

# Hall Constitution of Hall-6

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## CHAPTER 1

### GENERAL PROGRAMME

- 1.1 The general body of a hall of residence shall comprise those students and others who have been allotted a room in the hostel on a regular basis by the Dean of Students' Affairs and are charged establishment.
- 1.2 The general body of each hall of residence shall elect their representatives who along with the warden-in-charge and other wardens shall constitute a Hall-Executive Committee (HEC) to represent the collective views and interests of the residents, to supervise and 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 interest of the general body shall be given utmost preference.
- 1.3 In all decision-making bodies of the hall, the governing principle shall be democratic. Majority decisions 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 a registered student from carrying out her program of studies may be taken or implemented at hall level under any circumstances.
- 1.4 In case of an ambiguity in the interpretation of the constitution, the final arbiter shall be the President of the hostel.
- 1.5 The Convener of HEC shall be obliged to call a meeting of the HEC within 48 hrs. If requisitioned by the at least 1/3rd of the total strength of the HEC.
- 1.6 The convener of the HEC shall be responsible for putting up of notices, agenda and minutes of the meeting of HEC.
- 1.7 The President as the convener of the HEC shall have the power to requisition a meeting of any sub committees. She can attend meetings of all committees of the hall.
- 1.8 Meetings of all 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 meetings 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, the chairman of the HEC at her discretion can ask non-

members to express their views through the members. Further, the HEC by a majority decision can call a meeting closed door.

1.9 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. The amount mentioned in this constitution shall normally be specified as some multiple of 1 BDMR, and rounded upward to the nearest 1 rupee.

1.10 Apart from individual executive functioning, the members of every committee shall work as a team, and shall assist one another, as and when the need arises.

1.11 The guiding spirit in the expenditure of Hall and Mess Funds shall be economy at all stages and in all possible ways. All purchases shall be made, as far as possible, in bulk to economize on transport charges.

1.12

1.13 In case any HEC member disagrees with a decision of HEC, she can ask for a referendum on such an issue. The decision arrived at in the referendum will be accepted, except in the following two situations:

- If in the opinion of warden(s), a decision is likely to have far-reaching effects on mess employees, then the warden can refer the matter to COW for final decision.
- If in the opinion of an HEC member, an HEC decision is likely to affect other halls, then she can refer the matter to HMC for a final decision.

1.14 **Disciplinary Action**

1.14.1 The HEC shall recommend disciplinary action against any person(s), against whom charges of mismanagement/ misappropriation have been made and are found to be true, after giving him/them an appropriate opportunity to defend himself/themselves. The recommendation shall be forwarded to the Chairman, SSAC for necessary action.

1.14.2 The proceedings initiated by the HEC and not completed within its term shall be continued by the next HEC. As a result, a new HEC may

- (a) Extend the time limit for the clearance of the outstanding amounts
- (b) Mitigate punishment (or)
- (c) Enhance punishment

1.14.3 In all such cases, the convener of the new HEC shall be responsible for informing the general Body.

## **CHAPTER – 2**

### **STRUCTURE**

#### **2.1 Hall Executive Committee (HEC)**

2.1.1 The HEC shall consist of the following members:

- i) Warden in-charge, ex-officio Chairman of HEC
- ii) All wardens other than warden in-charge
- iii) Hall President, convener of HEC
- iv) Mess Secretary
- v) Accounts Secretary
- vi) Canteen Secretary
- vii) Cultural Secretary
- viii) Games Secretary
- ix) Maintenance Secretary
- x) Reading Room Secretary
- xi) Computer Room Secretary
- xii) TYPE5 Maintenance Secretary
- xiii) SBRA Maintenance Secretary

In addition to the above list of posts, a particular hall of residence may have other members in the HEC, and all such posts and their corresponding responsibilities shall be maintained in the Appendix 3.

2.1.2 The Warden-in-charge and other wardens shall normally be appointed by the Director from a panel of names of faculty members, to be recommended by the HEC through the President, Students Gymkhana.

2.1.3 All HEC members other than the wardens shall be registered students. They shall be elected by the general body.

#### **2.2 Mess Committee**

2.2.1 The Hall shall have a mess committee. The mess secretary shall be the ex-officio chairman of the mess committee. Election/nomination procedure for appointing/nomination of the other members shall be as specified in the Appendix.

#### **2.3 Special committees:**

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. The purpose of the committee shall be clearly laid down by the HEC.

## CHAPTER – 3

### ELECTIONS, NOMINATIONS AND REMOVAL FROM OFFICE

#### **3.1 HEC Elections:**

3.1.1 Elections to the HEC shall normally be held on an earmarked date every year (date specified in the Appendix). Under exceptional circumstances, elections can be postponed for a maximum period of one month if the HEC passes a resolution to this effect by 2/3<sup>rd</sup> majority. All elected members shall enjoy a term of one year till charge is handed over to new HEC.

3.1.2 All candidates should be registered students with a CPI  $\geq 6.0$  (for UG) and  $\geq 7.0$  (for PG) and should not be on academic warning, academic probation or disciplinary probation. Those Ex-HEC members who could not complete their tenure and resigned in between for any reason shall not be eligible to contest election in future for any post of HEC.

#### **3.1.3 Nominations of Candidates:**

3.1.3.1 The Convener of HEC shall initiate the process of elections by proposing a resolution in the HEC.

3.1.3.2 The HEC will appoint an election officer for carrying out the election process. The election officer in consultation with wardens and other HEC members shall constitute an election committee to conduct the elections. The committee should comprise of 2 members presided by the election officer.

3.1.3.3 The election officer shall post a notice calling for nomination.

3.1.3.4 An eligible person shall be allowed to file nominations for more than one post simultaneously, but will have to withdraw her nomination from all but one post before the scheduled time of withdrawal is over.

