



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

HOSTEL CONSTITUTION

INDEX

S. NO.	SECTION NAME	PAGE
1	Definition of Relevant Terms	3
2	The Hostel Management Committee(HMC)	4
3	Functions of HMC	5
4	Elections	6
5	HAB Procedures and Resolutions	7
6	General Body & General Body Meeting	7
7	Responsibilities of Warden	8
8	Responsibilities of Associate Warden	9
9	Hostel Caretaker	9
10	Mess Manager	10
11	Hostel Affairs Board (HAB)	10
12	Functions of HAB	11
13	Responsibilities of Chairman – HAB	12
14	Warden Council	12
15	Amendment to Hostel Constitution	12
I	Annexure A : Guidelines to MMC	13
II	Annexure B : Hostel Disciplinary Committee	15
III	Annexure C : Mess Contract Award Committee	16
IV	Annexure D : Students' Affairs Council	17
V	Annexure E : Students' Welfare Board	18

HOSTEL CONSTITUTION, IIT GUWAHATI

Hostel is a residential unit of the Institute, which provides living accommodation to bonafide students. Residential environment of the hostel aims to provide a conducive platform for the overall development of the students. Hostel atmosphere should foster community feeling, healthy competitive spirit and cohesive cultural growth among the residents. The culture of the hostel should not only be concerned with academic development but also co-curricular growth.

Each hostel is self-managed by a committee of elected bonafide students of the respective hostel and nominated faculty/staff members. Hostels should be financially independent and functionally as well as administratively linked with other units of the Institute.

1. DEFINITION OF TERMS RELEVANT TO THE HOSTEL CONSTITUTION

- a) **Hostel:** A Hostel is a place of residence provided by the Institute for all the bonafide students. Upon authorization by the Hostel Affairs Board (HAB), a hostel may also accommodate temporarily persons such as participants of various seminars/delegates for conferences organized by the Institute/project staff/internship students etc, as and when requested, subject to availability of seat in the hostel.
- b) **Warden:** A Warden of a hostel is a faculty member of the Institute appointed by the competent authority of the Institute (referred hereafter as the Institute), as laid down in article 23 of the IIT Statutes, to carry out duties as mentioned in sections 7 and 8 of the Hostel Constitution for a period of two years.
- c) **Associate Warden:** An Associate Warden of a hostel is a faculty member of the Institute appointed by the Institute, as laid down in article 23 of the IIT Statutes, to carry out duties as mentioned in sections 9 of the Hostel Constitution for a period of two years.
- d) **Bonafide Student:** A bonafide student is a student having a valid roll number and registered for the purpose of pursuing studies in any of the academic programs of the Institute.
- e) **Bonafide Resident of the Hostel:** A bonafide resident of the hostel is a person duly authorized to stay in the hostel by the HAB.
- f) **General Body of the Hostel:** The general body of the hostel is the apex body of the hostel comprising all the bonafide students residing in the hostel and the Warden and the Associate Warden. The functions of the general body are as mentioned in Section 6 of the Hostel Constitution.
- g) **Hostel Management Committee (HMC):** Hostel Management Committee is a body of elected representatives of the General Body of the hostel and chaired by Warden. The composition of the HMC is as laid down in Section 2 of the Hostel Constitution. The function and responsibilities of the HMC are given in Section 3 of the Hostel Constitution.
- h) **Hostel General Secretary:** The Hostel General Secretary is a bonafide full time student of the Institute residing in the hostel elected to be the member of the Hostel Management Committee (HMC) and shall be the Secretary of the same HMC. He/she carries out all the duties and responsibilities as mentioned in Sections 2, 3, and 5 of the Hostel Constitution.
- i) **Hostel Disciplinary Committee (HDC):** (Annexure B): A committee at the HAB level to look into the matters relating to misconduct/indiscipline by hostel inmates.

