

HOUSE OF TITANS



CONSTITUTION

OF

HOSTEL - XIII

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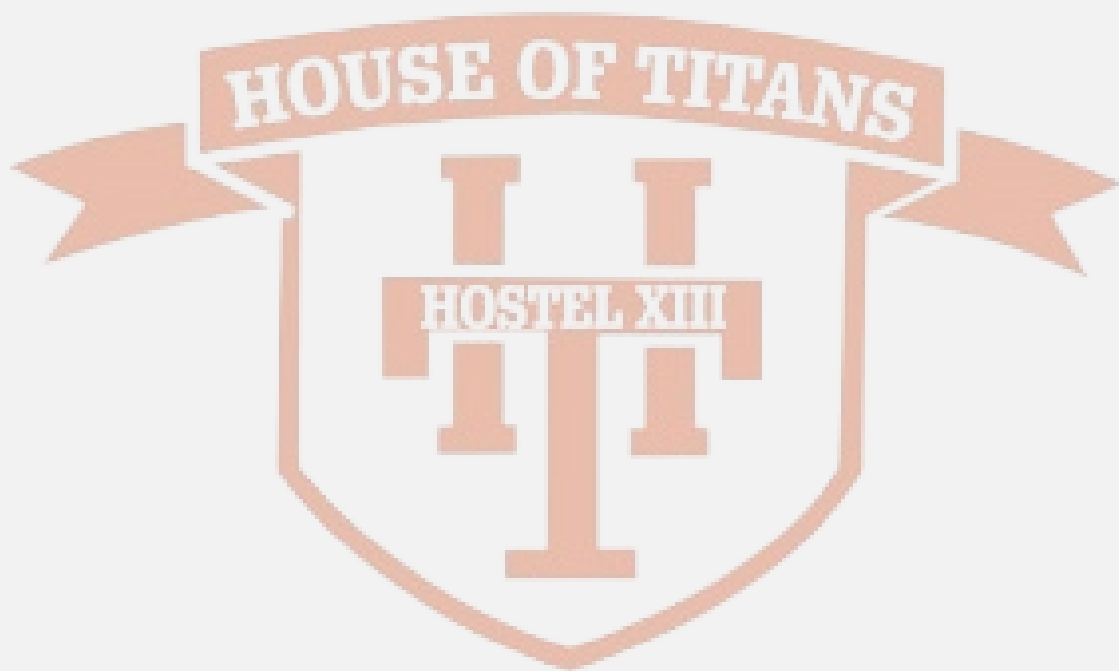
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Chapter 1

Preamble

We, the General Body of Hostel Thirteen, the Hostel Council, and the Wardens, are happy to present ourselves with this Constitution. We pledge to follow the duties and responsibilities as mentioned in this Constitution in word and spirit to make our Hostel, truly, the House of Titans.



Chapter 2

Introduction

Hostel 13 was opened to students in 2003. We hereby prepare this Constitution to guide us. A committee was formed to draft the Constitution for the first time in Hostel 13. This committee consisted of:

Members of Drafting Committee:

Prof Balasubramaniam Kavaipatti (Warden)
Prof Satish Maurya (Associate Warden)
Kaushlendra Verma (Warden Nominee)
Shubham Pandey (General Secretary)
Deekshith K. (Senior Student, Former GSAA-PG)
Vishal Kotha (Senior Student, Former Mess Secretary)
Kashish Sadhwani (Sports Secretary)
Omkar Mahadev Supekar (Maintenance Councillor)
Abinash Tiwari (Mess Councillor)
Abhik Bose (System Admin)
Rajibblochan Sahoo (System Admin)

Additionally, several residents gave their valuable feedback and comments on initial drafts of the constitution. All the traditions of the Hostel, from the duties of office-bearers to the code of conduct for inmates, have been hereby defined in this written Constitution. It will provide anyone who wants to help create a thriving and united hostel community with guidelines on how to base their work. Something which has gone unsaid still needs to be acknowledged – that being the enthusiasm and spirit of the hostelite! The code of conduct is one way, but it shouldn't stop there.

2.1. Code of Conduct of a Hostelite

- 2.1.1. He should primarily take into account the interest of the Hostel and promote a strong hostel feeling.
- 2.1.2. He should not change/interchange their allotted rooms without written permission.
- 2.1.3. He should not take or feed pets/animals to his room or inside hostel wings.
- 2.1.4. He should not take mess utensils to his room unless specified by a provision of explicit permission or an emergency.
- 2.1.5. He should not climb onto parapets or hostel roof.

- 2.1.6. He should not fix posters/notice/pictures or anything that might damage the surface of the walls/doors or any place in the hostel.
- 2.1.7. He should consider voting in elections.
- 2.1.8. He should not commit any act that may blemish the Hostel's name.
- 2.1.9. He should respect, preserve and propagate all the honored traditions.
- 2.1.10. He should try to settle his disputes with others amicably.
- 2.1.11. He should not keep unauthorized property and unauthorized guests in his room.
- 2.1.12. He should settle all his dues in time.
- 2.1.13. He should handle hostel equipments carefully and not abuse or tamper with them.
- 2.1.14. He should maintain a high standard of decorum and propriety.
- 2.1.15. He should maintain harmonious relations with the employees in the Hostel.
- 2.1.16. He should maintain harmonious relations with members of other hostels.
- 2.1.17. He should not consume alcohol or any intoxicating substance on the hostel premises.
- 2.1.18. He should avoid smoking in common places in Hostel.
- 2.1.19. He should not attempt to make duplicate keys to the Hostel rooms or any Hostel property therein.
- 2.1.20. He should use water and electricity judiciously.
- 2.1.21. He should not use electrical equipment that draws high currents like coil-based heaters, refrigerators, induction stoves, etc., in his room.
- 2.1.22. He should strive for bringing greater accountability and transparency in hostel administration.

2.2 Definitions of the terms used in the Hostel Constitution

2.2.1 Warden(s):

A Warden is a member of the faculty at the Institute, appointed by the Institute to carry out the duties as mentioned in section 10 of the Hostel Constitution.

2.2.2. Bonafide Student of the Institute:

A bonafide student of the Institute is a student having a valid roll number and is registered to pursue studies in any of the academic programs of the Institute during the semester under consideration.

2.2.3. Bonafide resident of the Hostel:

A bonafide resident of the Hostel also called the hostel resident, is a bonafide student of the institute allowed to stay in the Hostel by the Hostel coordinating Unit / Warden.

2.2.4. Floor Representative:

A Floor Representative is a bonafide student of the Institute residing in the Hostel, duly nominated by the bonafide students of the Hostel residing in that floor or nominated by the Hostel Council.

2.2.5. Hall Manager:

An Institute employee deputed to assist the Warden and the Hostel Council in carrying out their duties. His responsibilities and duties are as stipulated in chapter 7 of the Hostel Constitution.

