



Indian Institute of Technology Bombay

Powai, Mumbai-400076, Maharashtra India



Hostel General Secretaries Committee			
MoM	3	DATE	22nd Aug 2023
Venue	H17 TV room	Time	10 p.m.
Minutes reviewed by		HGSC	
Attendance			
Pratham Kapure		General Secretary, Hostel Affairs [GSHA]	
Rathin Asodariya		Institute Secretary, Hostel Affairs [ISHA]	
Vikash Swami		Institute Secretary, Hostel Affairs [ISHA]	
Nishant Sharma		Institute Secretary, Hostel Affairs [ISHA]	
Shubham Rathod		Institute Secretary, Hostel Affairs [ISHA]	
Nitish Naidu		Hygiene Committee Overall Coordinator	
Pawan Garg		Hygiene Committee Overall Coordinator	
Likhita Reddy		Institute Girls Nominee	
Gurpreet Singh Dhillon		General Secretary, Hostel 17	
Bhavya Bhargava		General Secretary, Hostel 4 + Tansa	
Sachin Bodke		Acting General Secretary, Hostel 14	
Pavan MS		General Secretary, Hostel 5	
Astha Maurya		General Secretary, Hostel 15	
Harsh Garg		General Secretary, Hostel 2	
Zofishan Iqra		General Secretary, Hostel 11	
Rochak Rana		General Secretary, Hostel 1	
Sujeet Deore		General Secretary, Hostel 13	
Shwetlana		Maintenance Councillor, Hostel 10	
Loveneesh Lawaniya		General Secretary, Hostel 3	
Shivam Patil		General Secretary, Hostel 9	



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Common Points Raised

1. There should be availability of Emergency ESTATE, PHO, and EMD service numbers.
2. Leakage in the B-wing of Hostel 15.
3. PHO Tender should be shared with all the General Secretaries.
4. GSHA proposed the Hygiene Committee should be given a provision to raid the hostel mess in consideration with Hostel GSec 30 minutes earlier.
 - It was discussed that this point should be proposed and discussed in the mess committee.
 - *Gurpreet*: The Associate Dean should inform via mail to Associate Wardens and wardens about this hygiene raid system.
 - *Pavan*: Which account would the fines go into?
Answer by GSHA: Hostel Account.

Night Canteen

1. Night Canteens in Hostels - As of now, mostly no tender agreement has been signed because most of them don't have the certificates and legal requirements that are needed to float an official tender in a newspaper.
 - *Bhavya* - Tansa Canteen was not provided with an extension and were informed that a centralized tender will be floated for all canteens.
 - *Bhavya* - Renovation of the canteen area in Tansa is needed, which was directed to ISHA ESTATE
2. New rates of canteen food: There can be an increase of a maximum of 10% and the final revised rate is to be submitted by the canteens to the General Secretary to Associate Dean through the Warden.
3. Discussions regarding whether there should be a Uniform Rate List in all canteens - This should be decided by the hostel council following the range.
 - *Gurpreet* - uniform rates have issues in some hostels, like Hostel 5, with fewer customers, so prices need to be a bit higher.
 - Uniform price should be done after centralized tendering, until then, the hostel council submits the revised rate in consultation with the Warden.
4. Separate Plates for serving veg and non-veg separately are not mentioned in the tender.



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LAN

1. *Gurpreet* - We should have a Private contract for emergency LAN Issues.
2. LAN Issues are to be taken on a priority basis.
3. LAN issues due to switches, EMD puts it on Estate that walls have leakage.
4. *The question raised:* If Departments have Salaried SYSADMIN, why can't hostels?
5. Orientation and training of SYSADMIN by officials and ISA.
6. The current practice of scheduling technician visits to the hostel for LAN issues on a weekly or daily basis is ineffective.
7. Hostel websites should be updated.
8. *The problem raised:* There are privacy issues as the General Secretaries numbers are available on all the websites.

Proposed Solution: General Secretaries should be provided with a phone.

Amenities

1. The ask for a budget by the DD FEA should not be mandatory as it involves student funds.
2. Councils should have easy access to the funds after proper permission from the Warden.
3. There is no established SOP to access the Amenities fund, which is needed urgently under circumstances like GC that cannot be put in the budget beforehand.
4. The purpose of amenities is because students need money for luxury and other facility expenses that should not be in the institute DD FEA.
5. Student private money should not be with the institute.
6. *Gurpreet* has applied for the budget, so it was decided that others will see the response and the time and effort it takes in the new process.
7. A Letter to DD FEA to Define a proper SOP to get amenities via Dean SA and GSHA, including the method to get money easily and fast for a proper timeline to get the budget.
8. The rationale behind implementing the new method is the absence of a link between money and PAN, with large crores remaining unused, leading to a lack of accountability.
9. Each hostel should be assigned a specific limit, along with the SOP for the total budget allocation.



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IB's Payment

1. Create a list of the amounts, obtain a signed letter from the warden, and submit it.
2. *Suggestion by Gurpreet* - Hall manager to raise dues on c on IB OC's
3. The Overall Coordinator is responsible for damages, missing materials, and equipment.
4. *Suggestion*: All Shopkeeper dues can also be added to ASC.
5. Some departments book rooms directly, while others make reservations through HCU. For example, 50 rooms were reserved, but payment has been made for only 40 rooms, and the remaining 10 remain unpaid.

EMD

1. Materials are currently out of stock.
2. Fundamental room and hostel-related issues such as fans, lights, and sockets should fall within the scope of EMD.
3. Fire safety should be the responsibility of the institute rather than relying on amenities.
4. EMD started digging at Tansa Garden, but they didn't finish the job, resulting in rainwater accumulating in the electrical room.
5. A new fire safety department has been established, and the handover process will be completed shortly. They will conduct audits of hostels and residential areas, centralizing this responsibility.
6. *Pavan* - The Junior Engineer from EMD does not conduct regular visits to the hostels as the Estate Engineer does.
7. There are issues with the lifts, including damaged and non-functioning sensors.

PHO

1. We need to raise the frequency of toilet cleaning on the double-occupied floors in H17 and H18 before the new tender process begins.
2. Share the tender with all the Hostel General Secretaries.
3. Assign a Floor Representative for each floor.
4. The institute washrooms should be equipped with automatic flushing facilities.
5. The cleaning schedule and timing should be made available for sharing.
6. Incorporate the cleaning of hostel terraces into the PHO for H12-13-14.

Hostel 15

1. The union room should be relocated because that space is designated for the canteen.
2. Female staff should be present during odd hours.



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Hostel 12-13-14

1. To address the issue of mess renovation, a viable solution is to temporarily relocate the students' dining facility to nearby hostels and proceed with the renovation.
2. During the upcoming November-December vacation period, H17-18 will be vacant, making it a suitable option.
3. Food will be served in individual rooms in packed containers.

Additional Points:

1. The elevator issues in Hostel 12 and 13 have been resolved, and now it's crucial to address and fix the same issues in Hostel 14 with consistent follow-ups.
2. Double doors should be installed in all hostel rooms for better insulation during the summer season.
3. **LDAP** login in shops and mess is currently done by students, so we need to find an alternative way.

Note: HGSC Nominees were finalized in consideration and presence of the HGSC Members.

New HGSC Nominees	
Harsh Garg	General Secretary, Hostel 2
Astha Maurya	General Secretary, Hostel 15
Sujeet Deore	General Secretary, Hostel 13