- j) **Secretary:** A Secretary is a bonafide student of the Institute residing in the hostel duly elected to the HMC by the bonafide students of the Institute residing in that hostel.
- k) **Hostel Caretaker:** A Hostel Caretaker is an Institute employee assigned to assist the Warden/Associate Warden and the HMC to carry out their duties. His/her responsibilities and duties are as stipulated in Section 9 of the hostel Constitution.
- l) **Mess Manager:** A mess Manager is an employee of the Mess Contractor who has been awarded the contract by the Institute for providing food to the hostel residents on the recommendation of the Mess Contract Awarding Committee. His/her duties will be stipulated in the conditions of the contract of the Mess Contractor and stipulated by the Mess Management Committee and
- n) **Hostel Affairs Board (HAB):** HAB is the apex body related to hostel affairs. It acts as the central coordinating authority for all hostels. Its main function is to coordinate and execute all activities related to hostels through HMC's of each hostel. This body passes all policy matters related to the hostels and has the overall responsibility of ensuring the implementation of hostel constitution.
- m) **General Secretary (Hostel Affairs Board) (GSHAB):** The General Secretary (Hostel Affairs Board) is an elected member to the Students' Affairs Council (SAC) from amongst all the bonafide students of the Institute residing in one of the hostels of the Hostel Affairs Board and should be a bonafide full time resident of one of the hostels of the institute.
- o) **Mess Management Committee (MMC):** (Annexure A)
A mess management committee in each hostel shall look into all the aspects for a smooth, efficient, functioning of the concerned hostel mess.
- p) **Contracts Recommendation Committee:** (Annexure C)
A committee, chaired by Chairman HAB, for awarding mess contracts of different hostels and giving recommendations of various contracts that serve the Hostels under the HAB.

2. THE HOSTEL MANAGEMENT COMMITTEE (HMC)

2.1. The HMC shall consist of the following members (Office Bearers)

- | | | |
|---------------------------------------|---|-------------------|
| 1. Warden | - | Chairman |
| 2. Associate Warden | - | Vice Chairman |
| 3. Hostel General Secretary | - | Member, Secretary |
| 4. Convener Mess Management Committee | - | Member |
| 5. Maintenance Secretary | - | Member |
| 6. Sports Secretary | - | Member |
| 7. Cultural Secretary | - | Member |
| 8. Welfare Secretary | - | Member |
| 9. Library Secretary | - | Member |
| 10. Technical Secretary | - | Member |

2.2 All elected office bearers have tenure of one year.

2.3 In consultation with the Warden, the Hostel General Secretary shall call a monthly HMC meeting, draw up the agenda and finalize the day and time of the HMC meeting.

