

Chapter1

Preamble

We the Warden, the Hostel Council, and the General Body of Hostel 12, are proud to give ourselves 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 "Crown of the Campus".

The Constitution comes into force on Monday, the 8th of March, 2004.

" Hostel Constitution Committee, on behalf of the Hostel Council and the Hostel General Body.

Chapter2

Introduction

Hostel 12 of the Indian Institute of Technology Bombay came into being on 14th April 2003. This constitution has been written to safeguard the best interests of the hostel. It is an attempt to enable those who are here today and those who will arrive tomorrow to respect, preserve and propagate all the honored traditions. The list of duties written herein are to provide every office bearer a framework to base his work upon, but it should neither restrict his initiative nor should it provide an excuse for not doing something which has gone unsaid. Similarly the code of conduct of a hostelite is an attempt to put in tangible terms that elusive thing called "Hostel Spirit".

2.1 Code of Conduct of a Hostelite

1. He should primarily take into account the interest of the hostel and promote a strong hostel feeling.
2. He should vote in elections.
3. He should not commit any act which may blemish the name of the hostel.
4. He should respect, preserve and propagate all the honored traditions.
5. He should try to settle his disputes with others amicably.
6. He should not keep unauthorized property and unauthorized guests in his room.
7. He should settle all his dues in time.
8. He should handle hostel equipments carefully and not abuse or tamper with the

same thing.

9.He should maintain high standard of decorum and propriety.

10.He should maintain harmonious relations with the employees in the hostel.

11.He should maintain harmonious relations with members of other hostels.

12.He should not consume alcohol or any intoxicating substance in the hostel premises.

13.He should avoid smoking at common places in Hostel.

14.He should not fix posters, notices, pictures, or anything that might damage the surface of the walls of the Hostel.

15.Edible items are not allowed on the Sky bridge.

16.He should not attempt to make duplicate keys to the Hostel rooms or any Hostel property therein.

2.2 Definitions of the terms used in Hostel Constitution

2.2.1. Associate Warden:

An Associate Warden of a hostel is a member of the academic staff of the Institute, appointed by the institute to carry out the duties as mentioned in the section 7.3 of the Hostel Constitution.

2.2.2. Bonafide resident of the Hostel:

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

2.2.3. Bona fide Student of the Institute:

A bonafide student of the Institute is a student having a valid roll number and registered for the purpose of pursuing studies in any of the academic programmes of the Institute during the semester under consideration

2.2.4. Dean of Student Affairs:

A faculty member of the Institute appointed by the Institute authorities to monitor all activities pertaining to student affairs. He is responsible for to pursue and implement all the Institute policies, rules and regulations pertaining to

student affairs and student community in general.

2.2.5. Floor Representative:

A Floor Representative is bona fide student of the Institute residing in the hostel, duly nominated by the bona fide students of the Institute residing in the Hostel or by Hostel Council in case of disputes.

2.2.6. Hall Manager:

An Institute employee deputed to assist the Warden and the Hostel Council to carry out their duties. His responsibilities and duties are as stipulated in chapter 8 of the Hostel Constitution.

2.2.7. Hostel:

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

2.2.8. Hostel Council:

A Hostel Council is a body of elected representatives of the Institute residing in the Hostel elected from amongst them. The composition of the Hostel Council is as laid down in section 3.2 of the Hostel Constitution. The functions and responsibilities of the Hostel Council are given in section 3.3 of the Hostel Constitution.

2.2.9. Hostel Employee:

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

2.2.10. Hostel Maintenance Unit:

Hostel Maintenance Unit is a Unit which looks after civil, electrical, and general maintenance of the Hostels.

2.2.11. Hostel Accounting Unit:

Hostel Accounting Unit is a unit responsible to keep records of all the students residing in the Hostels, collections of the mess dues, collection of fines, etc.

2.2.12. Maintenance Secretaries Body:

Maintenance Secretaries Body is a body of all the elected representatives of the students in all the Hostels to look after the maintenance of the amenities and other Hostel properties as mentioned in the [Section 3.1](#) of the Hostel Constitution. A student member appointed by the General Secretary(Hostel Affairs) in consultation with the Hostel General Secretaries Council shall be the chairman of this body.

2.2.13. Mess coordinators Committee:

Mess coordinators Committee consist of the representatives one from each of all the Hostels. These representatives shall be one of the secretaries / Students Councilors who will be looking after the mess in the Hostel.