3.1.3.5 A student holding a post in the HEC cannot contest for any post in the bye-election held in the same year. A student shall not be allowed to contest for more than one post in the bye-election.

#### **3.1.4 Voting Procedure and Declaration Of Results :**

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

- 3.1.4.2 Proxy voting shall start two days before the actual voting starts. These votes shall be handed over to the election officer in a sealed envelope. After receiving the envelope, the election officer shall strike off the names of the voters from the voters list. The election officer shall open these sealed envelopes at the time of counting.
- 3.1.4.3 Sealing of ballot boxes, polling, and counting of votes shall be done in presence of at least one Warden.
- 3.1.4.4 One representative of each candidate shall be allowed to be present as nominee at the time of counting of votes. The candidate herself shall not be allowed to be present at the time of counting.
- 3.1.4.5 The hall office shall preserve used ballot papers 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.
- 3.1.4.6 Candidates shall be elected from the eligible general body members (definition of general body member as specified in article 1.1) on the basis of one single transferable preferential voting system, i.e., if there are n candidates, votes shall be required to give n-1 preferences. Counting shall be done in successive rounds. In the first round, first preference votes only shall be counted and the candidate with the least first preference votes shall be declared unsuccessful. In the next (and successive) round(s), second preference votes (or highest preference votes) of the unsuccessful candidates shall be added to the first preference count of continuing candidates and again the candidates with the lowest tally shall be declared unsuccessful. This procedure shall be repeated until all but one candidate, who shall be declared successful, secures 50 percent of the total valid votes cast. There should be also provision for casting no preference votes.
- 3.1.4.7 Utmost 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 candidates concerned to enable them to send their nominees for recounting.

- 3.1.4.8 If the difference (as per the last count) between the number of votes polled by the candidate seeking recount and the number of votes polled by the winning candidate is less than or equal to 3% of the total number of votes polled (excluding the votes which were rejected as invalid), then it shall be binding on the election officer to order a recounting.
- 3.1.4.9 Identification of invalid votes is part and parcel of the counting procedure and shall be done afresh during recounts.

### **3.2 Bye-Elections and Presidential Nominations**

- 3.2.1 A post (apart from the post of wardens) of the HEC shall be said to have fallen vacant under the following circumstances:
- i) 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.
  - ii) If a person holding an HEC or mess committee post submits her resignation in writing to the Warden-in-charge, the post shall be considered vacant from the date on which the resignation is accepted.
  - iii) If a no confidence motion (as per clause 4.1.3) against a particular student member of HEC is upheld in a referendum (as per clause 4.2), the post shall be said to have fallen vacant from the date of this resolution. The HEC may also propose such a motion if the member has been absconding for more than 30 days.
  - iv) If a student member of HEC falls under academic warning, academic probation or disciplinary probation during the term of her office, the post shall be said to have fallen vacant.
- 3.2.1.1 A bye-election shall be held for any post (apart from the post of wardens) that falls vacant while at least 30 days are still left for the term to be over. Such an election shall be held within 7 days from the date the post falls vacant.
- 3.2.1.2 The procedure for bye-elections shall be the same as the procedure for regular elections.
- 3.2.1.3 In case a vacant post cannot be filled in a bye-election, then the HEC shall appoint a general body member to that post from a list of at least three names nominated by the Convener of HEC elected for that term. If the vacant post is that of the Convener of HEC, the HEC shall collect a panel of names from its members and make nominations in the usual way. This procedure shall be completed within 15 days from the date on

which the post falls vacant, which can be postponed by a maximum of 15 days under exceptional circumstances. Under the supervision of the HEC the duties will be divided among the HEC members after their agreement.

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

- 3.3.1 Taking over charge by the new HEC and the new committees shall normally be held in joint meetings of the respective incoming and outgoing committees.
- 3.3.2 The convener of the outgoing committee shall convene the joint meeting as soon as possible after the final declaration of results for the posts under that committee. In special circumstances, this can be postponed by a maximum of 4 weeks. Handing over formalities 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, and handing over for that post shall take place then. If the old HEC member of the vacant post is not willing to continue on a care taker basis then bye-elections should be conducted within 10 days.
- 3.3.3 In the above-mentioned joint meetings of HEC, all the student members of HEC shall present a one-page report on the activities during their tenure. These reports shall be preserved in official documents.

### **3.4 Nomination to Other Committees:**

- 3.4.1 The HEC shall appoint the members of all committees, who shall hold office for the duration as specified by it. The HEC may at its own discretion, dismiss any such member or appoint additional members at any time during its tenure.

### **3.5 Acting in Absentia:**

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 time, or is ill, she shall appoint another registered student to officiate during her absence. Prior notification shall be given to the general body, the officiating resident, and the hall office.

If a HEC member misses 3 HEC meetings consecutively or overall 5 HEC meetings during her tenure, she will be forbidden to continue with her respective duties.

## CHAPTER – 4

### MODES OF FUNCTIONING

#### **4.1 General Body Meetings (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 persons:

- (1) Warden of the hall
- (2) The President of the hall
- (3) 1/3 of the existing HEC acting as a group
- (4) A group of at least 40% registered students during academic sessions
- (5) A group of at least 20% registered students at other times

The requisition must be duly submitted in writing to the President of the hostel with names, roll numbers, room numbers and signatures affixed.

4.1.1.2 Each GBM shall require a prior notice of at least 24 hours to the General Body and this notice shall list the agenda.

4.1.1.3 Warden-in-Charge shall be informed about the GBM at least 24 hours before the scheduled time. The Warden-in-Charge at her discretion may postpone a GBM by at most 48 hours by circulating an official notice. The Warden-in-charge may himself/herself attend the GBM or may nominate someone on her behalf to attend it. All decisions taken at a GBM shall be official and binding.

