

GUIDELINES

- During an academic session, if you wish to avail a mess rebate, you will only receive 90% of the mess rebate and must avail the rebate for at least 3 consecutive days. If you avail a mess rebate in the vacations, you will receive 100% of the rebate. In the event you do not fill the mess rebate form, no requests will be entertained at a later date for the mess rebate. If a resident is found to have used the mess without a coupon while also having availed the mess rebate for a certain date, a fine will be imposed on him. After the mess bill for a certain month has been released, enquiries and corrections in the bill must be done within 3 days. No enquiries or corrections shall be entertained after 3 days.
- During an academic session, if you wish to avail an electricity rebate, you must avail the rebate for at least 10 consecutive days. In the event you do not fill the electricity rebate form which will be available in Hall Office, no requests will be entertained at a later date. If a resident is found to reside in hall while also having availed the electricity rebate for a certain date, a fine will be imposed on him. After the electricity bill for a certain month has been released, enquiries and corrections in the bill must be done within 3 days. No enquiries or corrections shall be entertained after 3 days.
- The booking of guest rooms shall only be done through the hall website. Guest rooms have to be booked in at least two days in advance. Bookings not done two days in advance will only be entertained if there are empty rooms available and a fine is paid.
- As this is a residential campus, the hall is primarily responsible for a resident's well-being. So for security reasons, if a resident is out of campus for more than 2 days, they are required to inform the hall office in person or by dropping a letter in the drop-box. Also, if they are going out the campus for a short period of time, they are required to sign out at the hall gate.
- It is expected that all hall residents keep their surroundings clean and do not waste electricity and water. In case of wastage of electricity or water, action may be taken if deemed necessary. In addition, due to large amount of electricity coolers and heaters utilize, these appliances must be registered at the hall office. Using the aforementioned appliances without registering them is against hall policy and strict action will be taken.
- Feeding dog in the Corridors, Rooms, Mess or Canteen is strictly prohibited. Removing the dogs from their natural habitat is also strictly prohibited.