2.2.14. Mess Manager:

(2.2.14.1) (Hostel Employee) Mess manager is the Hostel employee appointed by the Hostel Council. His mode of appointment, duties salary, loans and other benefits, leave facilities and conduct rules shall be as stipulated in the "Service conditions of employees in the Hostel of the IIT Bombay".

(2.2.14.2) (Private Mess Employee) Mess manager is employee dealing with day to day running of the mess.

2.2.15. Student Councilor:

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

2.2.16. Student Welfare Board:

This board shall be concerned with various important student affairs such as assistance to students, part-time jobs, career guidance, etc. The composition of this board is as stipulated in the Report of the Committee to review the student affairs.

2.2.17. Warden:

A Warden of a Hostel is a member of the academic staff of the Institute to carry out the duties as mentioned in chapter 7 of the Hostel Constitution.

2.2.18. Warden's 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 persons suggested by the elected members of the Hostel Council to be a member of Hostel Council. He will chair the General Body Meetings when both the Warden and the Associate Warden are absent.

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 the following members

1. Warden
2. Associate Warden
3. General Secretary
4. Warden's Nominee (Accounts)
5. Web and System Advisor
6. Maintenance and Mess Advisor
7. Student Councilors
8. Computer Councilor (System Administrator)
9. Maintenance Councilor
10. Mess Councilor
11. Cultural Councilor
12. Sports Councilor
13. Student Secretaries
14. Public Relations and Alumni Secretary (1)

15. Web Secretary (1)
16. Computer Secretary (3)
17. Literary Secretary (1)
18. Cultural Secretary (1)
19. Music and Drama Secretary (1)
20. Photography and Fine Arts Secretary (1)
21. Maintenance Secretary (3, one for each wing)
22. Garden Secretary (1)
23. Mess Secretary (2)
24. Sports Secretary (2)
25. Technical Secretary (1)
26. Floor Representatives (21, one for each floor)

3.1.2 Functioning of the Administrative Body

1. It is the duty of the administrative body to ensure smooth functioning of the various hostel activities and to promote the existence of a healthy, happy, self-contained life among the hostel inmates.
2. Every office bearer should maintain a proper account of the money procured and spent by him. These accounts should be produced before the council whenever requested to do so.
3. Every office bearer should maintain a file to facilitate the working of his successor. He should fill all important minutes put up by him on the notice boards and also the decision taken in the council and administrative body meetings concerning his responsibilities.
4. Office bearers should display a brief report of the tasks completed and his future plans every month.
5. 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.
6. In temporary absence of any office bearer, the General Secretary or his nominee takes charge for the period of his absence.
7. A meeting of the Administrative Body must be convened at least every fifteen days. The minutes of the Administrative Body meeting shall be noted down by the General Secretary and displayed on the notice board for the knowledge of the hostel inmates.

3.2 The Hostel Council

3.2.1 Structure of the Hostel Council

The Hostel Council shall consist of the following members

1. Warden - Chairman of the Hostel Council
2. Associate Warden
3. General Secretary
4. Warden's Nominee
5. Student Councilors

3.2.2 Hostel Council Meetings

In consultation with the Warden, the General Secretary shall draw up the agenda and finalize the day and time of the Hostel Council Meetings. The General Secretary shall call the Hostel Council meetings.

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 three student councilors.

An extraordinary Hostel Council meeting shall be called by the General Secretary at the request of any three members of the Hostel Council. The minimum notice for calling an extra-ordinary Hostel Council Meeting shall be two hours. However the decisions arrived at such an extra-ordinary meeting shall have to be ratified at the next ordinary Hostel Council meeting.

The Hostel Council is responsible for drawing up the annual budget for the Hostel. The Hostel Council shall invite the concerned Secretary whenever his/her budget is taken up for discussion.

Generally all decisions are taken by consensus by the members of the Hostel Council.

In addition to the members of the Hostel Council, the concerned Secretary shall be invited whenever matters pertaining to 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.

Every member of the Hostel Council shall have one vote each in case the decisions are to be voted upon. The Chairman of the Hostel Council shall cast his vote only when there is a tie.

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 special cases, the matter may be referred to the Hostel Co-ordination Committee, Dean (Student Affairs) / Director of the Institute for appropriate action.

In 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 shall be the Chairman of the Hostel Council meeting.

The General Secretary shall be responsible for recording the minutes of the meeting.

The decisions of the Hostel Council meetings shall be made known to the hostel inmates by displaying them on the Notice Board within one week of the meeting.

A minute book shall be maintained by the Hostel wherein the minutes of the Hostel Council meetings are recorded. The same shall be signed by the General Secretary and the Warden after confirming them at the next meeting.