2.2.6. Hostel:

A hostel is a place of residence provided by the Institute for all the bonafide students of the Institute authorized to stay in that place of residence. All others authorized to stay in the Hostel by the Hostel Coordinating Unit, such as participants of the various seminars, delegates, for a conference organized by the Institute, etc., shall be accommodated in the Hostel.

2.2.7. Hostel Council:

A Hostel Council is a body of elected representatives of the Hostel and selected (nominated) members residing in the Hostel. The composition of the Hostel Council is as laid down in section 3.1 of the Hostel Constitution. The functions and responsibilities of the Hostel Council are given in section 3.2 of the Hostel Constitution.

2.2.8. Hostel Employee:

A Hostel employee is an employee selected by committee consist of Warden/Wardens, and Council. Their mode of appointment, salary scale, duties, benefits, loans, leave facilities, conduct rules, etc., are as per the service conditions of the employees in the Hostels of IIT Bombay.

2.2.9. Mess Manager:

The mess manager is the hostel employee designated to supervise and coordinate the day-to-day functioning of the mess as per the directions of the Institute policies and the policies of hostel council as negotiated.

2.2.10. Student Councilor:

A Student Councilor is a bonafide student of the Institute residing in the Hostel duly elected to the Hostel Council by the bonafide students of the Institute residing in the Hostel.

2.2.11. General Secretary:

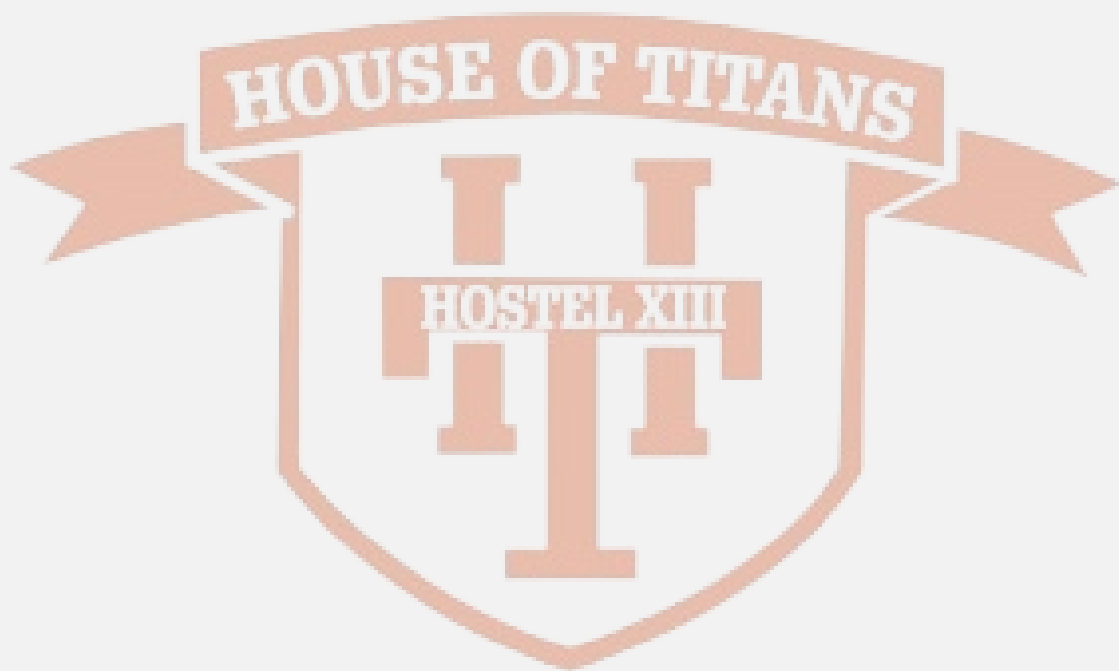
General Secretary is a bonafide student of the Institute residing in the Hostel duly elected to the Hostel Council by the bonafide students of the Institute residing in the Hostel.

2.2.13. Warden Nominee:

A Warden's Nominee shall be a bonafide student of the Institute residing in the Hostel chosen by the Warden from amongst the list of three inmates suggested by the elected members of the Hostel Council to be a member of the Hostel Council.

2.2.14. Secretary:

Secretary is a bonafide student selected by Hostel Council to coordinate activities with respect to Hostel Administrative Body.



Chapter 3

Hostel Administration

3.1. The Hostel Administrative Body

3.1.1. Structure of the Administrative Body

The Administrative Body of the Hostel consists of statutory members and executive members. The statutory members include wardens, warden nominee, General Secretary, and Councillors. All statutory members, except wardens and warden nominee, are elected through the process defined in chapter 4. In addition to statutory members, the Council appoints executive members (secretaries) by nomination and selection to help administration. The maximum number of such executive members in the administrative body from all the individual bodies put together should not exceed 20. The administrative body of the hostel council consists of the following individual bodies. The structure and members of these bodies are given below:

Administrative Bodies:

1. Warden
2. Associate Warden
3. General Secretary
4. Warden's Nominee
5. Computer Body (System Administrator, Computer Secretary, Web Secretary)
6. Maintenance Body (Maintenance Councilor, Maintenance Secretary, Garden Secretary)
7. Sports Body (Sports Councilor, Sports Secretary)
8. Cultural Body (Cultural Councilor, Cultural Secretary)
9. Mess Body (Mess Councilor, Mess Secretary)
10. Public relation and Alumni Secretary

3.1.2. Hostel Council Meetings

- 3.1.2.1. The General Secretary shall draw up the agenda and ask for a meeting with the Warden in consultation with the other elected council member.
- 3.1.2.2. There must be at least one council meeting with the Warden every 30 days.
- 3.1.2.3. The wardens should not delay the proposed meeting indefinitely. The proposed meeting must be conducted within ten days of the date of the proposal.
- 3.1.2.4. A minimum of 48 hours' notice shall be required to convene a Hostel Council meeting. The quorum for a Hostel Council meeting shall consist of the Chairman, the General Secretary, and at least four other council members, a minimum of two of them must be councilors.
- 3.1.2.5. The General Secretary shall call an extraordinary Hostel Council meeting at the request of at least three members of the Hostel Council. The minimum notice for calling an extraordinary Hostel Council Meeting shall be two hours. However, the decisions that arrived at such an extraordinary meeting shall be immediately

disseminated to all council members and ratified at the next ordinary Hostel Council meeting.

