



**FOURTH HALL OF RESIDENCE  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR**

## Hall Constitution

The General body of Hall of Residence –IV gives to itself this constitution of the 16<sup>th</sup> day of May 1991 through a general body referendum conducted on this day

### CHAPER –I

#### GENERAL PROGRAMME

- 1.1 The general body of Hall –IV shall comprise all its regular residents, that is. All persons associated with the Institute (e.g.) students, institute employee and project employees) **and** allotted residence in the hall for three months or more. The term “resident” shall exclude temporary allottees, guests and those who have not yet joined the hall.
- 1.2 The general body shall constitute a Hall – Executive Committee (HEC), to represent the collective views coordinate the administration and other corporate activities of the hall, to manage the day-to-day executive tasks possibly through sub-committees, to monitor budgetary discipline, and to arbitrate in intra hall disputes as far as possible. The general body shall be supreme body in Hall Affairs subject to Institute rules.
- 1.3 In all decision making bodies of the hall, the governing principle should be democratic. Majority decision shall be binding on all members provided Institute rules are not contravened. Individuals holding viewpoints different from a majority decision shall have the right to bypass the corresponding body and report directly to any or all higher bodies. Implementation of such a decision shall continue unless the higher body stays it through official channels. However no decision that prevents registered students from carrying out his programme of studies may be taken or implemented at all level under any circumstances.

- 1.4 In case of an ambiguity in the interpretation of the constitution, the final arbiter shall be the general body. The HEC may take a provisional decision by simple majority but the general body must be informed of such a decision through an official notice within 24 hours. Copies of all minutes, notices, and resolution dealing with the interpretation of the constitution shall be preserved in a separate record for further reference.
- 1.5 The general body shall be kept informed of all major decision taken by all executives/bodies through official notices.
- 1.6 Meetings of al bodies shall be open to all the residents. Agenda notices of all meetings shall be notified to the General body at least 24 hours before the meeting and minutes of all meetings shall be notified to the general body within 7 days after the meetings. While the meeting is in progress, non members present will be allowed to participate in the discussion. In exceptional cases, chairman may ask non members to express their views through the members. The members.
- 1.7 The Basic Daily mess Rate (BDMR) of the latest official mess bill declared by the warden shall be the official index-linking mechanism of the hall. Financial amount mentioned in this constitution shall normally be specified as some multiple of 1 BDMR, and rounded upward to the nearest 50 paisa.
- 1.8 Apart from individual executive functioning, the members of every committee shall work as a term, and shall assist one and other, as and when need arises.
- 1.9 The guiding spirit in the expenditure of Hall and Mess funds shall be economy all stages and in all possible ways. All purchases shall be made, as far as possible, in bulk and transport charges and other expenses are minimized.

## **CHAPTER -2**

### **STRUCTURE**

#### **2.1 HALL EXECUTIVE COMMITTEE (HEC)**

- 2.1.1 The HEC shall consist of the Warden-in-Charge and two Wardens, who shall be ex-officio members and the following members:
  2. President
  3. Chairman, Mess Committee
  4. Chairman, Account & Computer room Secretary
  5. Chairman, Canteen Committee
  6. Chairman, Cultural Committee
  7. Chairman, Garden Committee
  8. Chairman, Maintenance Committee
  9. Chairman, Reading Room Committee
  10. General body representatives
  11. Mess Store & Supply Secretary
  12. Mess Account & Purchase Secretary
- 2.1.2 The Warden-in-Charge appointed by the Director from a panel of at least three names suggested by the Dean of Students' Affairs (DOSA) and the President, Student's Gymkhana in consultation with the HEC, shall be the Chairman of the HEC.

- 2.1.3 Each of the two Wardens will be appointed by the Director from a panel of at least three names suggested by DOSA and the President, Student's Gymkhana in consultation with the HEC.
- 2.1.4 All HEC members other than the three Wardens shall be hall residents and they shall be directly elected by the general body the President and the Chairman, Mess Committee shall be registered students.

## 2.2 MESS COMMITTEE

2.2.1 The Mess Committee shall consist of

1. Chairman, Mess Committee (also a member of the HEC)
2. Mess Accounts Secretary
3. Mess Store and Supply Secretary
4. Both the General body Representatives

2.2.2 All Mess Committee members shall be hall residents. The Chairman, Mess Committee and the two General Body representatives shall be co-opted from the HEC. All members shall be directly elected by the general body.

## 2.3 ACCOUNTS COMMITTEE

2.3.1 The Accounts Committee shall consist of

1. Chairman, Accounts Committee (also a member the HEC)
2. President (also a member of the HEC)
3. Chairman, Mess Committee (also a member of HEC)
4. Mess Accounts Secretary (also a member the mess committee)
5. Both the General body representatives (also member of the HEC)
6. One experienced resident.

2.3.2 All Accounts Committee members shall be hall residents. The

2.3.2 All Accounts Committee members shall be hall residents. The first 06 members listed above shall be co-opted from the HEC and the Mess Committee. The last member listed above shall be nominated by the HEC

## 2.4 EXECUTIVE COMMITTEE

2.4.1 The Canteen, Cultural, Games, Garden, Maintenance and Reading Room Committee shall consist of the Chairman of the corresponding committee (who shall also be a member of the HEC) and as many other members as is decided by the HEC.

2.4.2 All members of these committee shall be hall residents. All members other than the Chairman shall be nominated by the HEC

## 2.5 SPECIAL COMMITTEES

The General Body or the HEC may at its discretion, constitute and empower special Committees for specific short term activities. These committees shall consist of hall residents and may be of any size.

## CHAPTER -3

### ELECTION NOMINATION AND REMOVAL FROM OFFICE

#### 3.1 HEC AND FMESS COMMITTEE ELECTION

3.1.1. Elections to the HEC and mess committee shall be normally held every semester within 5 weeks from the date of registration. Under exceptional circumstances, elections can be postponed for a maximum period of one month if the general body phases this resolution by simple majority. All elected members shall enjoy a term of one semester and shall continue on a caretaker basis, until the next HEC/ Mess Committee election.

3.1.2. The elections to the HEC and Mess Committee shall consist of the following 12 polls: Poll No. 1 Through Poll No. 9: one poll for each of the HEC posts of President and the Chairman of (a) Mess Committee, (b) Accounts Committee, (c) Canteen Committee, (d) Cultural Committee, (e) Games Committee, (f) Garden Committee, (g) Maintenance Committee, (h) Reading Room Committee.

Poll No. 10: One poll for both the general body representatives in the HEC.

Poll No. 11. and Poll No. 12: One poll each for the (a) Mess Accounts Secretary and (b) Mess Stores and Supplies Secretary.

3.1.3 All candidates should be resident and should normally be expected to be resident for the entire term of the office. No resident who has mess dues exceeding 100 BDMR may be a candidate for any post.

#### 3.1.4 Nominations of Candidates:

3.1.4.1. The Warden shall initiate the process of election by proposing a resolution in the HEC within 2 weeks from the date of registration every semester.

3.1.4.2 Once the HEC passes a resolution calling for elections the Warden (as election officer) shall post a notice calling for nominations. Sevens day shall be allowed for filling of nominations.

3.1.4.3 Nominations shall be on a standard form which shall include the date of nomination, the post being contested, the name roll number / P.F. No. , the room number of the candidate, and the signature of the candidate, the proposer and the seconder. The candidate, the proposer. The candidate, the proposer and the seconder shall be different residents. The filled nomination form shall be submitted to the Hall Office.

3.1.4.4 A person shall be allotted to contest for more then one post simultaneously. If elected to more than one post, he shall be obliged to resign from all except one.

3.1.4.5 A person holding a post in the HEC cannot contest for any post in the bye-election held in the same semester. A person shall not be allowed to contest for more than post in the bye-election.