The General Secretary may take a decision on routing matters subject to the ratification by the Hostel Council.

An emergency Hostel Council meeting can be convened by giving at least one hour notice on the initiative of the General Secretary / Warden. The quorum for such a meeting shall be the same as that for a normal Hostel Council meeting.

3.2.3 Functions of the Hostel Council

3.2.3.1. The Hostel Council is the executive body of the Hostel. It shall be responsible for

Mess Management

Maintenance of Hostel Amenities

Sports Activities

Cultural Activities

Garden Maintenance

Any other activity approved by the General Body of the Hostel

Each of these activities shall be looked after by one or more elected office bearers. These activities shall be monitored by a student councilor. The Hostel Council shall be accessible to all complaints and shall make 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 its interest.

The Hostel Council may over-rule the decision of any Secretary

Arrangement for auditing of accounts submitted by the Secretaries shall be the responsibility of the Hostel Council.

In the absence of any secretary the Hostel Council shall be responsible for his

duties.

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

In the event of the post of General Secretary falls vacant by resignation or otherwise, the Hostel Council shall either hold fresh elections for the post or nominate one of the Student councilors as the General Secretary in case the remaining period of his tenure is less than two months.

In the event of any of the elected member of the Hostel Council resigns or otherwise, the Hostel Council shall hold fresh elections to fill up the vacant post in case the remaining period is more than two months. If the period is less than two months, the vacancy could be filled up by co-opting a bona fide student of the Institute residing in the Hostel.

The Hostel Council posts should not remain vacant for more than two weeks, but other posts in the Hostel Administrative Body may remain vacant.

The Hostel Council can take disciplinary action against any person belonging to the hostel, including a hostel employee on all matters pertaining to the hostel, or refer the matter to appropriate authorities for taking necessary disciplinary action. The Hostel Council can constitute an Enquiry Committee on matters pertaining to indiscipline, misconduct, or performance of duties or mismanagement of funds etc. and take follow-up action. No disciplinary action can be taken without the knowledge of the General Secretary and signature of the Warden.

The policy regarding allotment of rooms within the Hostel shall be decided by the Hostel Council

In case the post of Warden's Nominee falls vacant, the normal procedure is followed again to fill up the vacant post.

The Hostel Council may recommend to the Hostel Coordinating Unit the transfer of the Hall Manager with appropriate reason(s).

In case of difference of opinion / dispute between the members of the Hostel Council and the Warden, the matter may be referred to a committee of Dean of Student Affairs, the Chairman (Hostel Working Committee), and the General Secretary (Hostel Affairs).

3.3 Rights and Duties of the Student Members of the Administrative Body

3.3.1 General Secretary

The General Secretary is the Hostel's representative in all Gymkhana, Institute and student affairs As a member of the Hostel General Secretary's

Committee, he should promote the interests of the hostel at the institute authorities and the hostel inmates and must ensure good relations with all concerned.

He can stay any decision of any office bearer. He must however bring the matter to the notice of the Hostel Council within a week.

It is his duty to ensure the efficiency of the Administrative Body.

He should take care that all Hostel events and functions are held as laid down by traditions.

Before handing over 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 charge and that all budgetary expenditures are publicly displayed.

3.3.2 Warden's Nominee(Accounts)

He is the representative of the Warden in the Hostel Council. He checks the bills and receipts of the purchases made by the Hostel Council.

3.3.3 Web and System Advisor

He is the representative of the Warden in the Hostel Council. He advises the Computer body on various web and system related issues. His role is that of an advisor and has no powers. He should preferably have prior experience of holding a System Administrator post. If no suitable candidate is available then this post may be vacant.

3.3.4 Maintenance and Mess Advisor

He is the representative of the Warden in the Hostel Council. He advises the Mess and Maintenance body on various maintenance and mess related issues. His role is that of an advisor and has no powers. He should preferably have prior experience of holding a maintenance or mess post. If no suitable candidate is available then this post may be vacant.

3.3.4 Public Relations and Alumni Secretary

He is directly under the General Secretary and is not under any councilor. He is responsible to conduct a Talent Hunt and maintain a database which would be helpful to the other council members for the various activities of the Hostel. He is responsible for maintaining the Alumni database and organizing the Alumni Day. He keeps tracks of various inter and intra-hostel activities along with the winners from the hostel. He co-ordinates with different councilors for organizing various

activities.