- 3.1.2.6. The Hostel Council is responsible for drawing up the annual budget and plan for the Hostel. The Hostel Council shall invite the concerned Secretary whenever their budget is taken up for discussion.
- 3.1.2.7. Generally, all decisions are taken by consensus by the members of the Hostel Council.
- 3.1.2.8. Members of the Hostel Council shall be invited whenever matters about his portfolio are taken up for discussion. The Secretaries shall be invited to the meeting towards the end of tenure for settlement of outstanding accounts.
- 3.1.2.9. Every member of the Hostel Council shall have one vote each in case the decisions are to be voted upon. The General Secretary shall cast his vote only when there is a tie.
- 3.1.2.10. Decisions regarding controversial issues which require reference to the Institute policies, rules, and regulations shall be minuted but kept pending until the Chairman obtains the necessary clarifications. In exceptional cases, the matter may be referred to the Hostel Co-Ordination Committee, Dean (Student Affairs)/ Director of the Institute for appropriate action.
- 3.1.2.11. In the absence of the Warden, the Associate Warden shall be the Chairman of the Hostel Council Meeting. In the absence of both, the Hostel Warden's Nominee could be the Chairman of the Hostel Council meeting.
- 3.1.2.12. The draft minutes of the Hostel Council meetings shall be made known to the hostel inmates by displaying them on the Notice Board and sharing on mailing list **within ten days** after the meeting. The minutes must be confirmed no later than next council meeting.
- 3.1.2.13. A minute file shall be maintained by the Hostel office wherein the confirmed minutes of the Hostel Council meetings are recorded. The General Secretary and the Warden shall sign the same after confirming them at the next meeting.
- 3.1.2.14. The General Secretary may decide on routine matters subject to ratification by the Hostel Council.
- 3.1.2.15. The General Secretary shall be responsible for recording the minutes of the meeting.

3.1.3. Functioning of the Administrative Body

- 3.1.3.1. The administrative body must ensure the smooth functioning of the various hostel activities and promote the existence of a healthy, happy life among the hostel inmates.
- 3.1.3.2. Every office bearer should maintain a proper account of the money he procured and spent. These accounts should be produced before the Council whenever requested to do so.
- 3.1.3.3. Office bearers should display a brief report of the tasks completed and their plans every two months.
- 3.1.3.4. Every office bearer should have an inventory of the list of all hostel property in his charge. This inventory list should be checked from time to time.

3.1.3.5. In the temporary absence of any office bearer, the General Secretary or his nominee from the Council takes charge for the period of his absence.

3.1.3.6. A meeting of the Administrative Body must be convened at least every thirty days. The meeting of Administrative Body should serve as a seed for a council meeting with wardens. The wardens may or not attend administrative body meetings. However, the Wardens must attend council meetings.

3.1.4. Functions of the Hostel Council

The Hostel Council is the executive body of the Hostel. It has a representation of residents of Hostel 13 in different Institution Level Committees. The Council shall represent Hostel 13 residents to the Institute Authorities through Institute Councils. It shall be responsible for - Mess Management; Maintenance of Hostel Amenities Sports Activities; Cultural Activities; Maintenance of Computer and Network facilities; Garden Maintenance; Any other activity approved by the General Body of the Hostel

3.1.4.1. Each of these activities shall be looked after by one or more elected office bearers and nominated secretaries. A student counselor shall monitor these activities. The Hostel Council shall be accessible for all complaints and shall make the best possible efforts to redress all grievances. The Hostel Council also has an active part to play at the Institute level. The hostel issues must be properly put before the Cultural Committee, Sports Committee, Hostel General Secretaries Committee (HGSC), etc., to safeguard the Hostel and its residents' interest.

3.1.4.2. The Hostel Council may overrule the decision of any Secretary.

3.1.4.3. The hostel council will be entitled to completely access and review the hostel amenities fund, and may audit the hotel amenities fund at least once a year.

3.1.4.4. All major budgetary expenditures should be publicly displayed on the notice board or be shared on cloud storage.

3.1.4.5. In the absence of any secretary, the Councilor shall be responsible for his duties. The Councilor who is immediately preceding the Secretary may act himself or delegate it to someone else in the Council.

3.1.4.6. In the absence of the General Secretary, with the concurrence of Warden, a student councilor nominated by the General Secretary shall carry out his duties.

3.1.4.7. If the post of General Secretary falls vacant by resignation or otherwise, Warden shall call for a fresh election. However, if the remaining tenure is less than four months, the Warden may appoint a student – preferably with previous experience in hostel council - as General Secretary in consultation with the Hostel Council.

3.1.4.8. If any elected councillor of the Hostel Council resign or otherwise leave the office, it is at the discretion of warden to conduct fresh election or nominate, in concurrence with hostel council, any secretary in respective domain as councillor irrespective of the remaining duration of tenure.

3.1.4.9. The Council should ensure adherence to proper discipline by residents and staff in the Hostel. The Council shall escalate any such matter to proper authorities if any violations are observed, and can demand adequate investigations and disciplinary actions. Council may document these violations and provide their findings to these authorities by forming a dedicated committee if needed. Furthermore, no

disciplinary action can be taken without the knowledge of the General Secretary, and the concurrence or the acknowledgement (as applicable) of the Warden.

- 3.1.4.10. The Hostel Council shall decide the policy regarding the allotment of rooms within the Hostel.
- 3.1.4.11. If the post of Warden's Nominee falls vacant, the standard procedure is followed again to fill up the vacant post.
- 3.1.4.12. The Hostel Council may recommend to the Hostel Coordinating Unit the transfer of the Hall Manager with appropriate reason(s).
- 3.1.4.13. In case of a difference of opinion/dispute between the members of the Hostel Council and the Warden, the matter may be referred to a committee of the Dean of Student Affairs, the Chairman (Hostel Working Committee), and the General Secretary (Hostel Affairs).
- 3.1.4.14. In case of a difference of opinion/dispute between the General Secretary and any other Council member, firstly, the Hostel Council should vote on the matter, and further, the Warden shall be consulted, and his decision will be final and binding on all concerned.

3.2. Rights and Duties of the Student Members of the Administrative Body

3.2.1. General Secretary

- 3.2.1.1. The General Secretary shall represent the Hostel as appointed in all the appropriate committees formed by the authorities of the Institute." He shall also represent the Hostel to the authorities when a specific matter is escalated to them.
- 3.2.1.2. He can stay any decision of any office-bearer. However, he must bring the matter to the notice of the Hostel Council within a week, along with council voting.
- 3.2.1.3. He must ensure the efficiency of the Administrative Body.
- 3.2.1.4. He should ensure that all Hostel events and functions are held as laid down by traditions.
- 3.2.1.5. Before handing over the charge to the newly elected General Secretary, the outgoing General Secretary should ensure that all accounts have been settled and all the outgoing office bearers have handed over their charges.
- 3.2.1.6. In the absence of Warden Nominee, the General Secretary shall provide material support for the conduction of hostel elections.
- 3.2.1.7. The General Secretary is, de facto, part of all bodies (i.e., mess body, cultural body, etc.) in the Hostel.