4.1.1.4 The HEC member is also entitled to send nominee on her behalf to attend the meeting but it should be informed before the meeting to the HEC Convener.

4.1.1.5 In case any of the HEC members remain absent for consecutive four meetings, then strict action will be taken against the person in the post by the Convener after discussing the matter in HEC.

4.1.1.6 The President or her nominee shall convene and chair all GBMs. The quorum for a GBM shall be 1/3<sup>rd</sup> of the general body members. No resolution can be passed in the absence of a quorum. For passing of any resolution, support of 1/2 of the general body members present in the GBM is required.

4.1.1.7 The Convener of a GBM shall report in writing to the General Body on the proceedings of the GBM. This report shall be preserved in the hall office.

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

A special HEC meeting shall be held within a week of the date of handing over of charge to the newly elected HEC. The student members of HEC shall place their budget proposals for the term on hall notice board for the information of general body at least one day before the meeting. This HEC meeting cannot be a closed door affair as per 4.2.5. At this meeting, the budget proposal shall be presented for one year. The HEC, at its discretion, shall comment on, criticize, modify and/or redraft this proposal. No money other than the advances permitted by Clause 6.1.8 may be drawn by any student member of HEC until the Budget is passed by the HEC.

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

- 4.1.3.1 No Confidence Motion(s) against any member of the HEC can be passed by referendum.
- 4.1.3.2 If the GBM passes a resolution for removing a member of the HEC, it shall amount to the requisitioning of an official No Confidence Referendum as the No Confidence resolution passed by the GBM.
- 4.1.3.3 The No Confidence Motion shall take effect only if it is upheld in this referendum as per clauses 4.1.3.4 and 4.1.3.5.
- 4.1.3.4 In case of a No-Confidence Motion against a student member of the HEC, at least  $\frac{1}{2}$  of the total strength of the hall should vote for the motion. The effect shall be to dismiss the resident concerned from office effective from the date of declaration of the referendum result.
- 4.1.3.5 In case of a No-Confidence Motion against a Warden, at least  $\frac{2}{3}$ <sup>rd</sup> of the total strength of the hall should vote for the motion. Such a motion will also be effective if  $\frac{2}{3}$  of the HEC vote for it. The effect shall be a petition to the Director of the Institute for consideration and further action.

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

- 4.1.4.1 Any general body member may propose amendments to any clause (s) in the Constitution or addition/deletion of a clause in the Constitution in writing to the President of the hostel. 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 her discretion may also include her comments about the proposal in the agenda.

- 4.1.4.3 The purpose of the GBM shall be to discuss and debate the amendment and either forward, or reject the amendment proposal to the referendum stage. Simple majority shall constitute this decision. 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 within 48 hours. Voting on referendum shall be through secret ballot. The notification shall include full text of the proposal forwarded by the GBM. The declaration of results of referendum shall be within 24 hours. Counting shall be done in the presence of a warden.
- 4.1.4.5 The amendment proposal forwarded by the GBM shall be deemed to be passed if at least 2/3<sup>rd</sup> of the residents vote 'yes' in this poll. All the amendment proposals forwarded by GBM, together with the referendum results shall be preserved in the hall office. The Convener of HEC shall be responsible for maintaining an up to date copy of the constitution in the hall office and the reading room of the hostel.

## 4.2 **HEC meetings:**

### 4.2.1 **Normal HEC meetings:**

HEC meetings shall be held as and when required, but at least once in 4 weeks. The convener of the HEC shall be responsible for putting up the notice for the meeting.

### 4.2.2 **Requisitioning HEC meetings:**

Apart from regular meetings a requisition meeting of HEC can be held if sought by any of the following.

- (1) Any student member of the HEC.
- (2) A group of at least 10% general body members.

The requisition must be submitted in writing to the president with names, roll numbers, room numbers and signatures affixed.

### 4.2.3 **Finalizing the agenda:**

The president shall finalize the agenda of a HEC meeting after consulting each member. The first item on the agenda shall normally be the ratification of the minutes of the previous meeting. The Convener of HEC shall be obliged to include an item in the agenda if any HEC member specifically requests it. Simple majority may reorder the items during the meeting.

### 4.2.4 **Notice of HEC meetings:**

The Convener of HEC shall send the notice for each HEC meeting along with agenda, venue and time to all its members. 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.

4.2.5 The warden-in-charge shall be the ex-officio chairman of the HEC. In her/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. For a meeting to be chaired by the president, special permission shall be required from the warden-in-charge.

4.2.6 All HEC meetings shall normally be open-door meetings. However, under exceptional circumstances, the meeting can be a closed door one as per clause 1.6.

4.2.7 **Quorum and reconvening:**

The quorum of a HEC meeting shall be half the maximum possible strength of the HEC for the transacting of any business other than bye-elections and nominations to the HEC. The quorum for transacting business concerning bye-elections or nomination to the HEC shall be half the maximum possible strength or the full existing strength, whichever is less. The quorum shall be required during the entire meeting. No member shall leave during a meeting without the permission of the chair. If the quorum is not met at any time, the chairman shall adjourn the meeting without transacting any further business. The adjourned meeting shall normally be reconvened within 24 hours of adjournment. If this is not done, the partial draft minutes of the meeting shall be circulated and the continuation of the meeting shall be freshly called 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.

4.2.8 **Point of order:**

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

4.2.9 **Note of dissent:**

Simple majority shall normally take all decisions. However, any member may submit her dissent in writing to the convener within 24 hours of the close of the meeting. A note of dissent thus raised shall necessarily be included as it in the minutes of that meeting.

4.2.10 **Minutes of the meeting and the publication of draft minutes of HEC and other committees**

The draft minutes of a meeting of HEC and various committees shall be prepared, dated and signed by the convener, and copies shall be given to all the members of that committee; the general body shall be informed by putting up a copy of these draft minutes on the notice board. 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 hall office.