3.3.5 Mess Body

The Mess Body consists of the Mess Councilor and two Mess Secretaries. Mess Body should monitor the quality of food served in the mess and canteen.

Mess Body should decide on the rates of the food items prepared by the Caterer and sold in the canteen.

Mess Body should decide the menu.

Mess Body should review the menu regularly.

The complaints by inmates should be conveyed by the Mess Body to the Caterers.

Mess Body should see to it that the Caterer takes appropriate and prompt actions on the complaints by inmates.

Mess Body should impose fines according to the set rules.

Mess Body should see to it that the Caterer has enough man-power to serve the inmates well.

Mess Body should see to it that the mess workers serve the inmates well.

Mess Body should take referendum regarding mess food, service, prices of items in canteen at least once in a semester and take appropriate action.

3.3.5 Cultural Body

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

Cultural Councilor

He is in-charge of all the cultural activities of the Hostel. He co-ordinates the activities of the four Secretaries under him. He ensures that the Hostel is represented in the inter-hostel competitions by the best possible team.

He is the overall coordinator of the Performance Arts Festival (PAF) from the Hostel.

He heads the Cultural Committee in the Hostel.

He is a member of the Institute Cultural Committee, headed by G.S. Cultural, which decides all the cultural activities of the Institute.

Literary Secretary

He is in-charge of all literary and debating activities of the Hostel.

He is responsible for bringing out the Hostel magazine.

He is the head of the editorial team of the Hostel magazine.

He is responsible for maintenance of the Hostel library.

He is also responsible for maintenance of lounge and subscription to newspapers and magazines

Music and Drama Secretary

He organizes intra-hostel music competitions.

He maintains the various musical instruments of the Hostel.

He maintains the hostel music system and its collections of CDâ€™s and cassettes.

He is responsible for participation of the Hostel in the inter-hostel dramatics competitions.

He conducts intra-hostel dramatics competitions like extempore, skits, etc.

He should ensure that there is sufficient preparation prior to any event.

Photography and Fine Arts Secretary

He is responsible for maintaining the Hostel photography equipment and use it during hostel functions.

He conducts intra-hostel fine arts events and is responsible for participation in inter-hostel events.

Cultural Secretary

He organizes intra-hostel fine arts competitions.

He is responsible for taking photographs of important events in the Hostel.

He is responsible for bringing out the Hostel T-Shirt.

He is also responsible for organizing picnics.

3.3.6 Sports Body

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

Sports Councilor

He is in charge of all sports activities in the Hostel.

He should organize intra-hostel sports events.

He should ensure hostel participation in inter-hostel sports events.

He is in charge of purchasing and maintaining all sports equipments.

Sports Secretary

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

3.3.7 Maintenance Body

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

Maintenance Councilor

He is responsible for the general maintenance of the Hostel and Hostel property.

His responsibilities include maintenance of electrical and civil works.

He has the right to take disciplinary action against any hostelite found abusing Hostel property.

He has the power to allocate work between the Secretaries.

Garden Secretary

He is responsible for the maintenance of the Hostel lawns and fields

Maintenance Secretary

He is mainly responsible for the maintenance work of the wing to which he belongs.

He may also be asked to do other maintenance work by the Maintenance Councilor.

3.3.8 Computer Body

The Computer Body consists of the Computer Councilor and four Secretaries working under him

Computer Councilor

He is responsible for the Computer room in the Hostel.

He is the representative of the Hostel in Computer Centre.

He should try to solve any computer related problem in the Hostel Computer Room, Hostel servers, etc.

He is in-charge of the network in hostel, and will handle all network related problems.

He can allot work among the Secretaries as and when he feels necessary.

He is responsible for the printer facility and proper billing of the printer facility.

Web Secretary

He is mainly responsible for maintaining and hosting the Hostel web-site.

He is also responsible for the various facilities which would be provided through the Hostel website.

Computer Secretary

They are responsible for the work allotted to them by the Computer Councilor.

3.3.9 Technical Secretary

He is responsible for organizing technical activities in the hostel.

He should ensure participation from hostel in the Technical General Championships (Tech GC) and in other technical competitions like TechFest.

3.3.10 Floor Representatives

The floor representatives act as a medium between the Hostel Council and the hostel inmates.

The floor representatives should help in passing on information to the Hostel inmates.

The floor representatives can also provide feedback to the Hostel Council from the Hostel inmates on his floor.

Chapter 4

Elections

4.1 Elections to the various posts in the Hostel Council and other secretaries shall be held around March 10th.

4.2 The elected members shall assume their responsibilities not later than 31st March, preferably after the Hostel PAF. This time between the elections and the Council hand-over should be used for briefing the new Council.

