

CONSTITUTION

HOSTEL 2, IIT BOMBAY

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Chapter1

Preamble

We the Hostel Council, and the General Body of Hostel 2, 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 from 1st March 2009.

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

Chapter2

Introduction

Hostel 2 of Indian Institute of Technology, Bombay, came into being on 16th June, 1960. 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 honoured 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 honoured 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 the Hostel.
14. He should not fix posters, notices, pictures, or anything that might damage the surface of the walls of the Hostel.
15. 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

(Alphabetical order)

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 the activities pertaining to student affairs. He is responsible for pursuing and implementing all the Institute policies, rules and regulations pertaining to student affairs and student community in general.

2.2.5. 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.

2.2.6. 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 (not a bonafide resident of the Hostel) 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.

2.2.7. 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.

2.2.8. 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.

2.2.9. 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.

2.2.10. 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.

2.2.11. 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.

2.2.12. 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. The Warden of the Hostel is appointed by Dean of Student Affairs.

2.2.13. 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.

Chapter3

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 (1)
4. Warden's Nominee (1)
5. System Administrator (1)
6. Maintenance Councilor (1)
7. Mess Councilor (1)
8. Cultural Councilor (1)
9. Sports Councilor (1)
10. Computer Nominee (1)
11. Web and Alumni Nominee (1)
12. Computer Secretary (1)
13. Tech. Secretary (1)
14. Literary Secretary (1)
15. Debating Secretary (1)
16. Music and Dance Secretary (1)
17. Photography and Film Secretary (1)
18. Fine Arts Secretary (1)
19. Social Secretary (1)
20. Dramatics Secretary (1)
21. Maintenance Secretary (2)
22. Garden, Lounge and T.V. Secretary (1)
23. Mess Secretary (3)

24. Sports Secretary (4)

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 motives 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.

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. Maintenance Councilor
6. Mess Councilor

7. Cultural Councilor

8. Sports Councilor

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, Warden's Nominee and four 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 extraordinary 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 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

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 General Secretary. 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 bonafide student of the hostel 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 bonafide 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.

3.3.2 Warden's Nominee

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.

He should sign all requisition slips alongwith the concerned office bearer of the General Secretary.

He should submit a record of the expenses incurred by each office bearer every month to the council.

He should make sure that every office bearer's expenditure is well within his budget.

General Body Meeting (GBM): He should submit a report of the expenditure of every office bearer.

Performing Arts Festival (PAF): He should keep track of all the expenses during the Performing Arts Festival.

3.3.3 Mess Body

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

The Mess Councilor is responsible for the smooth running of mess.

The Mess Councilor should ensure that inventory of the dead stock is taken every month.

The Mess Councilor is responsible for the timely declaration of the mess bill.

The Mess Councilor convenes the Mess com. to decide the menu.

The Mess Councilor allots the work to the Mess secretaries.

3.3.4 Cultural Body

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

Cultural Councilor

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

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.

He is responsible for nominating a person for the post of Overall Coordinator of the PAF (The Performing Arts Festival) from the hostel.

Literary Secretary

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

He is responsible for organizing intra-hostel literary events in the Hostel.

He is responsible for bringing out the Hostel magazine.

He heads the editorial team that publishes the annual hostel magazine BINOC

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

Music and Dance Secretary

He is responsible for participation of the Hostel in the inter-hostel music and dance competitions.

He organizes intra-hostel music and dance competitions.

He maintains the various musical instruments of the Hostel.

He maintains the hostel music system and its collections of CD's and cassettes and LP Player and its records.

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

Photography and Film Secretary

He is responsible for taking photographs of the important intra-events in the hostel as well as of the entries from the hostel in inter-hostel events.

He ensures participation of the hostel in all photography, video making and film making related events.

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

He is responsible for bringing out Hostel T-shirts.

Fine Arts Secretary

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

He will be responsible for making any notifications and posters related to cultural events in the hostel.

He will be responsible for the production parts wherever required in events like dramatics, dance events and PAF.

Dramatics Secretary

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

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

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

Social Secretary

He is responsible for arranging all functions and festivals in the hostel.

He is responsible for organizing the movie/video shows.

He is responsible for organizing the picnics.

He is responsible for collecting sponsorship for the hostel magazines.

Debating Secretary

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

He is responsible for organizing intra-hostel debating events in the Hostel.

He is responsible for maintenance of the Hostel library.

3.3.5 Sports Body

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

Sports Councilor

He is in charge of all the 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.

The work among the three secretaries is divided on intra and inter hostel basis, however the Sports Councilor may allocate work as he feels necessary.