#### 3.1.5 Voting Procedure and Declaration of Results:

3.1.5.1. The detailed procedure regarding the elections shall be displayed on the notice board the election officer at least 4 days before the date of elections.

3.1.5.2. Proxy voting shall start two days before the actual voting starts. The proxy votes shall be handed over to the election officer in a sealed envelope. After receiving the envelopes, the election officer shall strike off the voters name from the voters list. These sealed envelopes shall be opened by the election officer at the time of counting.

3.1.5.3 Sealing of ballot boxes, polling, and counting of votes shall be done in presence of at least one Warden.

3.1.5.4 One representative of each candidate shall be allowed to be present as his nominee at the time of counting of votes. The candidate himself shall not be allowed to be present at the time of counting.

3.1.5.5. Used ballot papers shall be preserved by the office for a period of at least one week from the date of polling. All unused ballot papers shall be destroyed immediately after the polling is over in the presence of a Warden.

3.1.5.6 At most two recounts may be held per post. All candidates desiring recounts must submit a request in writing to this effect to the election officer within 24 hours of the announcement of the results of the previous count. The procedure for recounting shall be the same as the procedure for the first count. Sufficient notice shall be given to all affected candidates to enable them to send their nominees for recounting.

3.1.5.7 If the difference (as per the last count) between the number of votes polled by the requesting candidate and the number of votes polled by the winning candidate is upto 5% of the total number of votes polled (including the votes which were rejected previously as invalid), then it shall be binding on the election officer to order a recounting.

3.1.5.8 Identification of invalid votes is part and parcel of the counting procedure and shall be done afresh durian recounts.

### **BYE-ELECTIONS AND PRESIDENTIAL NOMINATION:**

3.2.1.1 A post of the HEC or mess committee shall be said to have fallen vacant in the following cases:

- (a) If no nomination for that post is received during a regular election, then the post shall be said to have fallen vacant on the date of handing over to the new HEC.
- (b) If a person holding a HEC or mess committee post submits his resignation in writing to the Warden, the post shall be considered vacant as of the date on which the resignation is submitted.
- (c) If a no confidence motion (as per clause 4.1.3) in a particular member of HEC or mess committee is up held in a referendum (as per clause 4.2), the post shall be said to have fallen vacant as of the date of this resolution. The HEC may also propose such a motion if the member has been absconding for more than 30 days.

3.2.2 A bye-election shall be held for any post that falls vacant while at least 60 days are still left until the date of registration. Such an election shall be held within 15 days from the date the post falls vacant.

3.2.3 The procedure for bye-elections shall be the same as the procedure for regular elections.

3.2.4 In case a vacant post cannot be filled in a Bye-election either because of clause 3.2.2 or because nor nominations are received for the bye-election, then the HEC shall appoint a resident to that post from a list of at least three names nominated by the President of HEC elected for that semester. If the

vacant post is that of the President of HEC, the HEC shall collect a panel of name from its members and make nomination in the usual way. For this purpose, the Chairman shall convene the HEC. This procedure shall be completed within 15 days from the date of which the post falls vacant.

### 3.3 **Handing Over of Charge**

- 3.3.1 Charge to the new executives and to the new committees shall be hand over normally in joint meetings of the respective incoming and outgoing committee. This shall apply to the HEC and mess committee.
- 3.3.2 The joint meeting shall be convened by the convener of the outgoing committee within a week from the final declaration of results for the posts of that committee. Handing over shall not be held up due to vacant posts. The committee member holding that post shall be said to be continuing on a caretaker basis until the post is filled, at which time handing over for that post shall take place.
- 3.3.3 In the above mentioned joint meeting, all the outgoing executives shall present a one page report regarding their tenure. These reports shall be preserved in the official document.

### 3.4 **Nomination to other committees:**

- 3.4.1. The HEC shall appoint the members of all committee other than the mess committee in consultation with the respective executives. These members shall hold office during the pleasure of HEC. The HEC may at its own discretion, dismiss any such member of appoint additional members at any time during its tenure.
- 3.4.2. Special committee shall exist during the pleasure of the appointing body and shall be responsible directly to the appointing body in all respects.

### 3.5 **Acting in Absent:**

If a member of HEC or mess committee is going to be absent from the hall for a period of more than 24 hours at a stretch, he shall appoint at other resident to officiate during his absence. Only registered students may officiate for the President of HEC and Chairman, Mess Committee. Prior notification shall be given to the general body the officiating resident, and the hall office.

## **CHAPTER -4**

### **MODES OF FUNCTIONING**

#### 4.1 **General Body meeting (GBM) and Referendums:**

##### 4.1.1 **Convening and conducting a GBM:**

4.1.1.1 A GBM can be requisitioned by any of the following:

- (1) Any Warden of the Hall
- (2) The President
- (3) 1/3 of the existing strength of the HEC acting as a group
- (4) A group of at least 60 residents during academic sessions
- (5) A group of at least 30 residents at other times.

The requisition must be submitted in writing to the President with signature attached.

4.1.1.2 Each GBM shall require a prior notice of at least 24 hours to the General Body and this notice shall include the agenda specified by the requisitioning party along with any other items.

4.1.1.3 Prior notice of at least 24 hours for a GBM shall be given to the Warden-in-Charge. The Warden-in-Charge at his discretion may postpone a GBM by at most 24 hours through an official notice. A GBM shall not be delayed more than that under any circumstances. The Warden-in-Charge shall nominate some Warden of the Hall as his representative at the GBM. This Warden shall be responsible for keeping the institute informed of the proceedings and keeping the General Body and the GBM informed of the Institute rules and requirements. It is the responsibility of this Warden to be present at the GBM. All decisions taken at a GBM shall be official and binding.

4.1.1.4 The president or his nominee shall convene and chair all GBMs. If the President is unable to do so, any one of the following as decided by the requisitioning party.

- (1) Any member of the HEC
- (2) Any resident nominated by the requisitioning party
- (3) Any Warden

The quorum for a GBM shall be 125 residents. No resolution can be passed except when a quorum is present. But the requisitioning party may seek a referendum within 24 hours.

4.1.1.5 The Convener of a GBM shall report in writing to the General Body the proceedings of the GBM. This report shall be preserved in the annual record.

#### 4.1.2 **Budget Approvals:**

A special GBM shall be held within a 1 week of the date of handing over to a newly elected HEC. This meeting shall be requisitioned by the President. At this meeting, the President shall present the budget proposal for the semester as formulated by the HEC. The General Body, at its discretion, shall comment on, criticize, modify and / or redraft this proposal. It shall be the privilege of the General Body in this GBM to pass the Budget for the Semester. No money other than the advance permitted by clause 6.1.8 may be drawn by any executive until the Budget is passed by the General Body.

#### 4.1.3 **No Confidence Motions:**

4.1.3.1 No Confidence Motion (s) against any member(s) of the HEC or the Mess Committee may be passed in a GBM or referendum

4.1.3.2 When a GBM passes a No confidence Motion against a resident, it shall amount to the requisitioning of an official No Confidence Referendum with the same text as the No Confidence resolution passed by the GBM. The procedure for conducting this referendum shall be as specified in Clause 4.1.4.4. The No Confidence Motion shall have effect only if it is upheld in this referendum. This effect shall be dismissing the concerned resident from office effective from the date of declaration of the referendum result.

#### 4.1.4 **Constitutional Amendments:**

4.1.4.1 Amendments to any clause (s) in the Constitution or addition / deletion of a clause in the constitution may be proposed in writing by any resident to the President. Along with the proposal, the proposer shall submit a requisition for a GBM as per Clause 4.1.1.

4.1.4.2 The agenda for this GBM shall include the entire text of the amendment proposal. The President at his discretion may also include his comments about the proposal in the agenda.

4.1.4.3 The purpose of the GBM shall be to discuss, debate, (Possibly) amend, and either forward or reject the amendment proposal to the referendum stage. This decision shall be made by simple majority. The convener of the GBM shall put up a detailed report of the proceedings on the notice board.