4.3 Only bona fide students of the Institute residing in the hostel are eligible to vote in the elections.

4.4 Each eligible voter is entitled to cast a single vote.

4.5 The elections shall not be held during Institute vacation period.

4.6 The election shall be conducted by a panel consisting of the Warden, the Associate Warden, and a bona fide student of the Institute residing in Hostel 12 nominated by the Hostel Council as the Returning Officer. He should not be a member of the current Hostel Council.

4.7 The Returning Officer shall conduct the elections within a stipulated time, preferably 10 days.

4.8 Eligibility for the candidature for the Hostel Council and other secretaries are as mentioned below:

- (4.8.1) Only bona fide students of the Institute residing in the hostel are eligible to contest.
- (4.8.2) The candidate should have stayed in the hostel for at least 6 months.
- (4.8.3) No student who has already completed the normal duration of the academic Programme at the time of election shall be eligible to contest. In this regard, the decision of the Dean (Student Affairs) shall be final.
- (4.8.4) The candidate should have a further period of one year of stay in the hostel by virtue of his academic programme.
- (4.8.5) The candidate must not have had any serious disciplinary action taken against him in the past, both at the Hostel and the Institute level.
- (4.8.6) A candidate should not stand for more than one post at-a-time, else his candidature will be rejected.
- (4.8.7) A candidate can win elections for a maximum of two years, and must not hold a post of the same rank twice. For example, if a candidate has held a councilor post in the Hostel Council earlier, he can hold either a secretarial post or the post of General Secretary the next time he wins. This implies that this candidate can only apply for a secretarial post or the post of General Secretary when he contests for the Hostel Council Elections the next time.

4.9. The duties pertaining to the Returning Officer for proper conduct of the elections is as follows:

- (4.9.1) The notification of elections is issued immediately after appointment of a Returning Officer.
- (4.9.2) The candidates fill up a candidature form and submit it to the Returning Officer along with a copy of election manifesto. The Returning Officer should file the manifestoes carefully for future reference.
- (4.9.3) The Returning officer should check the validity of the candidature as given in item [4.8](#) above.
- (4.9.4) The Returning Officer decides on the time duration and mode of electioneering. It is advised to keep the usage of paper and damage to the hostel premises to a minimum.
- (4.9.5) The Returning Officer conducts a Soap-Box in which all candidates defend their manifestoes.

(4.9.6) No electioneering is allowed after the Soap-Box. The elections are to be held within 48 hours of the end of Soap-Box.

(4.9.7) The results of the elections are to be announced not later than 24 hours after the end of elections.

(4.9.8) The list of all elected candidates along with their posts should be filed for future reference.

(4.10) The successful candidate in the election of the members of the Hostel Council should secure more than 50% of the valid votes cast for the post. Valid votes for a post is defined as the number of votes that are cast to one and exactly one candidate. Hence, votes that did not prefer any candidate in particular will be treated as invalid votes during counting.

(4.11) All secretary posts will have the election based on simple majority of the valid votes cast.

4.12 For all councilor posts including the post of General Secretary

(4.12.1) A system of preferential voting will be employed.

(4.12.2) The voters will be asked to give a maximum of three choices in their order of preference for the post among the contestants.

(4.12.3) The voters may choose to abstain from giving preference for any candidate. In such cases, the vote will be treated as invalid.

(4.12.4) In the first round of counting, only the first preference votes will be considered.

(4.12.5) In case of indecisive verdict for a post by virtue of the requirement of item [4.10](#)

(4.12.5.1) The candidate with the lowest number of votes will be eliminated in each round of counting.

(4.12.5.2) The second preference votes of the eliminated candidate will be taken into account as the first preference.

(4.12.5.3) The process is repeated till any candidate secures a majority.

(4.12.5.4) In case no one gets the required majority, re-elections will be held for the post with a fresh call for nominations.

(4.13) If there is only one candidature for a secretary post, the candidate is declared elected by the Returning Officer.

(4.14) If there is only one candidature for a councilor post, election will be held as a referendum for or against the candidate. If the candidate is unable to achieve the required majority in the referendum as mentioned in item 4.10, fresh nominations will be called for the post.

(4.15)The candidates who have been rejected in other posts can stand for the post for which re-elections are being held.

(4.16)If a post falls vacant during the tenure of a Council, the Hostel Council can temporarily nominate a bona fide student of the Institute residing in the Hostel for the post. However, such a post can be held for a maximum of two months. Fresh elections have to be held if the expected tenure is more than 2 months.