Sports Secretary

The work among the three Sports Secretaries may be divided on intra and inter hostel basis.

The Sports Councilor may allot work as he feels necessary.

3.3.6 Maintenance Body

The Maintenance Body consists of the Maintenance Councilor and the three 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 takes care of the hostel lawn, fields and the overall cleanliness of the hostel.

All sweepers, gardeners and the washer-man are under the direct charge of the Maintenance Councilor.

He has the power to allocate work between the Secretaries.

Maintenance Secretary

He is mainly responsible for the maintenance work in the Hostel.

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

Garden, Lounge and T.V. Secretary

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

He is also responsible for the maintenance of the Hostel T.V. Room.

He is also responsible for the maintenance of the Lounge.

3.3.7 Computer Body

The Computer Body consists of the System Administrator alongwith Computer Nominee and Computer Secretary working under him

System Administrator

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 to the Secretary and Computer Nominee, whenever he feels necessary.

Computer Nominee

He is responsible for the Computer room in the Hostel.

He is responsible for the work allotted to him by the System Administrator.

Computer Secretary

He is responsible for the work allotted to him by the System Administrator/computer Nominee.

3.3.8 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.

He should maintain the Tech Room and the equipments in the Tech Room.

3.3.9 Web and Alumni Nominee

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.

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 and co-ordinates with different councilors for organizing various activities.

Chapter4

Elections

4.1 Elections to the various posts in the Hostel Council and other secretaries shall be held around first week of March.

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 residents of the Hostel-2 are eligible to vote in the elections. In the case of first yearite, only who are going to stay in the Hostel-2 in their second year are allowed to vote in the election.

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 2 nominated by the Hostel Council as the Election Officer. He should not be a member of the current Hostel Council and also not standing in the election.

4.7 The Election 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 1 semester if he is going for the Secretary post and atleast 3 semester if going for the post of Councilor and General Secretary.

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 Warden 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.

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

4.9.1 The notification of elections is issued immediately after appointment of a Election Officer.

4.9.2 The candidates fill up a candidature form and submit it to the Election Officer. The candidate should give a copy of his manifesto to the Election Officer and he should file the manifestoes carefully for future reference.

4.9.3 The Election officer should check the validity of the candidature as given in item **4.8** above.

4.9.4 The Election 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 Election 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 vote 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 Election 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 absentia after the final list of candidates is declared by the Election Officer. The Election Officer will decide and announce the time duration in which such "Proxy votes" may be cast. Proxy voting is allowed only up to 6 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 20% of the total strength of the Hostel. 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 The 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 20% of the strength of eligible voters in the Hostel submits 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.

Chapter 7

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 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 Hall 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.

Chapter 9

Awards

9.1 The Award of 'The Freedom of the Hall'

The 'Freedom of the Hall' is the highest honour bestowed to any hostelite by the hostel in appreciation of:

- a. Development of that particular feeling which depicts that the hostel is not just a place to stay, but is something more than a home.
- b. Promoting the interests of the hostelites at either the hostel or institute level.
- c. Development of sports in the hostel
- d. Development of cultural activities of the hostel

NB: (a) is the main criteria

The award should be :

A sandalwood box with leather insides and a symbolic brass key and the following quotation in letters of gold inside the box.

"IN DEEP APPRECIATION OF THE FACT THAT YOU HAVE MADE OUR HOSTEL MORE THAN A HOME WE OFFER YOU THE 'FREEDOM OF THE HALL' SO THAT YOU MAY NEVER WANT FOR A HOME"

Inside, the name of the person and the hostel symbol should be inscribed on the top. At the "Hostel II, IIT Bombay" and the year of the award should be inscribed.

The award carries the following privileges,

- a) Free boarding and lodging as a Hostel guest at any time of his life.

The General Secretary should first call for nominations accompanied by a brief write up. If he receives any, he should nominate a committee of 5-7 prominent hostelites and a panel of about 20 senior hostelites actively involved in hostel activities should be formed by the

committee. This panel should exclude the persons who have been nominated. The final decision will be taken by the panel.

9.2 Cultural Awards

9.2.1 Cultural Scroll

The cultural scroll is awarded to any outgoing hostelite for outstanding performance in or promotion of any cultural activity at either hostel or institute level during his stay in the hostel. The decision is taken by the cultural committee and the award is given in the valedictory function.

9.2.2 Cultural Citation

The cultural citation is awarded to any outgoing hostelite for his performance in or promotion of any cultural activity at the institute level during his stay in the hostel.

9.2.3 Cultural Passing Out Colour

The cultural passing out colour is awarded to the hostelite who has made significant contribution to cultural activities of the hostel during his stay but not upto the mark of the cultural citation.