3.2.2. Warden's Nominee

- 3.2.2.1. He is the representative of the Warden in the Hostel Council. He shall chair the regular Hostel Council meetings when both the Warden and the Associate Warden are absent.
- 3.2.2.2. He shall chair the General Body Meetings when both the Warden and the Associate Warden are absent.
- 3.2.2.3. He shall scrutinize the bills and receipts of purchases made by the Hostel Council and make sure they are in order. He shall strive to make major purchases known to all residents.
- 3.2.2.4. He shall endeavour to make sure that the Hostel Council smoothly performs its duties and shall try to maintain harmony between the members of the Hostel Council.
- 3.2.2.5. He shall make sure that the Hostel Inmates are well informed about all the activities and decisions of the Hostel Council.
- 3.2.2.6. The warden nominee would be, ex-officio, responsible for calling nominations for members of the election committee. He shall also update Warden about the conduct and functioning of members of the election committee.
- 3.2.2.7. He can also invite hotel residents who have served in any hostel or institute level council for at least one year as election committee members.
- 3.2.2.8. He may or may not join as a member of the election committee based on his discretion.
- 3.2.2.9. After the elections to the Hostel Council, and before the newly elected Council takes charge, the Warden's Nominee shall make sure that all accounts have been settled and the Hostel Council publicly displays all budgetary expenditures.

3.2.3. Mess Body

- 3.2.3.1. The Mess Body consists of the Mess Councilor and Mess Secretaries. The mess Body should monitor the quality of food served in the mess and canteen.
- 3.2.3.2. The Mess Body should decide and review the menu regularly.
- 3.2.3.3. The Mess Body should make sure that cleanliness and hygiene in the mess area are maintained at all times.
- 3.2.3.4. The Mess Body should make every effort to ensure that wastage of food is reduced to a minimum.
- 3.2.3.5. Mess Body should ensure that proper documentation of the stock of provision items (except perishable items over short durations like milk, vegetables, eggs, etc.) is maintained.
- 3.2.3.6. Mess Body should recommend fines for the violations by the caterer according to the set rules.
- 3.2.3.7. The Mess Body should see that the mess workers serve the inmates well.
- 3.2.3.8. Mess Body should decide on the rates of the food items sold in the canteen.
- 3.2.3.9. Mess Body should take referendum regarding mess food, service, prices of items in the canteen at least once in a semester and take appropriate action.
- 3.2.3.10. The Mess Body should convey the complaints by inmates to the Canteen Caterers.

3.2.3.11. Mess Body should see to it that the Canteen Caterer takes appropriate and prompt actions on the complaints by inmates. Further, the Mess body shall escalate the matter to a proper authority if the matter has not been resolved in a reasonable amount of time to the minimum required standards.

3.2.4. Cultural Body

The Cultural Body consists of the Cultural Councilor and the Secretaries under him.

3.2.4.1 Cultural Councilor

- 3.2.4.1.1. He is in charge of all the cultural activities of the Hostel. He coordinates the activities of the Secretaries under him. He ensures that the Hostel is represented in the inter-hostel competitions by the best possible team.
- 3.2.4.1.2. He is the overall coordinator of the Performance Arts Festival (PAF) from the Hostel.
- 3.2.4.1.3. He heads the Cultural Committee in the Hostel.
- 3.2.4.1.4. He is a member of the Institute Cultural Committee, headed by G.S. Cultural, which decides all the cultural activities of the Institute.

3.2.4.2. Cultural Secretary

- 3.2.4.2.1. He organizes an intra-hostel cultural competition in consultation with the cultural councilor.
- 3.2.4.2.2. He is responsible for documenting the significant events in the Hostel.
- 3.2.4.2.3. He is responsible for bringing out the Hostel T-Shirt, hostel magazine and newsletter, hostel library and newspaper section.
- 3.2.4.2.4. He is in charge of all literary and debating activities of the Hostel.
- 3.2.4.2.5. He is responsible for making sure that old newspapers are sold regularly, and he must record the sale of old newspapers.
- 3.2.4.2.6. He is also responsible for organizing picnics, treks, and other such activities in the Hostel.
- 3.2.4.2.7. He is responsible for maintaining the Hostel photography equipment and uses it during hostel functions.
- 3.2.4.2.8. He conducts intra-hostel fine arts events and is responsible for inter-hostel events.
- 3.2.4.2.9. He organizes intra-hostel music competitions.
- 3.2.4.2.10. He maintains the various musical instruments of the Hostel.
- 3.2.4.2.11. He maintains the hostel music system and other musical instruments.
- 3.2.4.2.12. He is responsible for the participation of the Hostel in the inter-hostel competitions.
- 3.2.4.2.13. He conducts intra-hostel competitions like extempore, skits, etc. He should ensure that there is sufficient preparation before any event.

3.2.5. Sports Body

The Sports Body consists of the Sports Councilor and the Secretaries working under him.

3.2.5.1. Sports Councilor

- 3.2.5.1.1. He is in charge of all sports activities in the Hostel.
- 3.2.5.1.2. He should organize intra-hostel sports events.
- 3.2.5.1.3. He should ensure hostel participation in inter-hostel sports events.
- 3.2.5.1.4. He is in charge of purchasing and maintaining all sports equipment.
- 3.2.5.1.5. He is in charge of all outdoor sports activities in the Hostel and Inter-hostel events. Outdoor sports include – Football, Cricket, Volleyball, Basketball, Hockey, Kho-Kho, Athletics, Lawn Tennis, etc.
- 3.2.5.1.6. He should ensure hostel participation in inter-hostel outdoor sports events.
- 3.2.5.1.7. He is in charge of purchasing and maintaining all outdoor sports equipment.
- 3.2.5.1.8. He is in charge of all indoor sports activities in the Hostel and Inter-hostel events. Indoor sports include - Table Tennis, Badminton, Carom, Chess, Gymnasium, Squash, etc.
- 3.2.5.1.9. He should ensure hostel participation in inter-hostel indoor sports events.
- 3.2.5.1.10. He is in charge of purchasing and maintaining all indoor sports equipment.

3.2.5.2. Sports Secretary

The work among the Sports Secretaries may be divided on an intra and inter-hostel basis. The Sports Councilor may allot work as he feels necessary.

3.2.6. Maintenance Body

The Maintenance Body consists of the Maintenance Councilor and the Secretaries working under him.

3.2.6.1. Maintenance Councilor

- 3.2.6.1.1. He is responsible for the general maintenance of the Hostel and Hostel property.
- 3.2.6.1.2. His responsibilities include maintenance of electrical and civil works.
- 3.2.6.1.3. He has the right to take disciplinary action against any hostel resident found abusing Hostel property.
- 3.2.6.1.4. He has the responsibility of allocating work between the Secretaries.

3.2.6.2. Maintenance Secretary

He is mainly responsible for the maintenance work as asked by the Maintenance Councilor. He is responsible for maintaining the First-Aid box, the T.V. Room. He is responsible for the Photocopying and printing facility and the Press Iron facility. He is responsible for fixing the rates for Photocopying and printing and the rates for ironing clothes.

3.2.7. Computer Body

The Computer Body consists of the System Administrator (also referred as computer councillor) and Secretaries working under him.

