to common areas.
- n) **Advance Formalities:** All formalities must be completed at least one day in advance before starting work.

PARTY HALL GUIDELINES

1. Booking & Availability

- a) Residents can book the Party Hall based on availability and applicable charges.
- b) Each hall is equipped with 50 chairs. If only one party is scheduled during a particular slot, an additional 50 chairs can be provided upon request.

2. Cooking & Fire Safety

- a) The use of LPG cylinders for frying or cooking is strictly prohibited in the Party Hall and clubhouse kitchens due to fire safety regulations.
- b) Tandoors are not allowed in Party Halls.
- c) Cooking is NOT permitted in the Party Hall.

3. Decoration Guidelines

- a) Double-sided tape, drilling, or hammering nails for backdrops or stage decorations is not allowed.
- b) Residents must use the existing hooks and nails provided.
- c) Stage and hall decorations must be set up without damaging walls and can be done only 2 hours before the party start time.

4. Garbage Disposal

- a) All waste must be packed in garbage disposal bags.
- b) Housekeeping staff will collect the waste at the end of the event.

5. Time Extension & Charges

- a) Party Hall usage beyond 4 hours will incur an additional charge for a minimum of 4 extra hours.

6. Water Supply

- a) If the guest count exceeds 100, there may be delays in refilling overhead water tanks.

7. Vehicle Parking & Loading

- a) Goods vehicles serving the event must be parked outside Gates A & B.
- b) Loading/unloading is permitted near the clubhouse for a maximum of 20 minutes.
- c) The clubhouse lift cannot be used for transporting heavy equipment. Such items must be carried via stairs.

8. Damage & Security Deposit

- a) Any damage to Party Hall assets or clubhouse property will be deducted from the security deposit. The remaining balance will be refunded after necessary adjustments.

9. Guest Parking

- a) The clubhouse does not have a designated parking area.
- b) Guests and residents are advised to arrange drop-offs at the clubhouse and park vehicles outside Gates A & B.

UIDELINES FOR USAGE OF SWIMMING POOL

Maintenance : All Mondays – Closed

Note : All Tuesdays / Wednesdays / Thursdays / Saturdays & Sundays : Will be closed for maintenance from 08.00 AM to 09.00 AM and on all Fridays , it will be closed from 06.00 AM to 10.00 AM.

- a) **Compliance & Safety:** All users must follow the instructions of the pool attendant at all times. Emergency procedures must be strictly observed.
- b) **No Running:** Walk, do not run, in and around the pool area to prevent accidents.
- c) **Supervision of Children:** Children must always be accompanied and supervised by a parent or guardian in the pool and deck area.
- d) **Hygiene & Cleanliness:** Maintain strict hygiene. Spitting, spouting water, or blowing the nose in the pool is strictly prohibited. Please use designated toilets for such needs.

e) Proper Attire:

Gents: Only proper swimming trunks are allowed.

Ladies: Only proper swimsuits are allowed.

No casual clothing (e.g., jeans, t-shirts) in the pool.

- f) **No Pets:** Pets are not allowed in the pool area.
- g) **Prohibited Substances:** Persons under the influence of alcohol or narcotics will not be allowed in the pool area.
- h) **Food & Beverages:** Food, beverages, and alcoholic drinks are not permitted in the pool area.
- i) **Floatation Devices:** Use of floatation devices (e.g., tubes, arm floats) must be approved by the pool attendant.
- j) **Sunscreen & Showering:** Patrons are encouraged to use sunscreen. Showering before entering and after applying sunscreen is mandatory.
- k) **Health Restrictions:** Persons with open wounds, cuts, sores, bandages, or any infectious ailments are strictly prohibited from entering the pool.
- l) **Declaration of Swimming Ability:** All patrons must inform the pool attendant of their swimming ability, experience, and skill level.
- m) **Avoid Distracting Security:** Security guards must not be engaged in unnecessary conversations while on duty.
- n) **Restricted Areas:** No sunbathing, sitting, or lounging IN the pool's edge.
- o) **Enforcement of Rules:** Users violating any rules may be asked to leave the pool and pool area immediately.
- p) **Ladies Batch timings:** All days from 3.30 PM to 5.50 PM (Except Mondays)

USAGE GUIDELINES FOR GYM

Timings: Morning: 5:00 AM - 12:00 PM Evening: 4:00 PM - 10:00 PM

- a. **Access:** Entry is allowed only with a valid Amenities ID card.
- b. **Logbook:** Members must record their entry and exit times in the logbook.
- c. **Age Restriction:** The gym is open to individuals 16 years and above. Those under 18 require parental consent.
- d. **Footwear:** Only proper gym shoes are allowed. No sandals, boots, slippers, open-toed shoes, or bare feet.
- e. **Outside Footwear:** Strictly prohibited inside the gym.
- f. **Cardio Equipment:** Usage is limited to 15 minutes during peak hours.