4.1.4.4 If the GBM forwards a proposal to the referendum stage, the convener and chairman of GBM mentioned in clause 4.1.1.4 shall conduct a referendum. If 30 or more residents request for a secret ballot then the Warden-in-Charge with the help of General body member appointed by requisitioning parts shall conduct the referendum through secret ballot within 48, hours. The notification shall include full text of the proposal forwarded by the GBM. The declaration of results of referendum shall be within 24 hours.

4.1.4.5 The amendment proposal as forwarded by the GBM shall be considered passed if a least 250 resident's vote 'Yes' in this poll. It shall be the responsibility of the Warden-in-Charge to make the amended constitution available to all parties concerned, including the residents, the institute and contracting parties. All amendment proposal forwarded by GBM, together with the referendum result shall be preserved in the permanent record. The hall office shall have an up-to date copy of the constitution available for reference by the residents at all times.

4.1.4 **Other GBM Resolutions:**

The General body in the capacity as the supreme body of the residents may also hold meeting for any other purpose at its discretion. Any resolutions passed at such meetings shall be official and binding. This includes the setting up, staffing and empowering of Special Committees and the requisitioning of official referendum with any format as decided by the GBM.

4.2. **HEC Meeting:**

4.2.1 **Requisitioning HEC Meeting:**

An HEC Meeting can be requisitioned by any of the following:

- (1) Any member of the HEC (including Wardens)
- (2) A group of at least 10 residents

The requisition must be submitted in writing to the President with signature attached. HEC meeting shall be held as and when required, but at least once in 4 week. The President shall requisition additional meetings whenever necessary for this purpose.

4.2.2 **Finalizing the agenda:**

The President shall finalize the agenda of a HEC meeting after consulting each member. The first item on the agenda after consulting each member. The first item on the agenda shall be the ratification of the minutes of the previous meeting and the immediately next item shall be that specified meeting and the immediately next item shall be the specified by the requisitioning party. It shall be mandatory on the part of the President to include an item in the agenda if it is specifically requested by a HEC member. The items other than the first two items may be recorded at the beginning of the meeting by simple majority.

4.2.3 **Notice of HEC Meeting**



The notice for each HEC meeting along with agenda, venue and time and notes (if necessary) shall be given by the President to all HEC members and the requisitioning party. Notice shall also be given to the General Body through a notice on the notice board. All these notices shall be given at least 24 hours prior to the meeting.

4.2.4 The Warden-in-Charge shall be the ex-officio Chairman of the HEC. In his absence any Warden of the hall shall act as ex-officio Chairman of the HEC. If all Wardens of the hall are absent, the President shall be the Chairman of HEC.

#### 4.2.5 **Quorum and Reconvening**

The quorum of a HEC meeting shall be half the maximum possible strength of the HEC for the transiting of any business other than bye-elections and nominations to the HEC. The quorum for transacting business concerning bye-election for nomination to the HEC shall be half the maximum possible strength or the full existing strength, whichever ever is less, with the condition that no nominations to the HEC may be made unless at least 7 HEC members are present.

The quorum shall be required during the entire meeting. No member shall leave during a meeting without the permission of the HEC. If quorum is absent at any time, the convener shall adjourn the meeting without transacting any further business. The adjourned meeting shall normally be reconvened within 24 hours of the adjournment. If this is not done, the partial draft minutes of the meeting shall be published and the continuation meeting shall be freshly convened with full notice and the same agenda within 7 days. No meeting may be adjourned more than twice without the publication of partial draft minutes.

#### 4.2.6 **Point of Order:**

If a particular clause of the constitution is being violated during the conduct of a meeting, this can be pointed out by any member / non-member by raising a point of order. In such a case, the convener shall be obliged to take up the matter for any immediate discussion, and the HEC shall give a ruling on such a motion immediately, before proceeding to any other business.

#### 4.2.7 **Note of Dissent**

All decisions shall normally be taken by simple majority. However, any member may make his dissent known in this meeting itself and may give the same in writing to the Convener with 24 hours of the close of the meeting. A note dissent thus raised shall necessarily be included as it is in the minutes of that meeting.

#### 4.2.8 **Minutes of HEC Meeting and publication of Draft Minutes:**

The draft minutes of the HEC meeting shall consist of a list of the members present in that meeting, the actual agenda, a summary of the proceedings, all decisions quoted in full and all notes of dissent. These draft minutes shall be prepared, dated and signed by the convener, and copies shall be given to all HEC members and the requisitioning party of that meeting and the General Body shall be informed by putting up a copy of these draft minutes as notice on the notice board. The time allowed for this shall be 4 days. Draft minutes shall be necessary when a meeting is declared closed as well as when required by Clause 4.2.5. A fresh meeting of the HEC may not be held until after the draft minutes are published. After these draft minutes are ratified at the next HEC meeting, they shall be the official minutes and shall be preserved in the annual record.

#### 4.2.9 **Implementation of HEC Decision:**

The Warden-in-Charge shall be responsible for implementing all the decisions take in HEC meetings.

## **MESS COMMITTEE**

### **4.3.1 The collective functioning of the Mess Committee**

- (1) Supervising the functioning of the Mess Manager and Mess Worker and the employment daily wage workers.
- (2) Setting policy on Mess Rebate Rules weekly Menu Prices of Extra and Guest Charges.
- (3) Participating / Advising in Stock Taking, Audit, mess bill finalization and complaints / suggestions handing as per the relevant clauses of the constitution.
- (4) Participating a invitees in HEC Meeting on Mess Affairs, inviting and co-coordinating assistance by residents who required, and being the source of substitutes for in-absentia appointments to mess committee posts.

4.3.2 The Mess Manager shall allocated work to Mess Workers as devised by the Mess Committee; Daily Wage Workers shall not be employed without the approval of the Mess Committee. The Mess Manager shall attend mess committee meeting whenever required to do so by the Mess Committee and shall answer all queries.

4.3.3 The Mess committee shall decide and display the latest rebate rules, weekly menu, pricelist of standard extras and guest charges permanently on the mess notice board. Rebate rules shall be official only after they are ratified by the HEC. The weekly menu shall be generally in accordance with the view of mess members. In the case of extra items with fluctuating / variable prices, the price shall be feed for the day and displayed prominently before and during service for the item. Guest charges should be roughly 1.1 to 1.2 times the estimated cost.

4.3.4 The first official act of the Mess Committee during handing over shall be to conduct a complete and exhaustive stock taking and audit together with the outgoing mess committee, and per clause 5.3.5 and to officially inform the HEC of the result. The Mess Committee shall keep in regular touch with the latest stock position though the offices of the Mess Stores and supplies secretary and the Chairman, Mess Committee.

4.3.5 The Mess Committee shall informally assist the Mess Accounts Secretary in finalizing the Mess Bill. It shall consider the Mess Bill so finalized, formulate its final recommendations, and forward the Mess Bill as finalized by the Mess Accounts Secretary as well as final recommendations to the Warden (Mess). This shall be done in accordance with clause 6.3.2.

4.3.6 All Mess Committee members shall be permanent invitees in all HEC meeting where Mess issues are discussed. The Chairman, Mess Committee shall be full-fledged HEC, Member.

## **4.4 ACCOIUNTS COMMITTEE**

The functioning of Account Committee shall embrace to major areas:

- (1) To assist the chairman accounts committee as per his requirements to carrying and his normal executive activities.

- (2) To act as an advisory body to the HEC in the floating of tender and award of contracts by the Hall as per clause 6.6.

#### 4.5 **Other Committees**

Other committees headed by the HEC members shall assist the Chairman in the performance of his normal executive activities. The committees shall function as per the mandate given to them by their parent body.