2.4 A minimum of 48 hours notice shall be given to convene a HMC meeting.

2.5 The quorum for a HMC meeting shall consist of the Chairman and/or Vice Chairman,

- the Hostel General Secretary and four other members.
- 2.6 An extraordinary HMC meeting shall be called by the Hostel General Secretary at the request of any four members of the HMC or the Chairman of HMC. The minimum notice for calling an extra-ordinary meeting shall be two hours. However, the decisions arrived at such an extra ordinary meeting have to be ratified at the next ordinary HMC meeting.
 - 2.7 The HMC is responsible for drawing up the annual budget for the hostel.
 - 2.8 Generally, all decisions shall be taken by consensus among the members of the HMC.
 - 2.9 Every member of the HMC shall have one vote each in case the decisions are to be voted upon. The Chairman of the HMC shall cast his/her vote only when there is a tie.
 - 2.10 Decisions regarding controversial issues which require reference to the Institute policies, rules and regulations shall be minuted but kept pending until the Chairman obtains the necessary clarification. All pending cases should be settled within next HMC meeting or fifteen days, whichever is earlier. In special cases, the matter may be referred to the HAB for appropriate action.
 - 2.11 In the absence of the Warden, the Associate Warden shall be the Chairman of the HMC meeting. In the absence of both, the Chairman HAB or his/her faculty nominee shall be the Chairman of the HMC.
 - 2.12 The Hostel General Secretary shall be responsible for recording the minutes of the meeting.
 - 2.13 The decisions of the HMC meetings shall be made known to the hostel residents by displaying them on the notice board within one week of the meeting.
 - 2.14 A minute book shall be maintained by the hostel caretaker wherein the minutes of the HMC meetings are recorded. The Hostel General Secretary and the Warden shall sign the same after confirming them at the next meeting. A copy of the HMC minutes should be sent to the Chairman, HAB for the purpose of information.
 - 2.15 The Hostel General Secretary may take a decision on routine matters subject to the ratification by the HMC.
 - 2.16 Giving at least one-hour notice on the initiative of the Hostel General Secretary, Warden can convene an emergency HMC meeting. The quorum of such a meeting shall be as stipulated in Clause 2.5.
 - 2.17 General Secretary (Hostel Affairs Board) can attend any HMC meeting as an invitee. Hostel General Secretary will have the responsibility of informing GSHAB about the HMC meeting 24hrs before its commencement.

3. FUNCTIONS OF THE HMC

- 3.1 The HMC is a managerial body of the hostel working according to the Hostel Constitution. As a managerial unit, it is both the functional as well as a deciding body. It shall be responsible for the overall smooth management of the hostel including:
 1. Mess management
 2. Maintenance of hostel amenities
 3. Sports activities
 4. Cultural activities
 5. Garden maintenance
 6. Library management
 7. Computer networking
 8. Common room management
 9. Any other activity approved by the General Body of the hostel. Elected office bearers shall look after these activities.
- 3.2 The HMC decisions will be final and binding with respect to the concerned hostel.

- 3.3. Arrangement for auditing of accounts submitted by the Secretaries shall be the responsibility of the HMC.
- 3.4 In the absence of any Secretary, a secretary nominated by the HMC shall be responsible for the respective duties.
- 3.5 In the absence of Hostel General Secretary, any other Secretary nominated by the Warden shall carry out related duties.
- 3.6 In the event of the post of Hostel General Secretary falling vacant by resignation or otherwise, the HMC shall either hold fresh elections for the post in case the remaining period is more than two months as per the procedure laid down in the Section 4. If the period is less than two months, HMC may nominate one of the Secretaries as the Hostel General Secretary.
- 3.7 In the event of the post of an of the elected members of the HMC falling vacant by resignation or otherwise, the HMC shall either hold fresh elections for the post in case the remaining period is more than two months as per the procedure laid down in the Section 4. If the period is less than two months, co-opting a bonafide student of the Institute residing in that Hostel could fill up the vacancy.
- 3.8 In case a majority of the HMC including the General Secretary of the Hostel is of the opinion that a said secretary of the HMC is not performing his/her function properly, the same may be given vide a letter to the HMC Chairman by the General Secretary of the Hostel, with the signature of the majority of the members of the HMC calling for impeachment of the said secretary.
 - 3.8.1 The HMC Chairman on receipt of the call for impeachment of the secretary shall instruct the General Secretary to convene an Extraordinary General Body Meeting for the same.
 - 3.8.2 In the Extra-ordinary General Body Meeting for the impeachment of the secretary, the General body of the Hostel shall through a voice vote in accordance to clause 6.8 to either accept or reject the motion. The HMC shall thereafter decide one among the elected secretaries to perform the function of the impeached secretary till the new secretary is elected in accordance to clause 3.6.
 - 3.8.3 The Decision of the General Body shall be final and binding on the HMC.
 - 3.8.4 In case the quorum of the General Body is not met as per clause 6.7 the decision of the Chairman – HMC shall be final.
 - 3.8.5 In case a majority of the HMC wants to bring forth impeachment proceedings against the General Secretary of the Hostel, the General Secretary – HAB will officiate all the proceedings of the hostel in the place of the Hostel General Secretary for Clause 3.8.
- 3.9 In case of any difference of opinion/dispute between the members of the HMC and the Warden/Associate Warden, the matter may be referred to the HAB.
- 3.10 Other than the Mess Management Committee (refer Annexure A), the respective secretary can form any functional committee approved by HMC to take care of various functional units of the hostel. All functional committees can take necessary measures (including imposition of fines to residents up to a fixed amount as prescribed by HAB) for smooth running of the unit. HMC will prescribe the duties and obligations of different units (excluding the Mess Management Committee).