- g. **Weights Handling:** Do not drop, slam, or throw weights on the floor.
- h. **Hygiene:** Wipe down machines and equipment after use.
- i. **Respect Others:**
 - Maintain personal space.
 - Use headphones for music.
 - Keep phone conversations quiet.
- j. **Equipment Care:** Damaging gym equipment will result in disciplinary action and fines.
- k. **Food & Beverages:** No food is allowed inside the gym.
- l. **Equipment Usage:** Return weights and equipment to their designated places after use.
- m. **Damaged Equipment:** Report any malfunctioning or damaged equipment to management and do not use it.
- n. **Personal Belongings:** Management is not responsible for any lost or stolen items.
- o. **Theft:** Any act of theft will result in blacklisting and strict action by management.
- p. **Ventilation & AC:** Members are requested to keep windows and doors closed and use the air conditioning.

Important Notice

Outsiders are strictly prohibited from using the gym. Violators will face strict action.

Management is not responsible for any injuries sustained while using gym facilities.

Timings will be reviewed periodically by the Estate Management on the advice of Executive Committee.

CHILDREN'S PLAY AREA – USAGE GUIDELINES

- a) The play area is strictly for children under the age of 12.
- b) Throwing sand on play equipment or footpaths is prohibited.
- c) Pets are not allowed in the play area.
- d) Littering is strictly prohibited. Please use designated bins.
- e) Play equipment must be used appropriately and as intended.

- f) Running, pushing, or shoving is not allowed.
- g) Smoking is strictly prohibited.
- h) Children must be supervised by a responsible adult at all times.
- i) The toddler swing is reserved for children up to 4 years of age.

Note: Strict action will be taken against unauthorized individuals using the amenities. The management is not responsible for any injuries sustained while using these facilities.

GUIDELINES FOR USAGE OF PUSHPAK VIMAN (Buggy)

- a) **Eligibility:** Pushpak Viman is exclusively for registered senior citizens and differently abled persons of BM Phase 1.
- b) **Ticket Requirement:** Tickets are mandatory for using the buggy service.
- c) **Ticket Distribution:** Tickets are available only through the Senior Citizens Forum.
- d) **Operating Schedule:** The service operates as per the published time schedule.
- e) **Designated Pickup Points:** Pickups are strictly from designated locations only.
- f) **Passenger Limit:** Each ride can accommodate a maximum of 5 passengers.
- g) **Baggage Restriction:** Only handbags or grocery bags up to 7 kg are allowed. Trolley bags and large luggage are not permitted.
- h) **Seating Policy:** Reservations are not allowed. Seating is strictly on a first-come, first-served basis.
- i) **Boarding & Deboarding:** Passengers must exercise caution while boarding and exiting the vehicle.
- j) **Fare Policy:** Ticket pricing will be reviewed periodically by the Senior Citizens Forum to ensure proper maintenance of the vehicle.

Note: The management is not responsible for any injuries sustained while using these facilities.

PET POLICY GUIDELINES

1. General Guidelines

- a) Residents are allowed to keep pets, provided they comply with society rules and applicable local laws.
- b) All pet owners must register their pets with the society office, providing details such as breed, vaccination records, and contact information.
- c) Exotic or dangerous animals (as per local laws) are not permitted in the society premises.

2. Pet Owner Responsibilities

- a) Pet owners must ensure that their pets do not cause a nuisance to other residents through excessive noise, aggressive behavior, or foul odor.
- b) Pets should always be kept on a leash or in a carrier when in common areas. Free-roaming of pets is strictly prohibited.
- c) Pet owners should carry poop scooper when in common areas.
- d) Pet owners must clean up after their pets and dispose of waste in designated pet waste bins. Failure to do so may result in fines or penalties.
- e) Pet feeding in common areas, corridors, or near staircases is not allowed. Feeding should only take place inside the owner's premises or in designated pet-friendly zones (if any).
- f) Pets are not allowed in children's play areas, swimming pools, clubhouses, sports areas or other restricted zones as specified by the society.

3. Health & Safety Regulations

- a) All pets must be vaccinated as per veterinary guidelines, and proof of vaccination must be submitted to the society office annually/ regular intervals as per norms.
- b) If a pet bites a resident, guest, or staff member, the owner is fully responsible for medical expenses and any legal implications.
- c) If a pet is found to be unwell and poses a health risk to others, the society may request the owner to take necessary medical action.

1. Noise & Disturbance Control

- a) Pet owners must ensure that their pets do not create excessive noise, especially during quiet hours (e.g., 10 PM – 7 AM).
- b) Continuous complaints from neighbors about noise or disturbances may result in warnings or action from the society management including fines as applicable.

5. Complaint Resolution

- a) Any pet-related complaints should be formally submitted to the society office.
- b) The Executive Committee will review complaints and, if necessary, issue warnings or take further action.
- c) If repeated violations occur, penalties may be imposed as per society bye-laws.

HOUSE KEEPING POLICY GUIDELINES

1. Responsibilities

The Housekeeping (HK) team is responsible for maintaining the cleanliness of Brigade Meadows premises and ensuring proper waste disposal. Wet waste is transported to the composting plant near Club Meadows by or about **11 AM** daily.