4.3 **Mess Committee:**

4.3.1 The first official task of the Mess Committee during handing over shall be to conduct along with the outgoing mess committee a complete and exhaustive stock taking and audit, as 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.

4.3.2 The Mess Committee shall assist the Mess Secretary in finalizing the Mess Bill. It shall consider the overall Mess bill, formulate its final recommendations, and forward the finalized Mess Bill with its recommendations to the Warden (Mess). This shall be done in accordance with clause 6.3.2.

4.3.3 In case of a private mess, the functioning of the Mess Committee shall be as per the contract terms.

4.4 **Functioning of HEC and Committee Members:**

4.4.1 **Functions of President:**

4.4.1.1 The president is the elected representative of the general Body. She shall keep the General body informed of matters of interest, obtain their views and represent their collective opinions whenever necessary. She shall supervise and coordinate the general affairs of the general body.

- 4.4.1.2 She shall be a member of the committee of students for hostel affairs (COSHA). She shall represent the hostel in various relevant bodies.
- 4.4.1.3 She shall be the convener of HEC.
- 4.4.1.4 She shall propose a panel of names for nominations to the HEC when required as per clause 3.2.4

#### 4.4.2 **Functions of Mess Secretary**

The mess secretary shall be the convener and chairman of Mess Committee. Her responsibilities include:

- 4.4.2.1 To represent the Mess Committee in the HEC.
- 4.4.2.2 To look after the overall mess issues not falling under the purview of any secretary.
- 4.4.2.3 To deal with all items of purchase against cash / cheque (as per clause .64.1)
- 4.4.2.4 To look after the maintenance and security of the mess.
- 4.4.2.5 To look after the fuel supply and consumption.
- 4.4.2.6 To answer complaints and suggestions of the residents in consultation with the Mess Committee members on a Daily Basis.
- 4.4.2.7 To keep the General body duly informed of all decisions of mess committee, including any changes in messing procedure as per the clause 4.3.3.
- 4.4.2.8 She shall be present at least once a month when the mess verifies the stock as per clause 5.3.3.
- 4.4.2.9 To convene a mess committee for consideration of mess bill when requisitioned by mess committee as per clause 6.3.2.
- 4.4.2.10 In case of a private mess, the mess secretary shall see that terms and conditions in the contract are being followed.

#### 4.4.3 **Functions of Accounts Secretary**

- 4.4.3.1 Supervise the expenditure incurred by the executives under various heads of Budget.

- 4.4.3.2 Review policy for the dues (including mess dues and hall dues) from the residents and recommend changes, if any, to the HEC for ratification.
- 4.4.3.3 To cooperate with the relevant HEC executive in ensuring that all terms of contracts entered into by the Hall are met by the contracting parties as per clause 6.6
- 4.4.3.4 Submit a report on expenditure incurred by the Hall except those made for day-to-day functioning of the mess, at least once in two months to the HEC.
- 4.4.3.5 Verify/check all records of receipts stating the amount credited into the Bank Account as per clause 6.1.3
- 4.4.3.6 Go through the audit report of the Hall and submit relevant findings and recommendations along with her comments to the HEC as per clause 6.1.7.
- 4.4.3.7 Monitor the preparations and finalization of Hall dues (separate from mess bill as finalized by mess secretary).

#### 4.4.4 **Functions of Utility Secretary**

- 4.4.4.1 Address the problems to parlor.
- 4.4.4.2 Supervise the day-to-day functioning of the canteen.
- 4.4.4.3 Ensure that the canteen and mess should not be closed simultaneously.
- 4.4.4.4 Ensure that the items sold in the canteen are fairly priced and are of requisite quality.
- 4.4.4.5 Ensure that the terms and conditions laid down in the canteen contract are adhered to as per clause 6.6.2.

#### 4.4.5 **Functions of Cultural Secretary**

- 4.4.5.1 Be responsible for promoting all aspects pertaining to the cultural activities in the Hall.
- 4.4.5.2 Represent the Hall in the cultural council of the Student Gymkhana and in other relevant bodies whenever necessary.

#### 4.4.6 **Functions of Games Secretary**

- 4.4.6.1 Promoting all aspects pertaining to the games and sports activities in the hall.
- 4.4.6.2 Represent the Hall in the Games Council of the Students' Gymkhana and other relevant bodies, as and when necessary.
- 4.4.6.3 Shall organize tournaments, inter-hall and intra-hall competitions.
- 4.4.6.4 Maintain the common sports facilities.

#### 4.4.7 **Functions of the Maintenance Secretary**

- 4.4.7.1 Identifying chronic and pending maintenance problems of the Hall and initiate action to solve them.
- 4.4.7.2 Assess long-term maintenance requirements of the various amenities of the hall and bring these requirements to the attention of the HEC.
- 4.4.7.3 Look after day-to-day maintenance problems of the Hall.
- 4.4.7.4 Maintain the furniture of the Hall through the Hall office staff and arrange for missing furniture through proper channels
- 4.4.7.5 Responsible for maintenance and upkeep of the gardens in the Hall
- 4.4.7.6 Ensure, through the Hall Office, that the various items needed for gardening are made available to the gardeners in time.

#### 4.4.8 **Functions of Reading Room Secretary**

She shall maintain and ensure proper functioning of the reading room and circulation library. She shall,

- 4.4.8.1 Subscribe to magazines, newspapers etc, in accordance with demand of the General Body members. The selection of magazines/newspapers shall be done in a democratic manner.
- 4.4.8.2 Look after sale of old newspapers/magazines as and when needed.

#### 4.4.9 **Functions of Computer Room Secretary**

- 4.4.9.1 Updating of hall website
- 4.4.9.2 Ensure the proper functioning of the computer available in the hall.