4. ELECTIONS

- 4.1 Elections to the various posts in the HMC shall be held before 7th April every year and the elected members shall assume their responsibilities not later than 20th April. However, the election of General Secretary (Hostel Affairs Board) will be done along with the Institute Gymkhana election.
- 4.2 Exact Date of all HMC Election will be notified by Chairman, HAB. Election shall be

- supervised by a panel consisting of the Warden, Associate Warden and General Secretary (Hostel Affairs Board).
- 4.3 The election shall not be held during Institute vacation period.
 - 4.4 Only bonafide students of the Institute residing in the hostel are eligible to vote.
 - 4.5 Only bonafide students residing in the Hostels of the Institute for a period of at least one year will be allowed to contest.
 - 4.6 No student who has already completed the normal duration of the academic program at the time of election shall be eligible to contest.
 - 4.7 A student contesting for election should have a further period of one year of stay in the hostel by virtue of his/her academic program.
 - 4.8 No student shall be allowed to contest for more than one post.
 - 4.9 The Warden in consultation with the Associate Warden and the General Secretary, Hostel Affairs Board, will nominate returning officer(s) to conduct the elections.
 - 4.10 There should be a gap of at least five days between the official announcement of the elections and the date of the elections.

5. HAB PROCEDURES AND RESOLUTIONS (HABPR):

- 5.1 A document that shall contain all the procedures those are to be followed for the smooth functioning of the HAB and the individual Hostel HMCs.
- 5.2 This document shall work within the purview of the Hostel Constitution and can be modified by the HAB.
- 5.3 Any amendment of the HABPR that is passed by the HAB in accordance to clauses 11.8, 11.9 & 11.10 and has to be approved by the President of the Gymkhana Council, so that there is no conflict with any other Institute Policy.
- 5.4 In case of any conflict the same may be sent back to the HAB.
- 5.5 In cases wherein amendment of Institute Policies is essential the amendment shall be kept in hold and sent to SAC for further discussion.

6. GENERAL BODY AND GENERAL BODY MEETING

- 6.1 The General Body of the hostel shall consist of all the bonafide students of the Institute residing in the hostel.
- 6.2 A General Body Meeting shall be held at least once during every academic semester, the minutes of which should be sent to Chairman, HAB.
- 6.3 The Warden shall be the Chairman of the General Body Meetings. If the Warden is not present, the Associate Warden shall be the Chairman of the General Body Meetings.
- 6.4 The Hostel General Secretary shall call for a General Body Meeting after due approval of the HMC, with a prior notice of minimum of 3 days.
- 6.5 An extra-ordinary General Body Meeting may be called by the Hostel General Secretary in consultation with the Warden to discuss particular issues after an extra-ordinary HMC Meeting is held. Extra-ordinary General Body Meeting shall be convened by giving at least three hours' notice to the residents.
- 6.6 Any decision taken at the extra-ordinary General Body Meeting shall be binding on the HMC, subject to Clauses 6.9 and 6.13.
- 6.7 The quorum for an extra-ordinary General Body Meeting shall be 60% of the total hostel residents as per Clause 6.1.
- 6.8 All the decisions shall be arrived at with two-third majority of the hostel residents present in the meeting or 50% of the hostel residents or whichever is less.
- 6.9 An extra-ordinary General Body Meeting shall transact only the items listed in the agenda for the meeting.