3.2.7.1. System Administrator

- 3.2.7.1.1. He is responsible for the Computer room in the Hostel. Thus, he is responsible for maintaining the computers in the computer room, including the hostel servers and the hostel LAN network.
- 3.2.7.1.2. He is the representative of the Hostel in the Computer Centre.
- 3.2.7.1.3. He should try to solve any computer-related problem in the Hostel Computer Room, Hostel servers, etc.
- 3.2.7.1.4. He is in charge of the network in the Hostel and will handle all network-related issues.
- 3.2.7.1.5. He can allot work among the Secretaries (Technical Secretaries, Web Secretaries) as and when he feels necessary.
- 3.2.7.1.6. He is responsible for maintaining the Hostel website and updating it from time to time.
- 3.2.7.1.7. He is responsible for maintaining a database of Hostel alumni.
- 3.2.7.1.8. He is responsible for the various facilities provided through the Hostel website.
- 3.2.7.1.9. He shall ensure regular updating of the hostel website, by himself or with help from web secretary, or by a third party.
- 3.2.7.1.10. He shall strive to provide material support during the hostel and institute elections as requested by the people responsible for elections.

3.2.8. Garden and Aquarium Secretary

- 3.2.8.1. He is responsible for maintaining the Hostel lawns, gardens, and fields.
- 3.2.8.2. He is responsible for the maintenance of the Hostel Aquarium.
- 3.2.8.3. He should make sure that the Gardeners do their job well.
- 3.2.8.4. He should assist the Gardeners in procuring new gardening equipment like water hoses, grass cutting machines, etc.

3.2.9. Floor Representative

- 3.2.9.1. The floor representatives act as a medium between the Hostel Council and the hostel inmates. They serve an essential role. However, they are not legally part of the Council.
- 3.2.9.2. The floor representatives should help in passing on information to the Hostel inmates.
- 3.2.9.3. The floor representatives can also provide feedback to the Hostel Council from the Hostel inmates on his floor.
- 3.2.9.4. They should also be proactive in identifying the problems faced by the residents of their assigned floor/floors.

Chapter 4

Elections

- 4.1 The Warden shall form the Election Committee as early as possible, preferably in parallel with formation of institute general election committee, with the help of the Warden Nominee by floating a call for nomination for election committee.
- 4.2 The election committee should be composed of those students having previous experience in hostel or institute council. However, under exceptional condition, warden may appoint any hostel resident as part of election committee.
- 4.3 In case enough nominations are not received, the warden nominee, in consultation with hostel Council, may suggest the names of a few senior bonafide inmates (who are not members of the current Council) to the Warden as member of election committee. However, the decision of warden would be final.
- 4.4 The Election Committee should have at least three numbers and a maximum of up to seven members.
- 4.5 Warden shall be the Chairman of the Election Committee and must ensure that the actions of the members are unbiased.
- 4.6 One of the Election Committee members is nominated as the Returning Officer. The other members of the election committee shall assist the Returning Officer, and the Returning Officer can delegate duties pertaining to the Elections to Election committee members as he deems fit.
- 4.7 Once the Election Committee is formed, it should be presented to the residents for their feedback. Warden may reconsider, but feedbacks are not binding to the warden.
- 4.8 Elections to the various elected posts in the Hostel Council shall be held before the 15th of April unless delayed by unforeseen and unavoidable circumstances.
- 4.9 The elected members shall assume their responsibilities no later than the 30th of April. This time between the elections and the Council hand-over should be used for briefing the new Council.
- 4.10 Only bonafide students of the Institute residing in the Hostel can vote in the elections.
- 4.11 Each eligible voter is entitled to cast a single vote.
- 4.12 The elections shall not be held during the Institute vacation period.
- 4.13 Once the election Committee is formed, they should declare a suitable election schedule. Once the schedule has been finalised after taking adequate feedback, a timeline should be followed except in cases of unforeseen circumstances.
- 4.14 Eligibility for the candidature for the Hostel Council and other secretaries are as mentioned below:
 - 4.14.1. Only bonafide students of the Institute residing in the Hostel are eligible to contest.
 - 4.14.2. All candidates should have stayed in the Hostel for at least one academic semester.
 - 4.14.3. A candidate who wishes to contest for the post of General Secretary should have stayed in the Hostel for two academic semesters.

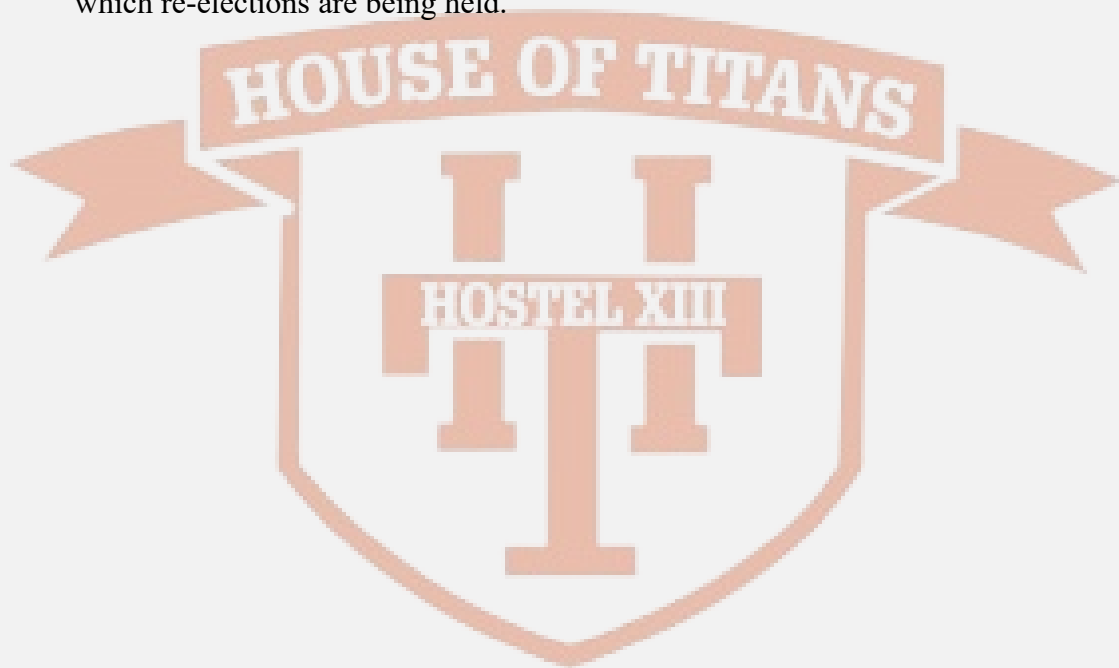
- 4.14.4. No student who has already completed the normal duration of the academic program at the time of Election shall be eligible to contest. In this regard, the Warden and/or Dean's decision (Student Affairs) shall be final.
- 4.14.5. The candidate should have a further period of at least one year of stay in the Hostel by virtue of his academic program.
- 4.14.6. The candidate must not have had any serious disciplinary action taken against him in the past, both at the Hostel and the Institute level.
- 4.14.7. A candidate should not stand for more than one post at a time; else, his candidature will be rejected.
- 4.14.8. A candidate can win the election for the limited tenure such as the General Secretary for one tenure, and the Councilor for two tenures. The Secretaries and Warden Nominee have no tenure limit.
- 4.15** The duties pertaining to the Returning Officer for the proper conduct of the elections are as follows:
- 4.15.1 The notification of elections is issued immediately after the appointment of a Returning Officer.
- 4.15.2 The candidates fill up a candidature form and submit it to the Returning Officer. The returning officer, in consensus with other election committee member, draws up plan for election-related deadlines such as manifesto submission, campaign days, election dates, etc.
- 4.15.3 The Returning officer should check the validity of the candidature as given above.
- 4.15.4 The Returning Officer in consultation with the election committee members decides on the time duration and mode of electioneering. It is advised to keep paper usage and damage to the hostel premises to a minimum.
- 4.15.5 The Returning Officer conducts a Soap-Box in which all candidates defend their manifestos.
- 4.15.6 No electioneering is allowed on the day of the Election. The elections are to be held within 48 hours of the end of Soap-Box.
- 4.15.7 The results of the elections are to be announced no later than 24 hours after the end of the elections.
- 4.15.8 The list of all elected candidates and their posts should be filed for future reference.
- 4.16** Valid votes for a post are defined as the number of votes that are cast to one and exactly one candidate per post. Hence, a vote that selects more than one candidate for any post shall be declared invalid.
- 4.17** The voters may choose to abstain from voting for a particular candidate and then an option of neutral will be chosen by default. The neutral option shall be available as an option appended to the list of candidates.
- 4.18** Valid votes that neither prefer a candidate or NOTA will be considered as neutral votes.
- 4.19** For all posts, including the post of General Secretary -
- 4.19.1 Voters shall vote for exactly one candidate from the list of all candidates contesting for that particular post. Voters can choose to reject all the candidates on the list by selecting a NO option provided.