## CHAPTER 5

### OFFICIAL DOCUMENTS

#### 5.1 Types of Record

5.1.1 All documents pertaining to 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 Registers, and Miscellaneous Expenses Register of the Mess.
2. Copies of contracts entered into by the hall.

Group (b) –

1. Minutes of all the 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 annual record of each year.

Group (c) – All successful no confidence motions.

Group (d) – Summarized annual audit report.

1. Pass books and Chequebooks.
2. Account ledger.

All the records have to be cross checked by the account secretary and will have to be reported to the HEC members in the monthly HEC meeting.

5.1.4 The Annual Record shall consist of the following:

1. GBM resolutions
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 sales record.
11. Rebate Record.

## 5.2 **Maintenance of Records:**

- 5.2.1 The Five yearly Records shall consist of dated documents. Each 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 term, after the General Body has passed the budget for that term, 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 be prepared by the HEC for record instead of the documents itself. No document may be removed from the Five yearly Record except in this manner.
- 5.2.2 The Annual Record shall be maintained for one year in a manner similar to the Five yearly 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 document deemed necessary by the HEC.

## 5.3 **Mess Related Documents:**

In case of a private mess, some the items below might not be relevant. However if relevant (items (a), (b), (f), (g), etc), appropriate records need to be maintained.

- 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 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 purchases.
  - (f) All Hall dues list.
  - (g) Menu Register.
  - (h) Extra Sales Register.
  - (i) Coupon Sales Record.
  - (j) Rebate Record.
- 5.3.2 All the mess related documents should 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 registers.

- 5.3.3 The mess stock register of consumable items is the 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 committee, Chairman mess committee and by the Warden (Mess). The frequency of inspections by the mess Committee shall be at least once a fortnight, by the Secretary Mess at least once a month. 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, and quantity issued and/or received updated balance.
- 5.3.5 Every new stock register shall be certified by the Warden-in-Charge giving the 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 figures in the new register through a dated and signed entry by the Mess Committee and counter signed by the Chairman, Mess Committee. The first official task of a newly elected mess committee shall be to conduct a complete and exhaustive stock taking and audit with the out-going mess committee team as part of the handing over process itself. The handing over shall be recorded as a special entry in the documents, duly signed and verified by the Warden (Mess) and Secretary (Mess) 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 manager. The durations of a stock register shall be for a maximum of one year. All entries in the register shall be in ink and no strikeover or deletions or rewritings shall be permitted without getting the same checked and counter-signed by the mess Committee within 24 hours. All entries shall specify running totals/balance and these shall be crosschecked at the time of inspection and stocktaking. No consumable can be taken out of the mess except through official loans or sick diet.
- 5.3.7 Loan to other Halls shall only be given/ or taken with the formal permission of the mess committee. The items borrowed, sent or returned shall be promptly entered in the stock register and duly signed by the Mess Committee within 24 hours. Normally no mess utensils or

other equipment may be taken outside the mess, unless permitted by the Mess Committee.

5.3.8 Another register should be maintained for non-consumable items such as utensils, furniture and furnishings.

#### 5.4 **Finance Related Documents**

5.4.1 The finance related documents shall include the following:

- (a) All budgets as approved by the general body.
- (b) Summarized annual audit reports of the past five years.
- (c) All contracts entered into by the Hall.
- (d) All passbooks and cheque books.
- (e) Account ledgers.
- (f) All bills and vouchers, submitted to the hall for payment.
- (g) All Hall dues list.
- (h) Complete audit report of the preceding financial year.
- (i) Mess Bill Registers.

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 BDMR 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.

It will include the following entries per resident, as well:

- (a) Number of days for which the money is charged.
- (b) Number of rebate days,
- (c) Basic bill,
- (d) Extra items.
- (e) Individual mess bill,
- (f) Establishment charges,
- (g) Club membership and piggy back collections.
- (h) Total individual hall dues.
- (i) Recovery from the resident during the deductions from scholarships.

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

#### 5.5 **Availability of Records:**

- 5.5.1 All documents of Hall functioning shall be available to the HEC, mess committee and Accounts committee members without any restriction in scope and access.
- 5.5.2 All documents of Hall functioning shall be available to all general body members in the presence of the office superintendent/mess manager during specified working hours.
- 5.5.3 All documents of Hall functioning shall be available completely without restriction to special committees constituted by the General body, if approved by the HEC.

## CHAPTER 6

### FINANCE

#### 6.1 **Monetary transactions, accounts and Audit:**

- 6.1.1 The Accounts secretary shall keep a check on the general financial administration.
- 6.1.2 All payments made by the hall to any party shall be only through cheque drawn on this account.
- 6.1.3 Accounts secretary shall check/verify all records of receipts and cheque issue register, which states the amount credited/debited from the bank account.
- 6.1.4 All bills and vouchers submitted to the hall shall be as per clause 5.4.3. Mess secretary must countersign all mess bills and vouchers.
- 6.1.5 Payment for any bill will be made only after the concerned HEC member concerned has verified it for the payment. However no bill/voucher will be accepted as valid and adjusted for unless scrutinized and found to be justified by Secretary, Accounts /Mess Committee.
- 6.1.6 The HEC shall set up norms for payment of nominal honorarium to any person for specific activities. Over time payments may be made to Hall employees with the approval of HEC.
- 6.1.7 After auditing of all accounts of the hall is over, the Accounts committee shall go through the complete audit report and shall submit the relevant findings and recommendations of the auditor along with comments of the Accounts Committee to the HEC for consideration and appropriate action. It should also be presented to the general body.
- 6.1.8 The President, mess secretary, canteen secretary, cultural secretary, games secretary, maintenance secretary and reading room secretary may get an advance outstanding against her name at any time from the 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 Accounts Secretary, failing which no further advance can be given to the concerned HEC member concerned without the specific approval of the HEC.
- 6.1.9 The mess secretary shall ensure that the total amount of advance drawn by the mess manager does not exceed the limit.