- 6.10 In case the quorum is not met for the extra-ordinary General Body Meeting, the HMC and/or the person who has proposed the item shall explain the issue to the members present at the meeting. There shall, however, be no decision taken on the issue. The HMC shall seek a decision through a secret ballot by a simple majority on the next working day and suggest alternative solution to the issue.
- 6.11 The Hostel General Secretary shall call an extra-ordinary General Body Meeting in consultation with the Warden when 30% of the hostel residents submit a written and signed request for calling such a meeting on a particular issue. The quorum for such an extra-ordinary General Body Meeting shall be as mentioned earlier in Clause 6.8.
- 6.12 The Warden can, on his/her own, call an extra-ordinary General Body Meeting under special circumstances.
- 6.13 Decisions regarding controversial issues arrived at any extra-ordinary General Body Meeting which involves Institute policies, rules and regulations shall be minuted, but kept pending until the Chairman obtains the necessary clarifications. However, in special cases the matter may be referred to the HAB, for appropriate action by the Chairman.

7. RESPONSIBILITIES OF THE WARDEN

- 7.1. The Warden as a Chairman of HMC should be responsible for overall functioning of the hostel. He/she shall look after all the activities directly which are not taken care by the Associate Warden.
- 7.2. The Warden on the recommendations of the HMC can recommend the inter-hostel transfer of any student to the HAB.
- 7.3. The Warden shall be the Chairman of the HMC Meetings and General Body Meetings. In his/her absence, the Associate Warden shall perform these duties.
- 7.4. Depending on the need, Warden may also dissolve the HMC of the hostel. However, existing HMC may appeal to the HAB. During the period of the appeal the said HMC shall be in suspension and will be dissolved if approved by the HAB.
- 7.5 For any reason, if all the office bearers of the HMC resign or HMC stands dissolved the Warden shall initiate a fresh election. He/she may also appoint an ad-hoc body for the interim period.
- 7.6. The Warden shall provide accommodation to students and others on the recommendations of Chairman HAB.
- 7.7. The Warden as the Chairman HMC can appoint an enquiry committee to investigate any matter of concern to the hostel and can take necessary action as deemed fit..
- 7.8. The 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 HMC for necessary follow-up action.
- 7.9. The Warden shall be the ex-officio Chairman of the survey committee constituted by the Institute for periodic stock verification of items belonging to the hostel. The survey committee shall inspect all items declared as unusable by the hostel and make suitable recommendations to the Institute.
- 7.10. In case of a no-confidence motion against the HMC or any elected member of the HMC, the Warden shall call an extra-ordinary General Body Meeting to discuss the issues and seek opinion.
- 7.11. The Warden shall forward confidential report of the Hostel Caretaker to the Institute authorities as and whenever required.
- 7.12. Warden shall inform the HAB and nominate Associate Warden as Warden-in-charge whenever he/she is out of station.
- 7.13. If under extraordinary circumstances both Warden and Associate Warden have to be on leave at the same time, the Warden should meet the Chairman HAB with his/her

Hostel Caretaker for making alternative arrangements. Under the circumstances no alternate arrangements are in place, the Chairman HAB will take over charge of the hostel temporarily.

8. RESPONSIBILITIES OF THE ASSOCIATE WARDEN

- 8.1 The Associate Warden shall be in independent charge of some of the basic amenities of the hostel. He/she should also plan for development of future amenities.
- 8.2 He/she shall generally look after common room, hostel library, computer network and maintenance of the hostel.
- 8.3 The concerned student secretary and Hostel Caretaker shall assist the Associate Warden in his/her duties.
- 8.4 The Associate Warden shall advise the concerned secretary related to overall functioning and preparation of the budget.
- 8.5 All the bills pertaining to the portfolio of the Associate Warden should be forwarded through him/her.
- 8.6 In the absence of the Warden, the Associate Warden shall discharge the duties of the Warden in addition to his/her normal duties.
- 8.7 The Associate Warden shall inform Warden and Chairman HAB whenever he/she is out of station
- 8.8 The Assoc. Warden shall jointly do the duties with the Warden as mentioned in 7.4 to 7.10.