(4.17)Votes can be cast in abstentia after the final list of candidates is declared by the Returning Officer. The Returning Officer will decide and announce the time duration in which such "Proxy votes" may be cast. Proxy voting is allowed only up to 12 hours before the actual elections.

Chapter5

General Body and General Body Meetings

5.1 General Body Meetings(GBMs)

5.1.1 The General Body of the hostel shall consist of all the bona fide students of the Institute residing in the hostel.

5.1.2 The General Body shall meet at least once in a semester only for the purpose of feedback and exchange of information. The time to hold the General Body Meetings is left with the Hostel Council.

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 Secretary shall call for a General Body Meeting after due approval of the Hostel Council.

5.1.5 The General Body should be given a notice of at least 72 hours about the date of the General Body Meetings.

5.1.6 Each elected member of the Hostel Council, including the secretaries, should put in writing 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.

5.1.7 The quorum for a General Body Meeting shall be 30% of the total eligible voters as per item 5.1.1. It is the duty of the General Secretary to check if the required quorum exists.

5.1.8 If the quorum is not met, the GBM shall be adjourned and then re convened

with a notice of at least 24 hours.

5.1.9 Any item may be discussed in the GBM with the permission of the Chair.

5.1.10 All decisions shall be arrived at the General Body Meeting with 2/3rd majority of the eligible voters present at the meeting or 50% of all eligible voters strength of the hostel, whichever is less.

5.1.11 For decisions arrived at any General Body Meeting on controversial issues that are concerned with the Institute policies, the rules and regulations and the decision of the General Body shall be minuted, but decisions will be kept pending until the Chairman obtains the necessary clarifications. However, in special cases, the matter may be referred to the Hostel Co-ordination Committee / Dean (Student Affairs) / Director for appropriate action.

5.2 Extra-Ordinary General Body Meetings (EGBMs)

5.2.1 An Extra-Ordinary General Body Meeting may be called by the General Secretary in consultation of the Warden to discuss particular issues after an Extra-Ordinary Hostel Council meeting is held.

5.2.2 An Extra Ordinary General Body Meeting can also be convened by the General Secretary in consultation with the Warden when 30% 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 The Warden can, on his/her own, call for an Extra Ordinary General Body Meeting under special circumstances and when the agenda involves either the Hostel Council or the General Secretary.

5.2.4 The Warden shall chair the Extra-Ordinary General Body Meetings. If the Warden is not present, the Associate Warden or the Warden's Nominee may chair the EGBM.

5.2.5 Extra-Ordinary General Body Meetings shall be convened by giving at least 24 hours notice. In emergency situations, this time period can be reduced to 3 hours.

5.2.6 The quorum of Extra Ordinary General Body Meetings shall be as mentioned in item [5.1.7](#).

5.2.7 If the quorum is not met, the EGBM can be reconvened with a notice of at least 1 hour in case of emergency situations, or can be dropped if the Council does not feel the need of such an EGBM.

5.2.8 An Extra-Ordinary General Body Meeting shall transact only on the items listed in the agenda for the meeting.

5.2.9 Any decision taken at the Extra-Ordinary General Body Meeting shall be binding on the Hostel Council, subject to the provisions mentioned in items [5.1.10](#)

and [5.1.11](#).

5.2.10. All decisions passed in an EGBM can be altered only in another EGBM.

Chapter6

Impeachment

6.1 Any member of the Hostel Council can be impeached by the General Body in an Extra-Ordinary General Body Meeting only. 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.

6.2 If the General Secretary or the entire Council is being impeached, the Warden will chair the EGBM.

6.3 The Hostel Council 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.

6.4 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.

Chapter7

Warden and Associate Warden

7.0.1 A faculty member residing on the campus is appointed as Warden / Associate Warden by the institute.

7.0.2 The Warden and the Associate Warden shall act as liaison between the institute and the Hostel inmates. They are responsible for implementing the Institute's policies and decisions as regards the management of hostel.

7.1 Financial responsibilities of the Warden

In the interest of students in general and for the purpose of safety, the Warden has been entrusted with the following financial responsibilities.

7.1.1. The Warden shall operate the Hostel Account and funds on behalf of Hostel Council to meet expenses incurred by the Hostel. All payments shall be made by cheques as far as possible.

7.1.2 The cheque books for the Students' funds Accounts shall be in Warden's custody.

7.1.3 The Warden can, on behalf of Hostel Council, levy fine on any inmate so far as the late payment of mess dues is concerned. He can also waive fine on any

student so far as his mess dues are concerned.