#### 4.6 **Executive Functions of HEC and Mess Committee Members**

##### 4.6.1 President

6.1.1 The President is the main elected representative of General Body. He shall keep the general body informed of matters of interest, obtain their views and represent their collective opinion whenever necessary

6.1.2 He shall monitor the day to day and overall administration of the Hall. He shall be an ex-officio member of the Hall Management Council (HMC), the committee of students Hostels Affairs (C.O.S.H.A) and any other relevant body where the shall needs to be represented.

6.1.3 He shall be the convener of HE and Chairman and convener of all General Body Meetings. He shall be a member of the Accounts Committee.

6.1.4 The President shall monitor the overall security arrangement of the hall.

6.1.5 He shall propose a panel of names for nominations to the HEC and the mess committee posts when required as per clause 3.2.4.

#### 6.2. **Chairman, Mess Committee**

Chairman Mess Committee is the convener and Chairman Mess Committee. His responsibilities shall be:

- (1) To represent the mess committee in the HEC
- (2) To look after all mess issues not falling under the purview of any other secretary.
- (3) To deal with all purchasing items against cash and/or Cheque (as per clause 6.4.1.)
- (4) To look after the maintenance and security of mess
- (5) To look after the fuel supply and consumption
- (6) To answer the complains and suggestions of the residents in consultation with mess committee members on a daily basis.
- (7) To keep general body duly informed of all decisions of mess committee, any change in messing procedure as per clause 4.3.3.
- (8) He shall be present at least once in a month when the mess stores and supply secretary verifies the stock as per clause 5.3.3.
- (9) To convene a mess committee for consideration mess bill when requisitioned by mess account secretary as per clause 6.3.2.
- (10) He shall be member of accounts committee as per clause 2.3.1 and Hall Management Council (HMC)

##### 4.6.3 **Executive functions of Chairman Account**

The Chairman account is the convener and chairman of accounts committee. He shall

- (1) Supervise the expenditure incurred by the executives under various heads in the budget.
- (2) Review the policy for recovery of the dues (including mess dues and hall dues) from the residents and recommend changes, in any, to the HEC for ratification.
- (3) To cooperate with relevant HEC executives in ensuring that all terms of any contract entered into by the Hall are met by the contracting parties as per clause 6.6.
- (4) Submit a report on expenditures incurred by the Hall except those made for day-to-day functioning of the mess, atleast once in two months to the HEC.
- (5) Verify/check all records of receipts stating the amount credited into the bank account as per clause 6.1.3.
- (6) Check all payments / advances other then pertaining the mess as per clause 6.1.8
- (7) Go through audit report of the hall and submit relevant findings and recommendations of audit along with his comments to the HEC as per clause 6.1.7.
- (8) Monitor the preparations and finalization of Hall dues (separate from mess bill as finalized by mess accounts secretary) as per clause 6.1.11.
- (9) Convene a accounts committee meeting for consideration and deciding terms and conditions relating to floating of tenders and grating contracts as per clause 6.6.1.

#### **4.6.4 Executive Functions of Chairman Canteen Committee**

Chairman cultural committee shall be the convener and chairman of all cultural committee meeting. He shall:

- (1) Be responsible for promoting all aspects pertaining to the cultural activities in the Hall
- (2) Represent the Hall in the cultural council of the students gymkhana an in any other relevant bodies whenever needed.
- (3) Maintain TV Room, Music and Stereo room, cassette Library and Dar Room.

#### **4.6.6. Executive Functions of the Chairman Games Committee:**

He shall be convener and Chairman all Games Committee meeting an shall be responsible for

- (1) Promoting all aspects pertaining to the Games an Sports activities in the Hall
- (2) He shall represent the hall in the Games council of the Institute and any other relevant bodies, as and when needed
- (3) He shall provide the residents with facilities regarding the activity concerned
- (4) He shall organize tournaments, inter and inter hall competitions.
- (5) He shall maintain the billiards room
- (6) He shall inform the residents of the changes in the policy as and hen made

#### **4.6.7 Executive functions of the Chairman Garden Committee**

The Chairman Garden Committee shall be

- (1)
- (2)

#### **4.6.8 Executive Functions of the Chairman Maintenance Committee**

Chairman Maintenance Committee shall be the chairman and convener of Maintenance Committee. He shall

- (1) Identify chronic and pending maintenance problems of the Hall and initiate action to solve them
- (2) Asses long term maintenance requirements of the various amenities of the Hall and bring these requirements to the institute authorities either independently or through an active participation in the proceedings of appropriate bodies constituted by the Institute / Gymkhana for such purposes.
- (3) Look after day-to-day maintenance problems of the hall
- (4) Maintain the furniture of the hall through the Hall office staff and arrange for missing furniture through proper channel
- (5) Be an invitee to the accounts committee where maintenance services contracts will warded as per clause 2.3.1
- (6) Look after smooth functioning of the Xerox facility of the Hall

#### 4.6.10 **General Body Representatives:**

The two general body representatives shall represent the interest of the largest two, voting blocks of the general body. They shall be members of the HEC in which they shall participate cull in the decision making. The shall be members of the mess committee in which they shall monitor the quality of food, services, cleanliness / hygiene, equipment maintenance etc. on a daily basis. They shall be members of the Accounts committee as per clause 2.2.4. The Chairman Account Committee shall draw primarily on their assistance for his individual executive activities.

#### 4.6.11 **Mess Committee Secretary**

- (1) The mess committee secretary shall check, finalise and submit the mess bill to the mess committee within 7 days from the date on which the mess manager
- (2) No vouchers, bill, cash advances etc. shall be considered valid unless approved by the mess account secretary as per clause 6.1.5.
- (3) He shall be a member of the accounts committee as per clause 2.3.1.

#### 4.6.12 **Mess Stores and Supplies Secretary**

The Mess Stores and supplies secretary shall

- (1) Inspect the Stock register and tally with physical stock present at least once in a fort night as in clause 5.3.3.
- (2) Verify the opening and closing stock figures during mess bill preparation as in clause 6
- (3) No deletions, rewriting, strike over in the stock register shall be permitted unless it is approved by him as per clause 5.3.6
- (4) Loans to the other hall shall not permitted, unless it is approved by mess stores secretary per clause 5.3.7

He may nominate at his own discretion some general body members to look after the supply and quality of non- vegetarian items

#### 4.7 **Functioning of Wardens**

- 4.7.1 The Warden-in-Charge of the Hall shall be entirely responsible for the functioning and administration of the Hall in all aspects.
- 4.7.2 The Warden-in-Charge together will another warden the hall appointed by him, shall jointly operate the account of the hall as per clayse 6.1.2.
- 4.7.3 The Warden-in charge shall be the official superior (Head of the Section) for all Hall employees as well Institute employees posted to the Hall.

- 4.7.4 The two Wardens shall be ex-officio members of the HEC of HEC. The Warden-in-Charge shall be responsible for implementing the decision arrived at in General body meeting, HEC meeting Mess Committee meeting and through referendums. The Warden-in Charge shall be responsible for the proper functioning of all his sub ordinates.
- 4.7.5 Two Warden-in-charges shall appoint either himself or one of the other two wardens as the Warden (mess) shall inspect and certify the stock and stock register respectively as per clause 5.3. He shall approve and declare the official mess bill for every month as per 6.3.2.