9. HOSTEL CARETAKER

- 9.1 Hostel Caretaker is an Institute employee assigned to hostel to assist Warden, Associate Warden and HMC.
- 9.2 The Hostel Caretaker shall maintain all records, files and accounts of the hostel.
- 9.3 The Hostel Caretaker shall assist members of the HMC in matters of correspondence and documentations.
- 9.4 The Hostel Caretaker is responsible for the cleanliness and regular maintenance of the hostel building, mess, common room, garden and other premises of the hostel.
- 9.5 The Hostel Caretaker will maintain the stock register of all movable items and kitchen equipment/utensils.
- 9.6 The Hostel Caretaker shall look into complaints of residents with regard to amenities concerned with accommodation.
- 9.7 The Hostel Caretaker shall arrange for advances to Secretaries for hostel works after obtaining necessary sanction from the Chairman HMC duly recommended by the concerned Secretary and Hostel General Secretary.
- 9.8 The Hostel Caretaker shall take stock furniture, appliances, stereo equipment or any other assets of the hostel/Institute at the end of each semester. He/she shall also perform the same as and when directed by HAB.
- 9.9 The Hostel Caretaker shall carry out all cash transactions.
- 9.10 The Hostel Caretaker will follow the work schedule as outlined by HAB.
- 9.11 The Hostel Caretaker shall discharge any other duty assigned to him/her by the Warden/Associate Warden.

10. MESS MANAGER

- 10.1 A person for the purpose of overall management of the mess shall be appointed by the

Hostel Affairs Board

Mess Contractor on approval by the HMC as per contract given by the Mess Contract Awarding Committee.

- 10.2 The Mess Manager shall prepare monthly mess bills of all the residents of the hostel, and submit them to Hostel Caretaker.
- 10.3 The Mess Manager shall be responsible for the general supervision of the health, hygiene and discipline of the mess workers of the contractor, assigning duties to these workers, maintaining proper upkeep of the cooking equipment and facilities provided by the Institute, ensure quality of preparation and service of food, hygiene and cleanliness in the mess.
- 10.4 The Mess Manager shall be responsible for the implementation of recommendations of the Mess Management Committee.
- 10.5 The Mess Manager shall take charge of all the kitchen equipments and facilities from the Hostel Caretaker and report to the Hostel Caretaker any defects in the equipment and lack of facilities in the hostel kitchen and dining hall.

11. HOSTEL AFFAIRS BOARD (HAB)

Hostel Affairs Board is the apex body pertaining to all hostel matters. HAB shall consist of following members

- | | |
|--|-----------------------------|
| 1. Chairman, Hostel Affairs Board | - Chairman |
| 2. All Wardens | - Members |
| 3. All Associates Wardens | - Members |
| 4. General Secretary (Hostel Affairs Board) | - Member, Secretary |
| 5. Vice President, Students Gymkhana Council | - Member |
| 6. All Hostel General Secretaries | - Members |
| 7. Deputy Registrar/Assistant registrar
(Nominated by DoSA) | - Non Member, Jt. Secretary |