7.1.4 The Warden can, on behalf of Hostel Council, levy fine on an inmate in connection with the breach of institute rules or destruction of Institute / Hostel property.

7.1.5 The Warden can reject payment of any bill if it is not found to be in order. Under special 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.

7.1.6 All the bills should be forwarded to the Warden by the secretaries through the concerned student councilors and the General Secretary.

7.1.7 The Warden on the recommendation of the Hostel Council can sanction the loans to deserving students from Brotherhood fund.

7.1.8 The Warden can sanction advances to various secretaries on the recommendation of the General Secretary and concerned student councilor.

7.1.9 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.

7.1.10 The Warden may delegate financial powers to the Associate Warden with prior permission of the Director

7.1.11 The Warden shall see that bank reconciliation of funds is done.

7.1.12 Contribution to the Students' Funds Accounts collected through mess bills are transferred to the respective heads of account every month from the Main Account by the Warden.

7.1.13 Warden shall see that the Institute subsidy is deposited in the Main Account and is utilized as per directions each month.

7.1.14 In case of financial need of the Hostel the Warden may apply for loan or financial assistance to the Director

7.1.15 Warden shall supervise payment of salaries to the Hostel employees.

7.2 Other responsibilities of the Warden

7.2.1 The Warden on recommendation of the General Secretary can recommend the inter-hostel transfer of any student to the Hostel Coordination Unit.

7.2.2 The Warden shall be the Chairman of the Hostel Council Meetings and General Body Meetings. In his/her absence Associate Warden shall perform his/her duties.

7.2.3 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.

7.2.4 The Warden shall provide accommodation to the Students and others on the receipt of information from the Hostel Co-ordinating Unit.

7.2.5 On behalf of Hostel Council, the Warden can take disciplinary action against any hostel employee. The Warden can appoint enquiry committee on the particular matter.

7.2.6 Warden may, on special occasions, appoint an ad hoc committee to look into certain issues pertaining to the hostel. The committee shall submit its report to the Hostel Council for necessary follow-up action.

7.2.7 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, A Warden of another hostel, the General Secretary, two student councilors and the concerned secretaries and must be approved by Hostel Coordinating Unit.

7.2.8 The Warden shall be ex-officio chairman the survey committee constituted by the Director of the Institute, for periodic stock verification of items belonging to Institute / Hostel. The survey committee shall inspect all items declared as unusable by the Hostel and make suitable recommendations to Institute.

7.2.9 In case of no-confidence motion against Hostel Council or any elected member of the council, the Warden shall call an Extra-Ordinary General Body Meeting to discuss the issues. In case the quorum is not met in such meeting the Warden shall conduct a secret ballot among the Hostel inmates to decide upon the issue. Such a secret ballot shall be conducted on next working day of Extra-Ordinary General Body Meeting.

7.2.10 The Warden shall forward the confidential report of the Hall Manager to the institute authorities after discussing with the General Secretary.

7.2.11 The Warden shall inform the Dean of Student Affairs and the Associate Warden whenever he/she is out of station.

7.2.12 If under extraordinary circumstances both the Warden and Associate Warden have to be on leave at the same time the Warden should meet the Coordinating Warden with his Hall and Mess Managers for making alternative arrangements. Under no circumstance, a hostel would be without Warden.

7.3 Responsibilities of Associate Warden

7.3.1 The associate Warden shall look after the mess and mess affairs.

7.3.2 The Associate Warden shall be assisted in his duties by the concerned student councilor and concerned secretary.

7.3.3 The associate Warden shall check and initial all the bills pertaining to the mess forwarded by the Mess manager through concerned secretary and student councilor.

7.3.4 The associate Warden shall verify and certify all bills pertaining to the mess for payment to be made by the Warden.

7.3.5 The Associate Warden shall check and initial the mess bill and forward it to the Hostel Accounts unit through the Warden.

7.3.6 The Associate Warden shall check and initial 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.

7.3.7 The associate Warden in consultation with the concerned student councilors can make recommendations to the Warden for purchase of items for mess.

7.3.8 No advances for mess purchases shall be given without the recommendation of the Associate Warden. The Associate Warden can permit cash advances for mess purchases as and when required.

7.3.9 In the absence of the Warden, the associate Warden shall discharge the duties of the Warden in addition to his/her normal duties.

7.3.10 The Associate Warden shall inform Dean of Student Affairs and Coordinating Warden whenever he/she is out of station.

