

# IIC Members' Protocol



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- 1.1 Whenever they visit the IIC, Members are expected to conform to the Centre's socio-cultural traditions and, particularly, to:**
- (i) show courtesy to fellow Members and staff; to elders, ladies, and the differently-abled, especially those in wheelchairs;
  - (ii) ensure that their guests are well briefed about the Centre's regulations.
- 1.2 Members shall carry their Identity Cards (Smart Cards) and show them to the staff, whenever requested to do so.**
- 1.3 Whenever they visit the catering venues, Members are expected to:**
- (i) see that the names of their guest(s) are entered in the Guest Register;
  - (ii) see that, in case they are getting delayed, the Desk is requested to seat their guests;
  - (iii) ensure that the number of their guests does not exceed eight; joining of tables is not permitted.
- 1.4 In the Lounges (Main Centre and Annexe) the sharing of tables is permissible and encouraged.**

**1.5 (i) Members and their guests, who visit any venue of the Centre, should be appropriately dressed. The following are not permitted:**

- shorts
- bathroom slippers
- bare feet

(ii) Appropriate attire: includes western/national/Indian dress/kurta, pyjama, Nehru jacket/and foot wear appropriate to the attire (shoes and open/closed sandals). Jeans are permitted with half or full sleeve T-shirt/shirt with collar.

(iii) Members staying in the Hostel may leave their rooms only in their day attire unless they are going out of the Centre for physical exercise/outdoor activity.

(iv) Members who go for a walk in Lodi Gardens and those who may have been medically so advised may wear sober coloured sports/walking/canvas shoes.

## **1.6 In the Library and Reading Room:**

- (i) Strict silence must be maintained;
- (ii) mobile phones must be kept on silent mode; should a Member need to make/receive an urgent call, he/she should leave the Library and make/receive the call in any open space outside the building; Members can also keep their phones in the Lockers provided near the Library entrance;

- (iii) Internet kiosks should not be blocked for an unduly long period, preferably for no more than 45 minutes;
- (iv) Members should not leave behind, overnight, any books/papers/other items with the intention of blocking/reserving space for the next day;
- (v) Members should adhere strictly to the Library Rules.

**1.7 (i) Regulations of the NO PARKING area must be strictly adhered to.**

- (ii) On alighting, Members should ensure that their vehicles do not obstruct the porch/pathways in any manner.
- (iii) While leaving, Members should call for their vehicles only when they reach the porch; no vehicle should remain waiting and parked in the driveway.
- (iv) Protected Members should ensure that security vehicles and accompanying personnel do not block the driveway.

**1.8 Restrictions to be observed on the Centre's premises:**

- (i) Smoking is prohibited in the entire premises, including hostel rooms and toilets;
- (ii) spitting and consumption of Paan and Gutka is prohibited;

- (iii) plucking of flowers and defacing trees is not allowed;
- (iv) carrying firearms/any weapon is not allowed except by the Security personnel accompanying a protected person; Security personnel are not allowed to enter any of the Centre's venues;
- (v) for lack of space, no domestic help shall remain inside any venue once a Member has been escorted to his/her seat; however, exceptions may be made in the case of specially abled persons;
- (vi) giving tips to the staff is strictly prohibited (a Service Charge is levied on all bills and the amount thus collected is distributed among all staff);
- (vii) pets are not allowed in the Centre.

## **1.9 Regulated Activities**

- (a) Professional photography/videography can be undertaken only with the prior written permission of Secretary, IIC;
- (b) food and drink are not allowed inside any programme venue of the Centre, except when a party is organised at such a place;
- (c) walking on the lawns is prohibited, except during parties and when the IIC Festival is held.

### **1.10 Use of Centre's Property**

The Centre's property shall be used with care and no item (crochery/cutlery, linen, books, paintings, artefacts, plants, bathroom toiletries, etc.) shall be removed.

### **1.11 Loss/Damage to Centre's Property**

In case any Member or his/her guest removes/damages any valuable property of the Centre, then such person shall be liable to replace the property/pay for the loss caused to the Centre.

### **1.12 Reception Lounges**

Members may use the Reception Lounges (Main Centre and Annexe) while waiting for their guests.