## **CHAPTER 5**

### **OFFICIAL DOCUMENTS**

#### **5.1 Type of Record**

- 5.1.1. All the documents involved in Official Hall Functioning shall be categorized into three types of record namely the Permanent Record, the Five Yearly Record and the Annual Record.
- 5.1.2. The Permanent Record shall consist of the following
- (a) Constitution
  - (b) Constitutional Amendments
  - (c) All standing institute rules (including HMC and COW resolutions)
- 5.1.3 The Five Yearly Record shall consist of the following:

#### **Group (a)**

1. Stock and Mess Bill Register, and Miscellaneous expenses
2. Copies of contracts entered into by the hall

#### **Group (b)**

1. Minutes of the all HEC and Mess Committee meetings in which charge is handed over.
2. All budgets as approved by the general body
3. All standing rules for day to day Hall affairs including HEC resolutions
4. Summarized report of the each year's annual record

#### **Group (c)**

All successful no confidence motions

#### **Group (d)**

1. Summarized annual audit report
2. Pass Books and Cheque Books
3. Accounts ledger

#### **5.1.3 The Annual Record, shall consist of the following**

1. GBM Resolution
2. Text and Results of Referendums
3. All other documents of Hall functioning including all official notices by the Institute Wardens and HEC members
4. Notices and minutes of all meetings
5. All bills and vouchers submitted to the Hall for payment
6. All Hall dues list
7. Complete Audit report
8. Menu Register
9. Extra Sales register
10. Coupon sale record
11. Rebate record

## 5.2 Maintenance of Records

- 5.2.1. The overall responsibility for maintenance, updating in eurity and availability of all records shall rest with the Warden-in-Charge. The Warden-in-Charge may assign the Hall office/ Mess Manager/ any Warden of the hall to hold and preserve some or all these documents on his behalf.
- 5.2.2. The permanent record shall be an Erase-Prohibited Log to which only increments may be made. This record shall be maintained permanently (for ever).
- 5.2.3. The five yearly records shall consist of dated documents. Even document shall be introduced into the record immediately after it is produced and shall not be removed or modified in any way for the next five years. Every semester, after the budget for that semester has been passed by the General Body, the HEC shall study the documents which have been in the record for five years. It shall decide whether a document is to be retained or discarded or whether a suitable summary of its contents to be prepared by the HEC should be retained in lieu of the documents itself. No document may be removed from the five yearly Records except in this manner.
- 5.2.4. The Annual Record shall be maintained for one year in a manner similar to the five year record. Once every year the HEC shall prepare a detailed summary of the then annual record. This shall be placed in the five yearly record along with any supporting documents felt necessary by the HEC.

## 5.3 Mess Related Documents:

- 5.3.1 The Mess Related Documents shall include the following
  - (a) Handing over minutes of the mess committee
  - (b) All standing Mess Rules resolutions on Mess Affairs and mess related notices
  - (c) Stock and mess bill registers and miscellaneous expenses register
  - (d) All contracts for mess supplies
  - (e) All bills and vouchers submitted to the mess manager or concerned with mess purchase
  - (f) All Hall Dues list
  - (g) Menu Register
  - (h) Extra Sales Register
  - (i) Coupon Sale Record
  - (j) Rebate Record
- 5.3.2 All the mess related documents shall be hard bound registers with ruled pages. The pages shall also be numbered sequentially from the beginning to end. In those cases, where entries are not necessarily made in consecutive pages the manager shall prepare an index at the beginning of the register listing

type of entries on different pages. Proper Accounting norms shall be followed in maintaining these register.

- 5.3.3 The mess stock register of consumable items is a most important document of long term use in the mess. The stock register shall be regularly inspected and tallied with the physical stock present in the mess by the mess stores and supplies secretary, Chairman Mess committee and the Warden (Mess). The frequency of inspections by the mess stores and supplies secretary shall be at least once in a for night, by the Chairman Mess committee at least once in a month, and by the Wardens (Mess) at least once in three months. Each inspection shall be indicated in the register as a special entry along with other entries and this entry shall include the date of inspection, the signature of inspector and the designation of the inspector.
- 5.3.4 Entries in a Stock register shall be made in a chronological order on successive lines. Each entry shall be dated. Each entry shall contain the date, name of the item, name/ source of supply, rate of item, quantity of item, total price, quantity issued and / or received updated balance.
- 5.3.5 Every new stock register shall be certified by the Warden-in-Charge with date and the total no. of pages in the register, At the time of preparing a new stock register the closing stock figures of the previous stock register shall be verified and entered as opening stock figure in the new register through a date and signed entry by the mess stores and supplies secretary counter signed by the chairman mess committee. The first official act of a freshly elected mess committee shall be to conduct a complete and exhaustive stock taking and audit with the co-operation of the out-going mess committee as apart of the handing over process itself. The handing over shall be recorded as a special entry in the documents duly signed by the Warden (Mess) and Chairman Mess Committee and HEC shall be informed of the same.
- 5.3.6 All unaccounted defaults in the stocks shall be deemed the responsibility of the mess manages. The durations of a stock register shall be for a maximum of one year./ All entry in the register shall be in ink and no strike over or deletions or rewritings shall be permitted without getting the same checked and counter signed by the mess stores and supplies secretary within 2 hours. All entries shall specify running totals / balance and these shall be cross checked at the time of inspection and stock taking. No consumable can be taken out of the mess except through official loans or sickidet.
- 5.3.7 Loan to other Halls shall only be given / or taken with formal permission of mess committee. The items borrowed sent or returned shall be promptly entered in the stock register and duly signed by mess stores and supply or other equipment may be taken out side the mess unless proper permission from mess stores and supply secretary.
- 5.3.8 Another register should be maintained for non-consumable items such as utensils, furniture and furnishings.

#### 5.4 **Finance Related Document**

5.4.1. The finance related documents shall include the following

- (a) All budgets as approved by the general body
- (b) Summarized annual audit report of the past five
- (c) All contracts entered into by Hall
- (d) All pass books and Cheque book
- (e) Accounts ledger
- (f) All bills and vouchers, submitted to the hall for payment



- (g) All Hall dues list
- (h) Complete audit report of the preceding financial years
- (i) Mess Bill register.

5.4.2. The mess bill as approved by the Warden (Mess) and the hall dues as finally declared shall include the following common entries

- (a) Total number of days in the mess month
- (b) Basic Daily Mess Rate (New BDMMR will be calculated from this)
- (c) Details of closing stock, opening stock, inflow (amount supplied to the mess) and cost of consumed quantity of each stock item as verified by the mess stores and supplies secretary.

As well as the following entries per resident:

- (a) Number of days for which money is charged
- (b) Number of Rebate day
- (c) Basic Bill
- (d) Extra items
- (e) Individual Mess Bill
- (f) Establishment Charges
- (g) Club membership and piggy back collection
- (h) Total individual Hall Dues
- (i) Recoveries from the resident during the deductions from scholarship
- (j) Balance in the individuals Hall Account one copy of these hall dues shall be given to the Chairman Account Committee.

5.4.3 All bills and vouchers submitted to the Hall office for payment shall include each of the following details: date items rate, quantity, and total amount of charge, advance already paid actual amount payable and signature of supplier. Wherever possible printed vouchers with general members should be obtained.

## 5.5 Availability of Records:

- 5.5.1. All documents of Hall functioning shall be available to the HEC, mess committee account committee members without any restriction in particular without any restriction to scope access, times duration or location subject to smooth functioning of hall and mess.
- 5.5.2. All documents of Hall functioning shall be available to all general body members in presence of the office superintendent / mess manager during specified working hours not less than 4 continuous hour / week.
- 5.5.3. All documents of Hall functioning shall be available completely without restriction to special committee constituted by the General Body if so requisitioned through an official referendum.

## CHAPTER – 6 FINANCE

### 6.1 Monitory Terms Conditions, Account and Audit

The Warden-in-Charge of the hall shall be responsible for the overall functioning of the hall. The accounts secretary shall keep a check on the general financial administration. The mess accounts secretary shall keep a check on mess financial administration.