2. Waste Segregation & Disposal Guidelines

As per **BBMP regulations** and **Brigade Meadows waste management rules**, all residents must **segregate** their garbage into the following categories before disposal:

- **Wet Waste** (Food scraps, organic waste)
- **Dry Waste** (Paper, plastic, metal, glass, etc.)
- **Reject Waste** (Medical & sanitary waste)
- **E-Waste** (Electronic and electrical waste)

Collection Schedule:

- **Wet Waste & Reject Waste:** Collected **daily**
- **Dry Waste:** Collected daily
- **E-Waste:** Residents must **dispose of E-Waste** in the designated **E-Bin** located **opposite the basement lift**.
- Exceptional quantity of wastages to be informed to Estate Management office and prior permission to be obtained. Charges are applicable for excess garbage disposal.

3. Waste Disposal Procedures

Residents are advised to follow the Government Norms while disposing garbage (Wet / Dry)

Garbage Bins should be placed outside the apartment door by 8:30 AM for collection. Once the HK staff completes collection on a floor, they will not return for late disposals.

Garbage Bins must not be placed outside the night before for next-day collection.

Residents should place their garbage bins in front of their own apartment door and not in front of lifts or neighboring flats.

Empty garbage bins should not be left in corridors.

If a resident is traveling outstation, they should inform the Estate Manager or HK Supervisor for guidance on waste disposal.

4. Special Waste Disposal Rules

Renovation debris or interior construction waste will not be collected by the HK staff. Residents must arrange their own disposal.

Accidental debris to be disposed by the resident.

Housekeeping staff is not permitted to perform any personal household work for residents during or after duty hours.

HK staff will only remove dead pigeons if it is safe to do so. Live pigeons will not be caught or removed based on resident instructions.

SERVICE CHARGES
(Applicable as on 25-03-2025)

SL No.	Items	Amount Non- Resident	Amount Resident (in Rupees)
1	Move In and Move Out Charges for Tenants	NA	2000
2	Partial Move In / Move Out for Bachelor Tenants	NA	2000
2	Move in and Move out charges for Owners (One time free for move in / move out for 1 st owners only)	NA	2000
3	Internal shifting – Move in & Move out	NA	4000
4	Starting interior work for cleaning & Lift usage	NA	5000
5	Advertisement in Mygate – Per day	2500	2500
6	Promotional Activities Like putting Kiosk/ Stalls/ Umbrella between-9AM to 9 PM by resident in the designated places. (Size - 10 feet X 10 feet)	To contact Estate Management Office.	2500
7	Club house party hall booking (Refundable caution deposit of Rs 5000/- for 4 hours slot and Rs 10000/- for 8 hours slot to be submitted by way of cheque)	NA	3500 (For 4 hours) And 7000 (For more than 4 hours up to 8 hours }
8	Amphitheatre – Cleaning / Electricity Charges	NA	1000
9	No Objection Certificate (NOC)	NA	5000

RULE VIOLATION AND PENALTY

Low (Fine- Rs.500)	Medium (Rs.1000)	Critical (Min Rs.5000) Plus equivalent to the damage or removal from the community and informing police
Smoking in public places including balcony (first time)	Smoking in public (Second time) places	Any low or medium rule violation repeated 3 times of more
Consuming Alcohol in Public Place including terrace.(first time)	Consuming Alcohol in Public Place including terrace – repetition	Man handling
Walking with Dog/pet Without Leash.	Making loud noise and music and causing disturbance	Repeating loud noise and music and causing disturbance
Walking with Dog/pet without poop scooper.	Causing disturbance to neighbours	Causing damage to any facilities (eg. Lift, amenity, Gym, Swimming pool
Using vehicle with altered silencer (first time)	Using vehicle with altered silencer (second time)	Using vehicle with altered silencer (more than twice)
One way violation	Gatherings in public places after 10 PM and creating loud noise/ nuisance to residents. Fine applicable to each individual.	Accident caused by not following the rules/law
Unauthorized vehicle entry	Rash driving inside the complex.	Damage caused by not following the rule /law
Unauthorized parking	Unauthorized vehicle entry	Using drugs or involving in such activities.
Abusive language in the public place, especially in common amenities / areas.	More than the permissible limit for student tenant in the A/B/C Blocks	Water wastage. Keeping the tap open for hours.

Using No entry route	Interior activities and drilling on holidays and Sundays and after 6PM on working days.	Residing without proper legal documents.
Damaging landscaping /trees/ plants / flowers etc.	Throwing waste in common places.	Commercial activities within the premises with society infrastructure.
Honking after 10 PM	Any rule violation applicable to the specific facility (eg. Swimming pool or any sports facility)	Supporting or involving in criminal activities.
Mixing Garbage without Segregation	Move-in or Move-out on holidays, Sundays and after 6PM on working days.	Spitting inside lift or lobby
Keeping additional items/foot wear other than shoe rack in the lobby.	Using passenger lift for carrying heavy items or for move-in or move-out.	

Note: The above guidelines / policy may undergo changes from time to time.