Chapter8

Hall Manager

8.1 An Institute employee shall be deputed as Hall Manager to assist the Warden and Associate Warden.

8.2 The Hall Manager shall maintain all accounts of the hostel except those of the mess .

8.3 The Hall Manager shall assist the Hostel Council members in matters of correspondence.

8.4 The Hall Manager shall look into complaints of the residents with regards to amenities concerned with the accommodation.

8.5 The Hall Manager shall arrange for advance to the Secretaries for hostel works after obtaining necessary sanction from the Warden duly recommended by the concerned student councilors.

8.6 The Hostel Manager shall take stock of furniture, appliances, stereo equipments and any other assets of the hostel and of 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 Warden.

8.7 The Hall Manager shall be responsible for general maintenance of Hostel premises and properties of the Institute and Hostel.

8.8 The Hall Manager shall maintain all the files and records of the Hostel.

8.9 The Hall Manager shall carry out all cash transactions.

8.10 The Hall Manager will follow the work schedule as outlined by the Warden and/or Hostel Council.

8.11 The Hall Manager shall discharge any other duty assigned to him/her by the

Warden and/or the Hostel Council.

Chapter9

Financial Regulations

9.1 Receipts and Expenditure of the Hostel

9.1.1 The source of receipts to the hostel mess shall be mainly from the monthly collection of mess advance / bill from the students and the Institute subsidy, if any.

9.1.2 Non-messing inmates shall pay an amount as decided by the hostel council from time-to-time.

9.1.3 The hostel shall send a utilization certificate of subsidy to the Hostel Accounts Unit every year.

9.1.4 In case of delegates to conferences / seminars / short-term courses, etc., the convener of the programme shall deposit the estimated charges in the Main Account of the Hostel in advance. Final settlement of accounts shall be done within fifteen days from the date the programme is over.

9.1.5 The main expenditure of the hostel is on the running of messes.

9.1.6 The expenditure incurred is as follows:

(9.1.6.1) By cash payment from cash advances drawn by issue of self-cheques by the Warden to meet the day-to-day expenses.

(9.1.6.2) By payment of salary and other dues to hostel employees.

(9.1.6.3) For provision of amenities such as lounge furnishing, entertainment equipment, etc.

(9.1.6.4) All other expenses with a due sanction of the Hostel Council.

9.2 Hostel Records and Files

9.2.1. The following records shall be maintained

(9.2.1.1) Attendance Register of all hostel employees.

(9.2.1.2) Pay register and other records such as leave, loan, medical report, etc. of the hostel employees.

(9.2.1.3) Bill Register.

(9.2.1.4) Mess Bill Files.

(9.2.1.5) Any other record that may be found expedient consistent with the requirements of the hostel with a written permission of the Warden.

9.2.2. Petty Cash Book

(9.2.2.1) Petty cash book shall contain a record of daily cash transactions made from out of cash imprest or otherwise and out of temporary advances, when drawn.

(9.2.2.2) 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. No money details, whether received or paid, shall be left un entered in the petty cash book.

(9.2.2.3) Two such petty cash books shall be maintained by hostel -one for mess transactions and other for funds.

(9.2.2.4) 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 "PAID" and a pay order by the Warden.

(9.2.2.5) The entries in the petty cash book shall be made in ink on the same day on which the transaction takes place.

(9.2.2.6) At the end of each page, the Warden / Associate shall check the entries and initial (sign) the petty cash book for funds.

(9.2.2.7) 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.

CASH BALANCE PHYSICALLY CHECKED AND FOUND TO BE CORRECT. Rs. (Rupees and paise

only).

Date: Warden / Associate Warden.

(9.2.2.8) The petty cash book shall also be balanced on the day on which the accounts are audited by the internal audit section.

9.2.3. Bills Register:

As soon as a suppliers 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.

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

9.3.1 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 supplier's acknowledgement by the concerned secretary.

9.3.2 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.

9.3.3 The payment order shall bear the signature of the General Secretary and Warden for items purchased on fund accounts.

Chapter 10

Amendments

This constitution can be amended if a motion to this effect is brought up and accepted in a General Body Meeting. The Warden and General Secretary will then appoint a committee of at least three Hostel inmates, which will consider the proposal and prepare a draft. This draft should be accepted or rejected in either a referendum or a GBM. Any such amendment may only be appended to the existing Constitution, stating clearly the item that is amended 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 adjustment of duties among office bearers may be done without amending the Constitution, after discussing the issue in a GBM.