9.2.4 Cultural Man of the Year

The cultural man of the year is awarded to any hostelite for outstanding performance in or promotion of any cultural activity at either hostel or institute level during that year in the hostel.

9.2.5 Cultural Colour

The cultural colours in each field (literary, music, dramatics etc.) are awarded to the hostelite who has made significant contributions to the cultural activities of the hostel in that year.

9.2.6 Cultural Special Mention

The cultural special mention is awarded to the hostelite who has made significant contribution to cultural activities of the hostel but not upto the mark of the colour in that year.

9.3 Sports Awards

9.3.1 Sports Scroll

This is the award conferred to a passing out student for his contribution to the sports

throughout his stay in the hostel. The decision is taken by the sports committee and the award is given in the valedictory function.

9.3.2 Sports Citation

The sports citation is awarded to any outgoing hostelite for his performance in or promotion of any sports activity at the institute level or at the hostel level during his stay in the hostel.

9.3.3 Sports Passing Out Colour

The sports passing out colour is awarded to the hostelite who has made significant contribution to sports activities of the hostel during his stay but not upto the mark of the sports citation.

9.3.4 Sports Man of the Year

The sports man of the year is awarded to any hostelite for outstanding performance in or promotion of any sports activity at either hostel or institute level during that year in the hostel.

9.3.5 Sports Colour

The sports colour is awarded to the hostelite who has made significant contributions to the sports activities of the hostel in that year.

9.3.6 Sports Special Mention

The sports special mention is awarded to the hostelite who has made significant contribution to sports activities of the hostel but not upto the mark of the colour in that year.

9.4 Organizational Awards / Hostel Awards

9.4.1 Organization Scroll / Roll of Honor

The roll of honor is awarded to any outgoing hostelite for his outstanding contribution towards the hostel during his stay at the hostel. The decision is taken by the hostel committee the award is given in the valedictory function.

9.4.2 Organization Citation / Hostel Citation

The hostel citation is awarded to any outgoing hostelite for his significant contribution towards the hostel activities during his stay in the hostel.

9.4.3 Organization Passing Out Colour / Hostel Passing Out Colour

The hostel passing out colour is awarded to the hostelite who has made significant contribution towards the hostel activities during his stay but not upto the mark of the sports citation.

9.4.4 Organization Colour / Hostel Color

The hostel colour is awarded to the hostelite who has made significant contributions towards the hostel activities in that particular year.

9.4.5 Organization Special Mention / Hostel Special Mention

The hostel special mention is awarded to the hostelite who has made significant contribution towards the hostel activities but not upto the mark of the colour in that year.

9.5 Technical Awards

9.5.1 Technical Citation

The tech. citation is awarded to any outgoing hostelite for his performance in or promotion of any technical activity at the institute level or at the hostel level during his stay in the hostel.

9.5.2 Technical Passing Out Colour

The tech. passing out colour is awarded to the hostelite who has made significant contribution to technical activities of the hostel during his stay but not upto the mark of the tech. citation.

9.5.3 Technical Colour

The tech. colour is awarded to the hostelite who has made significant contributions to the tech. activities of the hostel in that particular year.

9.5.4 Technical Special Mention

The tech. special mention is awarded to the hostelite who has made significant contribution to technical activities of the hostel but not upto the mark of the tech. colour in that particular year.

9.6 Performing Art Festival (PAF) Awards

9.6.1 PAF Roll of Honor

It is awarded to an outgoing hostelite who has made outstanding contributions towards the

PAF throughout his stay. The decision is taken by the PAF committee and the award is given in the valedictory function.

9.6.2 PAF Colour

The PAF colour is awarded to the hostelite who has made significant contributions towards the PAF of the hostel in that particular year.

9.6.3 PAF Special Mention

The PAF special mention is awarded to the hostelite who has made significant contribution towards the PAF of the hostel but not upto the mark of the PAF colour in that particular year.

9.7 Best Office Bearer (BOB)

This is awarded to be best office bearer of the outgoing administrative body. It is decided by popular vote during elections. The award consists of a rolling trophy. First year students are not allowed to vote for BOB.

NB. All awards shall be given in the Hostel Valedictory Functions.

Chapter 10

AMENDMENT

This constitution can be amended if a motion to the effect is brought up and accepted in the General Body Meeting (GBM). The general secretary will then appoint a committee of active hostelites, which will consider the proposal and prepare a draft. This draft should be accepted or rejected in referendum. Creation or abolition of any post should be done only in the above manner. However, the Council can re-adjust duties of any office bearer "after" discussing the issue in GBM.