6.1.10 All advances for the 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 secretary shall discharge the same functions with reference to the mess budget that chairman accounts committee discharges with reference to the HEC budget.

## 6.2 **HEC Budget:**

- 6.2.1 The funds available for the HEC budget shall comprise the following:
- a) Monthly hall establishment charges, as decided by the HEC every year, shall be collected from each resident every month. The HEC may continue with the previous amount or may decide to hike it. In case of a proposal to increase the amount, the proposal must be ratified in the GBM.
  - b) Remaining amount if any, from the previous year budget.
- 6.2.2 Each standing committee of 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 as per 4.1.2. Adjustments of expenditures if any, shall be passed by the HEC only after giving due notice to the General Body.

## 6.3 **Mess Bill**

- 6.3.1 The process of declaration of mess bills.
- (a) The mess committee shall check, finalize and submit the mess bill to the Mess Secretary within 7 days from the date on which the Mess manager submits the mess bill to him.
  - (b) The Mess Secretary shall convene a mess committee meeting to consider the mess bill, formulate its final recommendations and forward it to the Warden (mess) for official declaration. The Accounts Secretary and President shall be invitees to this mess committee meeting.
- 6.3.2 The Mess bill approved by the Warden (Mess) and the Hall dues as finally declared shall follow the norms prescribed in 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 Secretary in consultation with the Mess Committee shall give recommendations to the Warden (Mess) on the amount of advance

necessary, conveyance arrangements necessary etc.

6.4.2 All stationery and office materials required by the Mess shall be procured only through Hall office.

6.5 **Subscription based clubs**

6.5.1 Funds available for Subscription based clubs shall comprise the following

- (a) Subscription fees of that clubs and fines
- (b) Balance from the previous budget of that club.
- (c) Private donations and donations from non-Hall sources.

6.5.2 Each subscription based club shall have a completely separate accounting. All expenditure made by such a club including acquisition of assets and payment of honorarium shall be from the budget of that club only. No allocation shall 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 honoraria may be paid provided this is done purely on a private, temporary and informal basis. Such assistants shall be neither Hall employees nor institute employees.

6.6 **Tenders and contracts and purchases by quotation**

6.6.1 **Floating of tenders, inviting quotations, scrutiny of bids and award of contracts by the Hall**

6.6.1.1 In case of Mess contracts, it shall be the responsibility of the Mess Secretary to independently keep track and notify the Mess Committee at least a month in advance. The Mess Committee in turn shall notify the HEC.

6.6.1.2 The HEC shall then ask the accounts committee to draft the Performa for the tender to be floated and the terms and conditions for the contract.

6.6.1.3 An advertisement stating the requirements, the application Performa and the instructions to the applicants including the applicable minimum terms and conditions as specified in clause in 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 the official notice board of the Hall) and at least 15 days time shall be given (during which the advertisement shall remain on the official notice board) between the publication of advertisement and last date for the 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. 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 submission. No applicant can submit more than one bid against any tender.

- 6.6.1.5 After the last day for submitting the bids is over, the accounts committee in presence of the warden and supplier shall scrutinize the bids and reject those, which fail to meet the requirements specified in the advertisements.
- 6.6.1.6 If less than 3 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. The accounts committee in the presence of the warden and suppliers shall destroy all rejected/canceled bids and the prices of none of the quotations may be made public.
- 6.6.1.7 The accounts committee in presence of warden shall then consider the remaining bids collectively and formulate its recommendations to the HEC in the form of a comparative statement keeping in mind that the lower the payment the Hall has to make (in case of purchases) or higher the payment receives (in case of disposal of assets) the higher the preference the corresponding bid should get. The accounts committee shall forward all these scrutinized bids in originals to the HEC and indicate separately with reasons, which are its first, second, third preferences. The accounts committee must give at least 3 preferences. However, it may also include, in addition to these preferences an overall recommendation as to whether any of the bids shall be accepted.
- 6.6.1.8 Normally, the HEC shall award the contract on the basis of accounts committee's and President Recommendations. However it may at its discretion carries out its own scrutiny and takes any decision including the rejection of all bids and floating of fresh tenders. The HEC may also choose to interview the applicants.
- 6.6.1.9 Purchases can also be made by directly inviting quotations from reputed vendors. The secretary concerned shall put up a proposal for the purchase of required items to the HEC. Depending on the volume of purchase, the HEC may either constitute a sub-committee (which may include non-HEC members) for collecting quotations from the vendors or ask the Secretary concerned to get the quotations collected. At least three such quotations will be required before selecting a vendor for the purchase.

#### 6.6.2 **Compulsory terms and conditions for all contracts**

The HEC shall constitute a standing committee for fixing of these terms and conditions.

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

6.6.3.1 The maximum patronage for a mess supply contractor shall be six months.

6.6.3.2 All supplies shall be made at the hall premises.

6.6.3.3 The quality and quantity 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 unacceptable quality, the same shall not be paid for.

6.6.3.4 At the time of supply the supplier to the mess manager must submit printed and serially numbered bills. If the supplier fails to do so appropriate action may be recommended.

6.6.3.5 If the supplier fails to supply or the supply is tendered late on a day, appropriate action may be recommended.

6.6.3.6 Both in the text of contract and when the contract is awarded, it shall be specified whether the supply is to be made at fixed prices or at whole sale market rates prevailing at Kanpur plus a fixed all inclusive charge decided when signing the contract. In the latter case, if the mess secretary finds the rates charged by the supplier at any time to be excessive, she shall recommend appropriate action.