4.19.2 A candidate who secures the maximum number of votes shall be declared elected, provided the number of NO votes is not more than.

4.19.3 In case two or more candidates secure the same number of votes, then fresh elections will be held for that post. The responsibility of conducting fresh elections rests with the Election Committee.

4.20 For all council posts, including the post of General Secretary, a system of Yes/No voting shall be employed to elect the candidate in case there is only one contestant for a post. If the number of Yes votes secured by the candidate is equal to or more than 50% of the total number of valid votes cast, then the candidate is declared elected.

4.21 The candidates who have been lost in other posts can stand for the position for which re-elections are being held.



Chapter 5

5.1. General Body and General Body Meetings

- 5.1.1. The General Body of the Hostel shall consist of all the bonafide students of the Institute residing in the Hostel.
- 5.1.2. The General Body shall meet at least once a semester for feedback and exchange of information. With the consultation of the Warden, the Hostel Council shall decide the date and time of the General Body Meeting.
- 5.1.3. The Warden shall be the Chairperson of the General Body Meetings. If the Warden is not present, the Associate Warden or the Warden's Nominee shall be the Chairperson of the General Body Meetings.
- 5.1.4. The General Body should be given a notice of at least 72 hours about the date of the General Body Meetings.
- 5.1.5. Each member of the Hostel Council, including the secretaries, should write the problems he faced and his achievements during the period from the last General Body Meeting, at least 48 hours before the meeting. This should be made public to the General Body to ensure the accountability of the Council.
- 5.1.6. The quorum for a General Body Meeting shall be 10% of the General Body of the Hostel. The General Secretary must check if the required quorum exists.
- 5.1.7. If the quorum is not met, the GBM shall be adjourned and then reconvened with a notice of at least 24 hours.
- 5.1.8. Any item may be discussed in the GBM with the permission of the Chair.
- 5.1.9. All decisions shall arrive at the General Body Meeting with the simple majority of the eligible voters present at the meeting.
- 5.1.10. For the issues arrived at any General Body Meeting which is outside the power of Council such as issue concerned with the Institute policies, the rules and regulations and the decision of the General Body shall be minuted. Still, decisions will be kept pending until the Chairman obtains the necessary clarifications. However, in exceptional cases, the matter may be referred to the General Secretary Hostel Affairs/Hostel Co-ordination Committee / Dean (Student Affairs) / Director for appropriate action.
- 5.1.11. The minutes of the General Body Meeting shall be recorded by the General Secretary and displayed on the notice board/cloud storage no later than ten days after the General Body Meeting.

5.2. Extraordinary General Body Meetings (EGMs)

- 5.2.1.** The General Secretary may call an Extraordinary General Body Meeting after consulting with the Warden to discuss particular issues after an Extraordinary Hostel Council meeting.
- 5.2.2.** An Extraordinary General Body Meeting can also be convened by the General Secretary in consultation with the Warden when 10% of the strength of eligible voters in the Hostel submit a written and signed request for calling such a meeting on a particular issue.
- 5.2.3.** On his/her own, the Warden can call for an Extraordinary General Body Meeting under exceptional circumstances.
- 5.2.4.** The Hostel Council can call for an Extraordinary General Body Meeting to raise conflict issues between the General Secretary and the other council members or conflict with wardens to debrief students about the situation.
- 5.2.5.** Extraordinary General Body Meetings shall be convened by giving at least 24 hours' notice. In extreme emergencies, this time period can be reduced to 12 hours.
- 5.2.6.** An Extraordinary General Body Meeting shall transact only on the items listed in the agenda for the meeting.

Chapter 6

Impeachment

- 6.1. The General Body can impeach any member of the Hostel Council in an Extraordinary General Body Meeting only by the following procedure.
 - 6.1.1. Someone benches an impeachment motion in GBM or EGM.
 - 6.1.2. If that motion passes, then the entire Hostel is informed about the starting of an impeachment process through emails and notice boards.
 - 6.1.3. In the process, first, the ones calling for impeachment should present their case to all the students through video/audio/document, which is circulated through the email and notice board.
 - 6.1.4. Once the complainants make their case, the Council member/s should be allowed to make their case through similar means.
 - 6.1.5. If needed, one round of rebuttals can be given to each party.
 - 6.1.6. Finally, students should be asked to vote on the impeachment referendum through the election portal/cloud form.
 - 6.1.7. Council member is impeached with the special majority (2/3 members present in GBM vote for impeachment).
- 6.2. The person to be impeached will have to be charge-sheeted first in the notice of the EGBM and cannot resign before the meeting is concluded.
- 6.3. If the General Secretary or the entire Council is being impeached, the Warden will chair the EGBM.
- 6.4. The Hostel Council with concurrence of Warden has the power to ask for the resignation of any student member of the Hostel Council if he has not been discharging his duties satisfactorily.
- 6.5. The member of the Hostel Council who is being impeached shall be given an opportunity to defend himself before the Hostel Council and the Hostel General Body.