- 6.1.2 All payments made to the hall shall be deposited into the branch of SBI at I.I.T. Kanpur in separate account to be opened in the name of Hall of Residence No. 44 to be operated jointly by any two wardens as approved by the Warden-in-Charge. All payments made by the hall to any party shall be only through Cheque drawn on this account.
- 6.1.3 All records of receipts and Cheque issue register stating the amount credited into / debited from the bank account may be checked / verified by the Chairman, Accounts Committee. The Chairman, Accounts Committee shall be informed by the office superintendent within a week of any withdrawal from the bank indicating the purpose of withdrawal.
- 6.1.4 All bills and vouchers submitted to the Hall shall be as per clause 5.4.3. All mess bills and vouchers must be countersigned by mess manager, the mess stores and supplies secretary and the mess account secretary. The mess stores and supplies secretary shall indicated the quality grade of the actually supplied item on the voucher along with his comments regarding rate etc and on this basis the Mess Accounts secretary shall finalize the amount to be actually paid. This shall be acknowledged by the supplier by affixing his signature before payment is made. Over writing and strike over shall be separately signed.
- 6.1.5 Payment for any bill will be made only after the same has been verified for payment by resident occupying the concerned elective post. However no bill / voucher will be accepted as valid and adjusted for unless scrutinized and found to be proper by chairman, Account s Committee / Mess Accounts secretary as found applicable. It is the responsibility of the Hall office to rectify Accounting errors found, if any.
- 6.1.6 The HEC shall set-up norms for payment of nominal honorarium to any person for specific activities. No person may receive more than 7 BDFMR as honorarium in any given month under any circumstances. Over time payment may be made to Hall employees with the approval of HEC. No person will receive more than 10 BDMR as over time in any give month under any circumstances. It is the responsibility of the Warden-in-Charge to ensure that the mess bill for any month is not held up nor overtime payments caused because mess manager / office superintendent is permitted to proceed on leave before the mess bill is declared. In particular the practice of proceeding on leave and then continuing on over time on the excuse of smooth functioning shall be considered a financial irregularity and shall not permitted under any circumstances.
- 6.1.7 The Warden-in-Charge shall ensure that all accounts of the Hall or audited by a professional auditor every financial year. The Accounts committee shall go through the complete audit report and shall submit the relevant findings and recommendation of the auditor along with the comments of the accounts committee to the HEC for consideration and appropriate action.
- 6.1.8 The President and the Chairman of the Mess, Canteen, Cultural, Games, Garden, Maintenance and Reading Room Committee may have maximum, advance of 65 BDMR HEC budget. He has to submit the bills / vouchers regularizing the advance within 30 days of the issue of Cheque for the advance. This should be cleared within one week of the submission by the chairman, accounts Committee, failing which no further advance can be given to the concerned executive without the specific approval of the HEC. If an executive needs an advance greater than 65 BDMR, the HEC shall decide whether or not to permit the advance.
- 6.1.9 Advances from the mess budget may be made only to a Warden of the mess manager. No advance from the mess budget may be made under any circumstances unless recommended by the Chairman, Mess Committee. The total advance outstanding against the mess manager's name may not exceed 300 BDMNR at any given time under any circumstances. This advance is meant only for immediate / emergency requirements. Such advance may be requisitioned stating the purpose in within with the approval of the Chairman Mess Committee. Bills and vouchers for such expenses shall be submitted to

the Hall office with the approval of mess accounts secretary within 48 hours of the drawing of advance. It is the responsibility of the Hall office to ensure that the total amount of advance against mess manager's name does not exceed the limit.

- 6.1.10 All advances for regular mess purchases shall be against the name of the Warden (Mess) only. It is expected that the Warden (Mess) shall take personal charge of mess purchases made by cash / Cheque. The mess accounts secretary shall discharge the same functions with reference to the mess budget that chairman accounts committee discharges with reference to the HEC budget.
- 6.1.11 The Hall Office shall maintain systematic accounts of the finance and this shall be regularly checked by the Chairman, Accounts Committee. Every month the Hall Office, in consultation with chairman account committee, shall prepare and finalize the per resident hall dues by combining the mess bill as finalized by the Mess Accounts Secretary, the establishment charges, Private Club subscription forwarded by the Chairman of Cultural /Games/Reading Room Committees and any piggy back collections that are approved by Warden and collected by signature in the Mess. The Warden-in-charge shall take into consideration the recommendation of the Chairman Accounts committee while declaring the Hall Dues. The Hall Office shall put-up the Hall Dues including the mess bill in the format of clause 5.4.2. as well as the other categories of dues which should be maintained separately in the dues list.

## 6.2 **HEC Budget**

6.2.1 The fund available for the HEC budget shall comprise of the following:

- (a) Monthly Hall Establishment charge as decided by the General Body every semester shall be collected from each resident every month. In view of the fact, that the tenure during the odd semester consists of five months while the tenure during the even semester consist of seven months and major expenses are normally paid during the odd semester, each semester HEC will be awarded 6 months collection (June to November to the odd semester and December to May to the even semester) i.e. on a one to one basis.
- (b) Left over account if any, from the previous semesters' budget.
- (c) Surplus generated by any other activity organized by the Hall and by renting out Hall facilities.
- (d) Contributions as and when made by the Institute

6.2.2.2 Each committee subordinate to the HEC shall finalize its budget proposal and shall present it to the HEC for recommendation within a week of the date of handing over. The HEC shall finalize the overall budget proposal and shall present it to the general body for approval within a fortnight of the date of handing over. No intra committee adjustments of expenditure shall be allowed once the budget is passed by the General Body

6.2.2.3 Any budget allowed to the mess committee from the HEC budget shall be the equipment t budget of the mess to be used specifically for purchase of utensils etc. With 50% of the total expenditure being borne by the Institute. For the purchase of curtains, chairs, lights, cooking platforms and other basic facilities of the Hall. 100% of the expenditure shall be borne by the Institute.

## 6.3 **Mess Bill and Dues Recovery:**

6.3.1 Fund available for the mess budget shall consist of the recoveries against hall dues. The mess deposit pay each resident at the time of joining the mess is refunded at the time of leaving according to Institute rules and may not be included in the budget.

6.3.2 The Mess bill shall be declared by following the four steps given below

- (a) The mess manager shall prepare in standard format, sign and submit the mess bill in a bound Mess Bill register to the Mess Accounts secretary within 7 days of the completion of the previous mess month.
- (b) The mess Accounts secretary in consultation with the mess committee shall check, finalize and submit the mess bill to the mess committee within 7 days from the date on which the mess Manager submits the Mess bill to him.
- (c) The Chairman, Mess Committee when notified by the mess accounts secretary shall convene a mess committee within 24 hours to consider the mess bill, formulate its final recommendations and forward the mess bill as finalized by the mess Accounts Secretary along with its own recommendation to the Warden (Mess). The chairman account committee shall be an invitee to this mess committee meeting.
- (d) The Warden (Mess) shall take into consideration the recommendations of the mess committee in the context of the mess bill as finalized by the mess account secretary while approving the mess bill. He shall declare the mess bill within 21 days from the end of the mess month for which the mess bill is being prepared.

6.3.3 The adhoc daily mess bill shall be 1.0-5 BDMR.

6.3.4 The mess bill approved by the Warden (Mess) and the hall dues as finally declared shall follow the norms prescribed clause 5.4.2.