## Chapter 7

### Hall Allocation Rules

1. For the same batch Ph.d students will be given preference for getting single rooms wherever they reside, either in GH-2, TYPE 5 or SBRA.
2. Any Mtech student from IITK itself who takes new admission in continuing semester in Ph.d should be allowed to retain the same room.
3. Mtech second year students should get the priority over the first year Ph.d students for room allotment.
4. Medical grounds should be given important consideration but only in strong cases. The urgency of the case needs to be approved by the institute medical officer and will be finally decided by the HEC. It is important to note that in such exceptional cases, preference should be given even before a normal Ph.d student.
5. System of allocation:  
In case of medical grounds allocation or lottery system on general basis, information should be circulated to the whole HEC and all the residents in time. The final decision for the room allocation should be signed by the whole HEC within 24 hours of declaration. If it is not signed by all HEC in time then President will submit in the office and that will be the final decision. A committee for hall allocation can be formed on the discretion of the President.
6. Room Vacation:  
In case of students who have finished their oral-defense, they should be allowed to stay for a maximum of 7 days with prior permission of Warden-in-charge.  
People without prior permission or exceeding 7 days should be charged with guest room rates.

## Appendix 1

### **GUIDELINES FOR THE MANAGEMENT OF HALLS**

(Accepted by the senate in 2<sup>nd</sup> meeting 1986-1987)

December 26, 1986

#### INTRODUCTION

IIT Kanpur being a residential institute 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 program.

The responsibility for the administration of the halls is vested, by the Director, in faculty members designated as wardens. Such an assignment, which may be given to any faculty member, is considered a recognized duty expected of the faculty.

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 the residential facilities. A representative of the wardens is an ex-officio member of the senate.

Residents are required to co-operate with the warden(s) in the running of the halls. They must respect her authority in the execution of operational details – room allocation, fixing of schedules for payments, assessment of loss or damage to property, assignment of duties to hall staff etc. They must abide by the norms of conduct and discipline applicable in the institute and follow any regulations specifically laid down regarding conduct in the hall. For infractions of discipline, the warden is the immediate authority concerned. Her responsibility in all such matters is to the Director, not to the 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 sanction – withholding of grades, withdrawal of permission to appear in examination, cancellation of registration etc. in the event of breach of hall regulations.

Wardens are expected to ensure the efficient administration of the halls and also with promoting the educational development of the student residents. The students should be encouraged to participate in the administration 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, rest 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 of the halls of residence.

1. IIT Kanpur is a residential institute and all registered students, hereinafter referred to as 'residents', shall reside in the institute halls of residence. All residents shall reside in the halls to which they are assigned.

In exceptional cases the Director may permit a resident to reside with her or her parents or local guardian provided he or she pays full seat rent and such other dues as may be prescribed from time to time. No part-time student shall be provided accommodation on campus.

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.(a) Anyone allotted a room in the hostel shall join the hall mess. However, the warden may exempt an individual from joining the mess for a specified period, if medical reasons warrant.

3.(b) During the vacations mess facility in one or two halls will continue to be available depending upon the need. The mess of hall 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 vacation. No other arrangement will be permitted.

4 Change of halls of residence will be permitted by both the wardens concerned. This permission will be subject to any policy decisions taken in this regard by the H.M.C.

5. At the time of a student's admission to the hall of residence, her Parent/  
guardian may appoint, in writing, a local guardian who is authorized to act on 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 residents furnish 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 2<sup>nd</sup> year will be allotted single seated rooms. However, this cannot be claimed as a matter of right. All residents and others who cannot be accommodated in single-seated rooms shall be allotted double-seated rooms. This will further be subject to the policy decisions adopted by H.M.C.
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 loss 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 registration the dues will be accepted only in cash.
4. The extras over and above the basic menu will be provided only on purchase of coupons in advance.
5. Every resident must pay the mess bill by the due date announced by the wardens. The wardens will initiate steps to announce the mess bill within 3 weeks of the end of the mess-month. Failure to deposit the dues in time may result in fines or such others penalty as the warden may deem fit. The student who does 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 convinced about the reasons for the non payment of dues. The notice for cancellation of registration /withdrawal from the semester will be sent to the parents/guardians and the Institute authorities concerned by the dean of students affairs on receiving intimation from the wardens concerned.
6. Besides payments of mess dues, regular residents of a hall will pay establishment charges every month at the rates prescribed from time to time in addition to Rs. 100/- p.a. towards mess establishment charges payable to the institute.
7. Receipts in respect of payments of dues and advances must be preserved till the next registration date and produced in original when ever 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, bad sheets, pillows, pillow covers, towels and curtains etc. will be provided.
10. Residents are not entitled to use any additional electric heater and 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 wardens.
11. Fixing posters and pictures or writing on the common walls and disfiguring the walls of the halls is strictly prohibited. Anybody found violating it will be fined by the wardens. 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 her room, she will be responsible for any damages.
12. All games/ sports activity in the halls must have the approval of the HEC concerned.
13. Residents shall respect the right of each individual to express her ideas, pursue her interests and follow the styles of life most meaningful to her.
14. 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

15. Before leaving for a overnight or longer stay away from the campus , resident must indicate her destination and expected duration of absence in writing to the warden. In the event of unexpected absence from the hall , the resident must report to the hall immediately after return
16. The residents shall not have any guests living in their rooms without prior permission of the warden
17. To protect the privacy of the residents of the halls, visitors of the opposite sex are strictly discouraged in the rooms and are prohibited from entering the residential blocks of the hostels between 12 midnight to 6 am.
18. All residents shall comply with the rules and with the supplementary rules and bye-laws as may be framed from the time to time. Ignorance of any of these shall not be accepted as an 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 deemed necessary at the hall level. In case of a serious offence , she shall refer the matter to the senate students affair committee

**19. Management of halls:**

1. The authorities and responsibilities concerning policy decisions 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 member nominated by the director, two wardens nominated by the hall management council and three nominees of the student senate. Both the chairman and member nominees of the director shall be the ex wardens. The term of the chairman and that of the members will be one year .On completion of the term of the chairman, the member nominee of the director will become chairman for a term of one year. The wardens nominated by the HMC will be from amongst the members of HMC. The term of these wardens and of student nominees will be one year. The student nominees shall preferably not be the members of HEC .The secretary of the COW will be the office-in-charge of the central hall office.