Chapter 7

Hall Manager

- 7.1. An Institute employee shall be deputed as Hall Manager to assist the Warden and Associate Warden.
- 7.2. The Hall Manager shall maintain all accounts of the Hostel except those of the mess.
- 7.3. Hall Manager must keep the records of mess bills up to the last 12 months and provide them to the council members on demand.
- 7.4. The hall manager should send the mess bills to the residents no later than thirty days after the end of the month.
- 7.5. The Hall Manager shall assist the Hostel Council members in matters of correspondence.
- 7.6. The Hall Manager shall maintain a register of confirmed minutes of the council meeting and ensure minutes are signed by General Secretary and Warden.
- 7.7. The Hall Manager shall look into residents' complaints regarding amenities concerned with the accommodation.
- 7.8. The Hall Manager shall arrange for advance to the Secretaries for hostel works after obtaining necessary sanction from the Warden.
- 7.9. The Hall Manager shall take stock of instruments, inventories, sports equipments, furniture, appliances, stereo equipment, and any other assets of the Hostel and the Institute given to the Hostel at the end of each semester or at any time of specific items with the help of concerned secretaries and maintain a proper record of all the assets of the Hostel and report to the hostel council and Warden.
- 7.10. The Hall Manager shall be responsible for general maintenance of Hostel premises and the Institute and Hostel properties.
- 7.11. The Hall Manager shall maintain all the files and records of the Hostel and its amenities.
- 7.12. The Hall Manager will follow the work schedule outlined by the Warden and/or Hostel Council.
- 7.13. The Hall Manager shall discharge any other duty assigned to them by the Warden and/or the Hostel Council.

Chapter 8

8.1. Financial Regulations Hostel Funds

The Hostel shall maintain the following types of accounts:

- 8.1. The Main Account is a bank account through which all significant financial transactions of the Hostel are carried out. The income to this account is through a collection of mess dues and fines collected from inmates and Institute subsidy, if any. The expenditure is for payment to parties and suppliers, salary and dues to hostel employees, and other items concerning the Hostel.
- 8.2. Students' Fund Account shall consist of the following separate funds:
 - 8.2.1. Amenities Fund: An Amenities Fund shall support various extra-curricular activities and provide amenities in the Hostel. Service charges collected from guests/staff members shall be credited to the Amenities Fund Account.
 - 8.2.2. The Maintenance fund shall support expenditure incurred on the maintenance of kitchenware, purchase of crockery, bulbs, etc.
- 8.3. The Student Benevolent fund shall support expenditures such as uniforms to the hostel mess employee and other benefits as may be deemed fit by the hostel council from time to time.
- 8.4. Any other fund that may be found necessary.
 - 8.4.1. The Student funds are raised through the contributions made by the bonafide residents of the Hostel. The quantum of contribution to the above funds shall be decided from time to time.
 - 8.4.2. The money from students' fund accounts can be withdrawn only at the request of a Secretary, followed by the recommendation of the General Secretary and the concerned councilor.
 - 8.4.3. The Warden must update council members with a statement of students' fund account on request of an elected council member.

8.2. Hostel Records and Files

- 8.2.1. The following records shall be maintained:
 - 8.2.1.1. Attendance Register of all hostel employees.
 - 8.2.1.2. Pay register and other records such as leave, loan, medical report, etc., of the hostel employees.
 - 8.2.1.3. Bill Register.
 - 8.2.1.4. Mess Bill Files.
 - 8.2.1.5. Amenities are available in Hostel, such as musical instruments, sports equipments, etc.
 - 8.2.1.6. Any other record that may be found expedient consistent with the requirements of the Hostel with the written permission of the Warden.

8.2.2. Petty Cash Book

- 8.2.2.1. Petty cash books shall contain a record of daily cash transactions made from out of cash imprest or otherwise and out of temporary advances when drawn.
 - 8.2.2.2. The amount received in the recoupment of imprest, or otherwise, as also the amount deposited in the bank by the Hostel directly shall be entered in the petty cash book and deposited in the bank through the institute cash section. Whether received or paid, no money details shall be left unentered in the petty cash book.
 - 8.2.2.3. Two such petty cash books shall be maintained by Hostel -one for mess transactions and the other for funds. Each voucher entered in the petty cash book shall bear the name of the \ expenditure head to which the payment is debited (e.g., mess expenses, amenities, funds, etc.) and shall also bear the rubber stamp mark and a pay order by the Warden.
 - 8.2.2.4. The entries in the petty cash book shall be made in ink on the same day on which the transaction takes place.
 - 8.2.2.5. At the end of each page, the Warden / Associate shall check the entries and initial (sign) the petty cash book for funds.
 - 8.2.2.6. The petty cash book for funds and mess should be closed and balanced at the end of every month and the cash balance checked by Warden and Associate Warden, respectively. The Warden / Associate Warden shall record a certificate in the following form in the cash book on the last day of each month after the cash book is closed. THE CASH BALANCE WAS PHYSICALLY CHECKED AND FOUND TO BE CORRECT—Rs. (Rupees and paise only).
 - 8.2.2.7. Date: Warden/Associate Warden.
 - 8.2.2.8. The petty cash book shall also be balanced on the day on which the accounts are audited by the internal audit section.
- 8.2.3. Bills Register:** As soon as a supplier's bill is received, it shall be posted in the Register styled Bill Register. The movement of the bills shall be recorded in the relevant columns, ending with their final payments.
- 8.2.4. Stock Register:** This Register is maintained for the food items of the mess. As soon as a supply accompanied by a delivery challan/bill is received, the supply details shall be entered in the Stock Register on the respective pages showing the nature of the supply and subsequent issue when done. The concerned Secretary/Student Council and the Mess Manager shall affix their respective initials with the date in the Register in the columns provided for the purpose. The supplies issued to the mess shall be directly entered into the stock Register at the time of issue. The concerned Secretary/Student Councilor and/or the Mess Manager shall affix his/her/their initials with the date in the relevant columns of the Register.
- 8.2.5. Dead Stock Register:** The Warden shall periodically arrange to take stock of the stores. All deadstock shall be verified during the summer vacation and all consumable stock at the end of every month and also as and when the Warden desires. Deadstock articles shall be verified with reference to the balance shown in the Dead Stock Register and the consumables stock with reference to the balance shown in the Stock Register. The Certificate of physical verification shall be recorded in the respective

Register over the dated signature of Warden/Associate Warden and the concerned Secretary and Hall Manager/Mess Manager.

8.3 Procedure for purchase of supplies and passing of bills for payments

- 8.3.1.** All supplies received must be accompanied by a bill/delivery challan from the supplier. The bill/delivery challan shall be checked with reference to the supply and receipt of the supplier's acknowledgment by the concerned Secretary.
- 8.3.2.** In the case of perishable items required for immediate consumption like vegetables, fruits, ice cream, etc., no entry needs to be made in the stock register. The concerned Secretary or the Mess Manager shall certify that the items mentioned in the bill were received and consumed.
- 8.3.3.** In the case of bills for services, e.g., daily charge wages for casual laborers, etc., a receipt for the payment shall be obtained and signed by the concerned Secretary and the General Secretary.
- 8.3.4.** The payment order shall bear the signature of the General Secretary and Warden for items purchased on fund accounts.
- 8.3.5.** Instructions should be issued to the suppliers to the effect that they should send their supplies accompanied by bills/delivery challans. They should ensure that their copy of delivery challans bills bears the rubber stamp as aforesaid with the signature of the concerned Secretary or the Mess Manager. The suppliers should be further instructed to preserve their copies of monthly statements/bills. In case of any dispute, it is for them to produce such acknowledged bills/delivery challans in support of their claims.
- 8.3.6.** Pay bill for salaries of hostel employees shall be prepared in the last week of the month and verified by the Hostel Accounts Unit. The Warden shall sanction a pay order for payment and draw the amount on self-cheque for disbursement. The disbursement of salaries shall be certified by the Warden.