#### 6.4 **Non contractual mess purchases**

- 6.4.1 Mess items that are not supplied by contracts shall be purchased about once every month depending on the stock and market price fluctuations. The mess Manager shall inform the Chairman Mess Committee, atleast a fortnight in advance, for the need for such purchase, indicating the items and quality needed and their estimated cost. The Chairman mess committee in consultation with the Mess Stores and Supplies Secretary and Mess Accounts Secretary shall give his recommendations to the Warden (Mess) regarding the amount of advance necessary, conveyance arrangements needed etc. This advance shall stand in the name of the Warden (Mess). The Chairman mess committee shall organize a voluntary group of residents and mess committee members and schedule a suitable date for purchasing. The purchasing group will comprise the Warden (Mess), the mess manager, the chairman mess committee and the voluntary group.
- 6.4.2 All stationary and office materials required by the mess shall be procured only through Hall Office. The mess manager shall requisition the stationery item in writing with the formal approval of chairman mess committee

#### 6.5 **Subscription Based Club**

- 6.5.1 Funds available for subscription based clubs shall comprise of the following.
  - (a) Subscription fee of that club and fine
  - (b) Anything left over from the previous budget of a that club
  - (c) Private donations and donation from non hall sources.
- 6.5.2 Each subscription based club shall have completely separate accounting. All expenditures made by such club including acquisitions of assets and payment of honorarium shall be from the budget of that club only. No allocations should be made from any other source of hall funds towards this. However, private donations and donations from non hall sources shall be included in the budget. The

subscription based clubs may utilize the assistance of an honorary nature for which honorariums may be paid provided this is done purely on a private, temporarily and informal basis. Such assistants shall be neither hall employees nor institute employees.

## **6.6 Tenders and Contracts**

### **6.6.1 Floating of Tenders, Scrutiny of bids and award of contracts by the Hall**

- 6.6.1.1 The Hall office shall keep track of the period of all contracts and shall inform the HEC at least one month before the termination of any contract. The same shall held good for award of now contracts. Ion case of mess contracts, it shall be the responsibility of the mess manager to independently keep track and notify the mess committee at least one month in advance. The mess committee in turn shall notify the HEC.
- 6.6.1.2 The HEC shall take ask the accounts committee to draft the Performa for the tender to be floated and the terms and conditions for the contract. If a concerned executive of the HEC mess committee is not a member of the Accounts committee, he shall be an invitee to the accounts committee during this process.
- 6.6.1.3 An advertisement stating the requirements, the application Performa and the instructions to applicants including the applicable minimum terms and conditions is specified in clause 6.6.2 and 6.6.3 as drafted by the accounts committee shall be widely circulated (including notices on the general notice boards of all Halls and official notice board of our hall) and at least 15 days time shall be given (during which the advertisement shall remain on the official notice board) between the displaying of advertisement and last date for submission of bid.
- 6.6.1.4 All bids shall be signed, sealed and submitted by the applicant in Hall office along with the security deposits specified by the accounts committee (which may not be less than 50 BDMR) during normal office hours. The hall office shall receive the bid and give a written and signed note of receipt to the applicant. This receipt shall include the date and time of submissions. The hall office shall retain a copy of the receipt. No applicant can submit more than one bid against any tender.
- 6.6.1.5 After the last day for submitting bids is over, the accounts committee in presence of the office superintendent shall scrutinize the bids and reject those which failed to meet the requirements specified in the advertisement.
- 6.6.1.6 If less than three bids against any tender are found to satisfy these requirements, all bids for that tender shall be declared cancelled and a fresh tender shall be floated for that item. Al rejected / cancelled bids shall be destroyed by the Accounts committee in the presence of the office superintendent and none of the quotations of price may be made public.
- 6.6.1.7 The accounts committee shall then consider the remaining bids collectively and formulate its recommendations to the HEC in the form of a comparative statement keeping mind that the lower payment hall has to make (in case of purchase) or higher the payment at recipes (in case of disposal of assets) the higher the preference the corresponding bid should get. The accounts committee hall forward all these scrutinized bids in originals to the HEC and indicate separately with reasons which are its first, second and third preferences. The accounts committee must give at least three preferences. However, it may also include, in addition to these preference and overall recommendation as to whether any of the bids should be accepted.
- 6.6.1.8 Normally, the HEC shall award the contract on the basis of accounts committee recommendations. However it may at its discretion carrying out its own scrutiny and take any decision including the rejection of all bids and Floating of fresh tender. The HEC may also choose to interview the applicants.

## **6.6.2 Compulsory Terms and Conditions for all contracts**

6.6.2.1 Each application shall be accompanied by a deposit of an amount to be decided by the accounts committee but which shall not be less than 50 BDMR. The deposit should be made in the form of an A/C payee bank Draft drawn in favour of Hall of Residence No. 4, I.I.T. Kanpur, payable at Kanpur. The deposit of selected applicants (contractor) shall remain with the hall as security deposit until termination of the contract. In case the HEC feels that the contractor has breached the contract if any at its discretion impose fines on the contractor. Until all such fines are paid by the contractor, no payment shall be made by the hall to that contractor. The security deposit shall not be refunded until the term of the contract is over and all other financial transactions have been settled.

6.6.2.2 The maximum duration of any contractor shall be of one year.

6.6.2.3 Each party to the contract shall have a right to terminate the contract with on month notice without having to assign any reasons.

6.6.2.4 In the event of any dispute arising in the meaning / content of any terms or conditions, all contracting parties shall agree to be bound by the decision of an arbitration committee consisting of three Wardens.

## **6.6.3 Additional Compulsory Terms and Conditions for all Mess Supply Contracts**

6.6.3.1 The Maximum duration for mess contractor shall be of six months.

6.6.3.2 All supplies shall be made at the Hall premises

6.6.3.3 The qualities and quantities of supplies must be as per contract and must be delivered within specified time limits. Supply tendered in excess of the quantity ordered shall not be paid for. In case the supply tendered is of utterly unacceptable quality, the same shall not be paid for.

6.6.3.4 If in the opinion of mess stores and supplies secretary or any general body member nominated by him to monitor supplies, the supply or part their of is not up to the required standard. But is fit for human consumption, he shall assign a quality grade to such supply and the mess accounts secretary shall make a suitable deduction in the concerned bill.

6.6.3.5 At the time of supply printed and serially numbered bills must be submitted by the supplier to mess manager. If the supplier fails to do so the payment will not be made for the concerned supply.

6.6.3.6 If the supplied fails to supply or the supply is tendered late on a day, fine of up to 20% of the value of that supply may be imposed.

6.6.3.7 At the time of award of contracts and in the text of contract it shall be specified whether the supply is to be made at fixed prices or whether at wholesale market rate prevailing at Kanpur plus a fixed all inclusive charge decided at the time of signing the contract are to be paid. In the latter case, if the mess accounts secretary finds the rates asked for by the supplier at any time to be excessive, he shall make a suitable deduction in the bill.

6.6.4 The selected applicants (contractors) shall be required to sign the contract including all terms and a condition before the contract is legally binding. The Warden-in-Charge, shall sign the contract and issue the letter of intent to the selected contractor as per the recommendations of HEC.

26,1986

**INTRODUCTION:**

IIT Kanpur is a residential Institute, which requires that all registered students be residents. This commits the Institute to maintaining an adequate number of Halls, and operating them in a manner reflecting the objectives and values of its educational programme.

The responsibility for the administration of the Hall is vested, by the Director, in faculty members designated as Wardens, such an assignment which be given to any faculty member, is part of the duties of the teaching staff.

The Senate, upholding the principle of required residence, lays down the framework which guides the functioning of Halls and the conduct of the residents. This academic body is thus concerned with the proper operation of residential facilities. A representative of the Wardens is an ex-officio member of the senate.

Residents are required to cooperate with the Warden(s) in the running of the Hall. They must respect his/her authority in the execution of operational details room allocation, fixing of schedules for payments, assignment of duties to Hall staff etc. They must abide by the norms of conduct and discipline applicable in the Institute and follow any regulation specifically laid down regarding conduct in the Hall. For interactions of discipline the Warden is the immediately concerned authority. His responsibility in all such matters is to the Director, not to civil authorities outside the Institute.

Failure to comply with the requirements and procedures applicable to residents will lead to disciplinary action which may include a review of individual's status as a student. The senate approves of the application of academic sanctions with holding of grades, withdrawal of permission to appear in examinations cancellation of registration, etc. in connection with breaches of Hall regulations.