### **1.13 Members' Lounge**

For brief rest, Members may use the Members' Lounge (located in the basement of the Kamaladevi Complex).

### **1.14 Speaking Loudly/Continuing to Sit**

- (a) Members are expected to not shout/speak loudly in the Bar, Lounges and Dining Halls (Main Centre and Annexe);
- (b) Members shall show consideration to others, who are waiting to come in, and not remain sitting in the Lounges for prolonged periods, after having partaken food/beverages.

### **1.15 Entry of Children and Non-adults**

- (i) children of all ages are allowed in the Verandah (seating area) of the Main Centre Lounge;
- (ii) only children above the age of eight years are allowed in the Dining Halls and Lounges;
- (iii) children of all ages are allowed in the Annexe Lounge only on Saturdays and Sundays;
- (iv) no person under 18 years of age shall be allowed in the Bar;
- (v) parents/guardians shall ensure that their children are not left unattended anywhere in the Centre's premises.

### **1.16 Conferences, Seminars, Exhibitions, etc.**

The operational timings of each of the Centre's venues are laid down (details thereof are available with the Centre's Central Booking Office) and shall be strictly observed. No advancement/extension of these timings shall be permitted.

### **1.17 Use of Mobile Phone**

- (i) Use of mobile phones is strictly prohibited in all venues of the Centre (Dining Halls; Lounges; Bar; Auditorium; Library; and all programme venues);



- (ii) mobile phones shall be put on the silent mode while entering any venue;
- (iii) speech should be in a low voice which cannot be heard by others; phones may be used in the open spaces of the Centre.

### **1.18 Adherence**

Members and their guests who enter the Centre's premises shall be deemed to have accepted this Protocol and are expected to conform to it fully.

### **1.19 Breach of the Protocol**

- (i) non-adherence to the Protocol shall amount to its breach;
- (ii) any breach of the Protocol attracts consequences, as per the Centre's Rules and Regulations.\*

### **1.20 Non-liability of the Centre**

The Centre shall not be liable for any injury or loss/damage/theft of the personal items/assets carried by Members or their guests.

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\*Note: Extract of Rule 26(c) is annexed. The full Rules and Regulations of the Centre may be seen on its Website ([www.iicdelhi.in](http://www.iicdelhi.in)).

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## **Rule 26 (c) of the Rules and Regulations of the India International Centre**

### **Removal from Membership and Suspension of Facilities**

Any Member who indulges in Canvassing or who has committed a breach of any of the Rules of the Centre or who has refused or neglected to abide by any such Rules or has not cleared the dues of the Centre (other than membership fee) within the stipulated time or is a habitual defaulter in the clearance of the dues of the Centre or who has committed any act which, in the opinion of the Executive Committee of the IIC, is calculated or likely to bring discredit to the Centre or has disregarded/not observed any rules, regulations, by-laws, decisions of the Board, the Committee or the Sub Committee, or has conducted himself in a manner unbecoming of a member of the Centre may be:

- (i) denied any of the privileges or use of any or all the facilities of the Centre for such period(s) as the Committee may consider appropriate; or
- (ii) removed from the Membership of the Centre by the Committee.

by a Resolution of 3/4th of the Members of the Committee present at a special meeting thereof convened for the purpose after at least 14 days' notice.

Provided that no such resolution shall be passed unless the Member concerned is informed by a registered letter (acknowledgement due) at least fourteen days before such meeting, and of the grounds on which it is proposed to remove him/her from Membership of the Centre and is given an opportunity to explain his/her conduct to the Committee in writing or in person in such meeting.

PROVIDED, however, that before issue of a Notice, the Committee may refer complaint(s) regarding any such act of breach, refusal or neglect or disregard or non-observance of Rules, Regulations Bye-Laws and decisions to a Sub Committee (Disciplinary Committee) for a preliminary Enquiry in such a manner as such Disciplinary Committee may consider appropriate and submission of Report/Recommendations.

(Note: For the purpose of this Rule, the Committee may, from time to time, constitute a Sub Committee to be called a "Disciplinary Committee" comprising two Members with the Secretary as its Convenor).