Chapter 9

Amendments

This Constitution can be amended if a motion to this effect is brought up and accepted in a General Body Meeting or Extraordinary General Body Meeting. The Warden, in concurrence with General Secretary will then appoint a committee of at least three Hostel inmates, considering the proposal and preparing a draft. This draft should be accepted or rejected in a referendum or a GBM by a special majority (2/3) of total members present in such GBM/referendum. Such GBM/referendum must have a quorum of absolute majority (more than 50%) of bonafide hostel residents. Any such amendment may only be appended to the existing Constitution, stating clearly the amended item and the reason for such an amendment. All amendments will be numbered in serial order and appended to this Constitution.

Creation or abolition of posts in the Administrative Body should be done only in the above manner. However, minor adjustments of duties among office bearers may be made without amending the Constitution after discussing the issue in a GBM.

Chapter 10

Appendix

Guidelines for Warden and Associate Warden

- 10.1.** A faculty member residing on the campus is appointed as Warden / Associate Warden by the Institute (Appointment is based on Institute norms).
- 10.2.** The Warden and the Associate Warden shall act as a liaison between the Institute and the Hostel inmates. They are responsible for implementing the Institute's policies and decisions regarding the management of the Hostel.
- 10.3.** Financial responsibilities of the Warden In the interest of students in general and for safety, the Warden has been entrusted with the following financial responsibilities.
 - 10.3.1. The Warden shall operate the Hostel Account and funds on behalf of the Hostel Council to meet expenses incurred by the Hostel. All payments shall be made by cheques as far as possible.
 - 10.3.2. The students' funds accounts' checkbooks shall be in Warden's custody.
 - 10.3.3. In concurrence with Hostel Council, the Warden can levy a fine on an inmate in connection with the breach of institute rules or destruction of Institute / Hostel property.
 - 10.3.4. The Warden can reject payment of any bill if it is not found to be in order.
 - 10.3.5. Under exceptional circumstances, the Warden can accept certificates of payment duly attested by the General Secretary/two student councilors – one of whom should be concerned with the nature of expenditure involved.
 - 10.3.6. All the bills should be forwarded to the Warden by the secretaries through the concerned student councilors and the General Secretary.
 - 10.3.7. The Warden, on the recommendation of the Hostel Council, can sanction the loans to deserving students from the Brotherhood fund.
 - 10.3.8. The Warden can sanction advances to various secretaries on the recommendation of the General Secretary and concerned student councilor.
 - 10.3.9. The Warden shall check all bills, registers, files pertaining to various funds mentioned earlier. All the documents shall bear his signature as an attestation of verification of the accounts.
 - 10.3.10. The Warden may delegate financial powers to the Associate Warden with the prior permission of the Dean/Director
 - 10.3.11. The Warden shall see that bank reconciliation of funds is done.

- 10.3.12. The Warden shall see that the Institute subsidy is deposited in the Main Account and utilized per the directions each month.
- 10.3.13. In case of financial need of the Hostel, the Warden may apply for a loan or financial assistance to the Dean/Director
- 10.3.14. The Warden shall supervise payment of salaries to the Hostel employees.

10.4. Other responsibilities of the Warden

- 10.4.1. The Warden shall be the Chairman of the Hostel Council Meetings and General Body Meetings. In their absence, Associate Warden shall perform their duties.
- 10.4.2. Should for any reason all the office bearers of the Hostel Council resign, the Warden shall appoint an election officer from amongst the hostel inmates to conduct fresh elections. He may appoint an ad hoc body for the interim period.
- 10.4.3. The Warden shall provide accommodation to the students and others on receiving information from the Hostel Co-coordination Unit.
- 10.4.4. The Warden may, on special occasions, appoint an ad hoc committee to look into specific issues pertaining to the Hostel. The committee shall submit its report to the Hostel Council for necessary follow-up action.
- 10.4.5. The Warden shall be the ex-officio chairman of the Selection Committee constituted for the appointment of hostel employees. The selection committee shall consist of the Warden, the Associate Warden, another hostel warden, the General Secretary, two student councilors, and the concerned secretaries.
- 10.4.6. The Warden shall be ex-officio Chairman of the survey committee constituted by the Director of the Institute for periodic stock verification of items belonging to the Institute / Hostel. The survey committee shall inspect all items declared as unusable by the Hostel and make suitable recommendations to the Institute.
- 10.4.7. In case of a no-confidence motion against the Hostel Council or any elected member of the Council, the Warden shall chair the impeachment proceedings as mentioned in the appropriate section.
- 10.4.8. The Warden shall forward the confidential report of the Hall Manager to the institute authorities after discussing it with the General Secretary if required.
- 10.4.9. The Warden shall inform the Dean of Student Affairs and the Associate Warden whenever they are out of the station.
- 10.4.10. Suppose, under extraordinary circumstances, both the Warden and Associate Warden have to be on leave simultaneously. In that case, the Warden should meet the Coordinating Warden with his Hall and Mess Managers to make alternative arrangements. Under no circumstance would a hostel be without Warden.

10.5. Responsibilities of Associate Warden

- 10.5.1. The associate Warden shall look after the mess and mess affairs.
- 10.5.2. The Associate Warden shall be assisted by the concerned student councilor and concerned Secretary.

- 10.5.3. The associate Warden shall check and initial all the bills pertaining to the mess forwarded by the Mess manager through the concerned Secretary and student councilor.
- 10.5.4. The associate Warden shall verify and certify all bills pertaining to the mess for payment to be made by the Warden.
- 10.5.5. The Associate Warden shall check the correctness and soundness of mess bill and forward it to the Hostel Accounts unit through the Warden.
- 10.5.6. The Associate Warden shall check the entries made in the petty cash register maintained for mess purchase. He shall see that all the entries in the petty cash are accounted for while preparing the mess bills.
- 10.5.7. In consultation with the concerned student councilors, the associate Warden can make recommendations to the Warden for the purchase of items for the mess.
- 10.5.8. No advances for mess purchases shall be given without the recommendation of the Associate Warden. The Associate Warden can permit cash advances for the mess purchases as and when required.
- 10.5.9. In the absence of the Warden, the associate Warden shall discharge the duties of the Warden in addition to his/her normal duties.
- 10.5.10. The Associate Warden shall inform the Dean of Student Affairs and Warden whenever they are out of the station.