Warden who are teachers are charged both with the efficient administration of the Halls and with promoting the educational development of the student residents. The students should be encouraged to participate in the matters concerning running of the Hall, to the maximum extent feasible, without hampering the Warden's freedom to take necessary day-to-day executive decisions. Committee(s) adequately representing all sections of the resident body should be constituted, to advise and assist the wardens in all matters. Power in various spheres should be delegated to these committees, as found appropriate. The responsibility for ensuring that all such committees function in the best interests of the residents as a whole, and of the Institute, rests with the Warden. Fostering a healthy degree of student involvement and participation is as much part of the Warden's task as is the efficient running of the mess and other facilities. The above framework of objectives and directives shall guide the interpretation and implementation of the following guidelines and procedures for the Halls of Residence.

1. I.I.T. Kanpur is a residential Institute and all registered students, hereinafter referred to as "residents" shall reside in the Institute Hall of Residence. All residents shall reside in the Halls to which they are assigned.
2. Allocation of Halls and allotment of rooms therein will be made by the Warden as per decisions arrived at in the Hall Management Council.

3. Anyone allotted a room in the hostel shall join the Hall Mess. However, the Warden may expect an individual from joining the mess on medical rounds for a specified period.
4. During the vacations messes in one or two Halls will function depending upon the need. The messes of Halls IV and V will function as far as practicable. The residents will have to join one of these messes. The Girls Hostel Mess will also function during vacations. No other arrangement will be permitted.
5. Change of Halls of Residence will be permitted by both the concerned wardens. This permission will be subjected to any policy decision taken in this regard by the HEC.
6. At the time of a student's admission to the Hall of Residence, his parent/guardian may appoint in writing, a local guardian who is authorized to act in hi/her behalf. The list of all local guardians shall be kept in the appropriate offices of the Institute.

#### **B. RULES AND PROCEDURES IN HALLS**

1. Notwithstanding the provisional allotment, occupation of rooms will be permitted only after the resident furnishes proof of having paid all previous arrears, if any, and the mess advance. In general Post-Graduate, M.Sc. 2-year and other UG's beyond IInd year will be allotted single seated room. However, this cannot be claimed as a matter of right. All residents and others who cannot be accommodating in single-seated room shall be allotted double-seated rooms. This will further be subjected to the policy decision taken by HEC.
2. Residents will be personally responsible for the safe upkeep of the furniture and other items supplied to them in the rooms. They will be charged for any damage and less caused by design or negligence during their occupancy.
3. All Hall dues shall be deposited in the Hall office by Cheque. However at the time of resignation the dues will be accepted in cash only.
4. The extras over and above the basic menu will be provided only on purchase of coupons in advance.
5. Every resident run pay the mess bill by the due date announced by the Wardens. The Wardens will take stops to announce the mess bill within 3 weeks of the end of two mess-months. Failure to deposit the dues in time may result in fines or such other penalty as the Warden may deem fit. The students who do not clear the dues of a month even after 30 days of the due date will have the registration for the semester cancelled unless the Warden of the Hall is satisfied with the reasons for non-payment of dues. The notice for cancellation of registration / withdrawal from the semester will be sent to the parents / guardians and the concerned authorities of the Institute by the Dean of Students Affairs on hearing from the concerned Warden.
6. Besides payments of mess dues, regular residents of all Hall will pay establishment charges every month at the rates prescribed from time to time in addition to Rs.100/-p.m. towards mess establishment payable to the Institute.
7. Receipts in respect of payments of dues and advance must be preserved till the next registration date and produced in original whenever required by the Warden or any other authorized official.
8. A resident shall strictly keep to the timings set down for meals.
9. No mattresses, bed sheets, pillows, pillow-covers, towels and curtains etc. will be provided.



10. Residents are not entitled to use any additional electric heating appliances in the rooms. However, this may be permitted on payment of extra charges, as determined by the Wardens and with the prior approval of the Warden.
11. A resident shall be required to vacate the room when leaving on the long vacation/leave-15 days or more.
12. Fixing posters and pictures or writing on the common walls and disfiguring the walls of the Halls is strictly prohibited. Anybody found doing it will be fined by the Warden. However the places specially provided for posters etc. may be made use of for this purpose if the matter/ material is not objectionable. In case any resident fixes posters inside his room, he/she will be responsible for any damage.
13. All games/sport activity in the Hall must be with the approval of the concerned HEC.
14. Residents shall respect the right of each individual to express hi/her ideas, pursue his/her interests and follow the style of life most meaningful to him/her.
15. Internal victimization or harassment of anyone who is in a minority position, or is unpopular for any reason, will be treated as a serious offence.
16. Before leaving for an overnights or longer stay off campus, a resident must indicates his destination and expected during of absence in writing to the Warden. In the event of unexpected absence from the Hall, the resident must expect to the Hall immediately after return.
17. The residents shall not have any guests living in their rooms without prior permission of the Warden.
18. The protect the privacy of the residents of the Halls, visitors of the apposite sex are emphatically discouraged in the rooms and strictly prohibited to enter the residential blocks of the hostel between 12.00 mid night to 6.00 a.m. However, between 12.00 midnight to 6.00 a.m. All the opposite sex visitors are strictly prohibited to enter the residential blocks of the hostels.
19. All residents shall comply with the rules and supplementary rules and byelaws as any be framed from time to time. Ignorance of any of these shall not be accepted as and excuse for its non observance on the part of a resident. For any violation of the rules and for any act of indiscipline, the warden shall take whatever action is deemed necessary at the Hall level. In case of a serious off4ence, he shall refer the matter to the Senate Students' Affairs Committee.

## 20. MANAGEMENT OF HALL

1. The authorities and responsibilities concerning policy decision and central administration of mess employees shall rest with the Council of Wardens. The council of Wardens shall comprise the Chairman nominated by the Director, one Hall Management Council (HMC ) and three nominees of the students' Senate. Both the Chairman and member nominees of the Director shall be the ex-wardens. The term of the Chairman and that of the member will be one year. On completion of the term of the Chairman, the member nominee of the Director will becomes Chairman for a turn of one year. The Wardens nominated by the HMC will be from amongst the member's of HMC. The term of these wardens and of students nominees will be one year. The student nominees shall preferably not be the members of the Hall Executive Council (HEC). The Secretary of the COW will be the officer-in-charge of the Central Hall Office.

2 The authority and responsibility for the handling and supervision at the inter hall level of maintenance, general amenities and accounts of the hostel shall rest with the Hall Management council. The Hall Management Council (HMC) shall consist of Dean of Students Affairs as ex-officio Chairman, all Wardens, Hall President and Mess Secretary of all Halls, and a nominee of the President student Gymkhana. TH HMC shall have standing Maintenance Committee and Accounts Committee each of these having 6 to 8 members.

3. Each hall or residence shall be managed by a hall level committee called the Hall Executive Committee (HEC). The HEC shall consist of all the Warden of the Hall, President, Mess Secretary and 3-5 representatives of the residents of the Hall as may be laid down in the constitution of the Hall. The Warden-in-Charge shall be the Chairman and the Hall president shall be the convener of HEC. The Hall President and the Mess Secretary shall be from amongst the registered students only.

In any HMC member who is HEC disagrees with a decision of HEC, he/ she can ask for a referendum on such issues.

The decision arrived at in the referendum will be accepted except in the following g two situations.

- (i) In the opinion of the Warden(s), a decision may have far reaching affects regarding mess employees. In such a case, the Warden in entitled to refer it to COW for a final decision.
  - (ii) An HEC member in the HEC is of the opinion that the decision is likely to affect other Hall. In that case he/she may refer it to HEC for a final decision.
4. Warden I/C shall be the Head of the Section in the case of Institute employees posted in the Hall and any matter relating them shall referred to the Dean of Students Affairs/ Director.
5. Each Hall shall have a constitution duly approved by the Senate. The constitution will incorporate among other things, the procedure for the election of office bearers, constitution of the mess committee and the functional aspects of HEC.