2. The authority and responsibility for handling and supervision at the inter hall level of maintenance, general amenities and accounts of the hostel shall rest with the HMC. The HMC shall consist of Dean of students' affairs as ex-officio chairman, all wardens, hall presidents and mess secretaries of all halls, and a nominee of the president student gymkhana. The HMC shall have a standing maintenance committee and an accounts committee, each of these committees will have 6 to 8 members

3. Each hall of residence shall be managed by a hall level committee called the hall executive committee (HEC).the HEC shall consist of all the wardens of the hall , president , mess secretary and 3 –5 mess

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 If any HEC member serving in it disagrees with its decision, he/she can ask for a referendum on such an issue. The decision arrived at in the referendum will be accepted, except in the following two situations:

- 1) In the opinion of the warden(s), a decision may have far reaching affects regarding mess employees. In such a case, the warden is entitled to refer it to COW for a final decision.
  - 2) An HEC member in the HEC is of the opinion that the decision is likely to affect other halls. In that case he/she may refer it to HMC for a final decision.
4. Warden In-charge shall be the head of the section in the case of institute employees posted in the halls and any matter relating them shall be 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 the office bearers, constitution of the mess committee and the functional aspect of the HEC.

## Appendix 2

### **ORDINANCE NO. 11** **HALLS OF RESIDENCE**

11.1 IIT Kanpur is a residential Institute and, therefore, every registered student shall reside in a room assigned to him in one of the Halls of Residence. In exceptional cases, the Director may permit a student to reside with her parent/local guardian. Such students shall, however, pay full seat rent and such other dues as may be prescribed from time to time. Part time students are not eligible for accommodation in the Halls of Residence.

11.2 For each hall of residence there shall be a Warden-in-Charge and such other number of wardens and other staff as may be determined by the Board of Governors from time to time. The office of the Warden-in-Charge and other Wardens shall be held by the members of the academic staff of the Institute. These appointments shall be made by the Director. The Warden-in-Charge of a hall shall be responsible for managing the Hall efficiently.

11.3 Every student residing in a hall shall join the hall mess. However, the Warden-in-Charge may exempt an individual student from the hall mess on medical grounds for a specified period.

11.4 During Institute vacations, mess facilities of a few halls will function, depending upon need. All students staying in the halls during vacation shall have to join one such mess. No other arrangement will normally be permitted.

11.5 Each Hall of Residence shall have a Hall Executive Committee (HEC). The constitution of the HEC and its functions shall be as decided by the Senate.

11.6 Every resident shall be personally responsible for the safe up-keep of the furniture and other items supplied to the resident and will be charged for any damage or loss caused by design or negligence during the occupancy of the room.

11.7 Every resident must pay the mess bill by the due date, announced by the Warden. Failure to deposit the dues in time may result in fines or such other penalty as the Warden may deem fit. Even the registration of a student may be cancelled in case of failure to clear the mess dues within 30 days of the due date.

11.8 Besides the payment of mess dues, every resident will also pay establishment charges every month at the rate prescribed from time to time by the Warden-in-Charge. This is in addition to the mess establishment charges payable to the Institute.

11.9 Residents shall respect the right of each individual to express her ideas, pursue her interests and follow the style of life most meaningful to her. However party based political campaigning is prohibited.

11.10 Visitors of the opposite sex are strictly prohibited to enter the residential blocks of the Halls during 0000 to 0600 hours. Further, they shall be strictly discouraged to enter the residential rooms at all times.

11.11 Use of liquor, drugs, or any other intoxicants in the Hall premises is strictly prohibited.

11.12 Every resident shall comply with all the rules and regulations of the Halls of Residence as may be in force from time to time. The Warden-in-Charge shall take the necessary action against the defaulters.

### **An extract from Ordinance No. 9**

9.4 The Warden-in-Charge of the Hall of Residence concerned shall have the power to reprimand or impose fine or take any such suitable measures against any resident of the Hall, who violates either the rules & regulations or the Code of Conduct pertaining to the Hall of Residence concerned.

### **Statute 23**

#### **Halls and Hostels**

(1) The Institute shall be a residential institution and all students, research scholars and research fellows shall reside in the Halls of Residence and Hostels built by the Institute for the purpose. In exceptional cases the Director may permit a student, scholar or fellow to reside with her parent or guardian, but where any such permission is accorded to a student, scholar or a fellow, such student, scholar or fellow, as the case may be, shall be liable for the payment of such seat rent as he would have been liable for the payment of seat rent had he resided in the Hostel.

(2) Every resident in the Halls and Hostels shall conform to rules laid down by the Senate for the purpose.

(3) For each Hall of Residence there shall be a Warden and such number of Assistant Wardens and other staff as may be determined by the Board from time to time.

(4) The offices of Warden and Assistant Warden shall be held by the members of the Academic Staff of the Institute. The appointments shall be made by the Director.

(5) Wardens and Assistant Wardens shall be entitled to rent free unfurnished quarters corresponding to the type of quarters to which they are normally entitled as teachers of the Institute. In addition, they shall be paid an allowance of Rs.50 per month

## Appendix 3

(To be filled up by respective halls specifying the entire things specific to their hostel)

**Election/nomination procedure for appointing/nomination of the other members:**