- 11.1 The Chairman, HAB (referred henceforth as “Chairman” unless otherwise explicitly stated) is a faculty member nominated by the Chairman, SAC and make him a senate member.
- 11.2 In consultation with Chairman HAB, General Secretary (Hostel Affairs Board) will call the HAB meetings, draw up the Agenda and finalize the date and time of the meeting.
- 11.3 A minimum of 4 days notice shall be required to convene a HAB Meeting.
- 11.4 The quorum for an HAB Meeting shall consist of the Chairman and at-least one representative from each hostel. The representative may be Warden, Associate Warden or Hostel General Secretary.
- 11.5 An extraordinary HAB Meeting shall be called by the General Secretary (Hostel Affairs Board) at request of one-third members of the HAB. The minimum notice for calling an extra-ordinary meeting shall be 24Hrs. However, the decisions of such extra-ordinary General Body Meeting will have to be ratified at the next ordinary HAB Meeting.
- 11.6 Generally, all decisions shall be taken by consensus among the members of the HAB.
- 11.7 The Chairman – HAB will normally preside over the HAB Meeting.
- 11.8 Every member of the HAB shall have one vote each in case the decision is to be voted upon. However, in such decisions that require voting, the Chairman will not exercise his vote.
- 11.9 Decisions regarding controversial issues which require reference to the Institute policies, rules and regulations shall be minuted but kept pending until the Ex-officio Chairman and Functional Chairman obtains the necessary directives from Students

Affairs Council (SAC)/the Senate. Other controversial cases may be referred to all HMCs for wider opinion on the matter, after which the same to be settled in the immediate next HAB meeting.

- 11.10 The Secretary shall be responsible for recording the minutes of meetings in consultation with the Chairman, HAB. It is his/her responsibility to circulate the minutes within seven days of the meeting and hand over the signed copy of the same to the Chairman, HAB for safe custody.
- 11.11 The Secretary would circulate copies/excerpts of the ratified minutes of the HAB Meetings to all hostels for necessary actions and information.
- 11.12 A minute book shall be maintained by the HAB office wherein the minutes of the HAB Meetings are recorded.
- 11.13 The Chairman may take a decision on routine matters and inform HAB, if the matter demands so.
- 11.14 In case HAB Chairman is out-of-station, he/she may nominate a Warden to take care of the routine matters of HAB in his/her absence.

12. FUNCTIONS OF THE HAB

- 12.1 To formulate policies, rules and regulations, coordinate and review all matters concerning the hostels.
- 12.2 To ensure implementation of procedures in all hostels with respect to discipline, maintenance of accounts, auditing bills, mess bills, regular payment of hostel dues by hostel residents etc.
- 12.3 To assist hostels in the matters of procurement of major stores, furniture, etc.
- 12.4 To consider matters pertaining to hostel security, cleanliness, fire safety and any other matter relating to hostels.
- 12.5 To formulate the policy for hostel allotment to all bonafide students and eligible members of the institute.
- 12.6 HAB shall handle all correspondence and propose agenda items for the consideration of the Senate.
- 12.7 The HAB may propose amendments to the Hostel Constitution from time to time for consideration of the Senate.
- 12.8 Broad guidelines related to disciplinary measures at different level in hostels will be formulated by HAB from time to time. In case of monetary punishment, the quantum of punishment at different levels will be fixed by HAB.
- 12.9 HAB can constitute a committee comprising of faculty members outside the HAB for deciding the following awards for the institute hostels, every year:
 - a. Maintenance
 - b. Sports
 - c. Cultural activities

The awards may be announced at the last hostel day celebration.

- 12.10 The HAB shall allot hostel rooms to all bonafide students of the Institute subject to availability.
- 12.11 The HAB shall allot accommodation (on availability) to the Institute project staff and the delegates/sponsored persons/trainees from other Institutions/ all others who are authorized to stay in the hostels for specified periods of duration in the hostels. All correspondence related to accommodation in hostels should be addressed to the Chairman HAB.
- 12.12 The HAB shall be responsible for the implementation of all the decisions of the Institute concerning students' hostels.

13. RESPONSIBILITIES OF CHAIRMAN – HAB

- 13.1 The HAB Account will be under the custody of the Chairman. This bank account will be operated jointly by the Chairman and a Warden nominated by HAB. The cheque / pass book of the same will be in the custody of the Chairman.
- 13.2 The Chairman will forward the recommendations of the Mess Contract Awarding Committee (refer Annexure C) to the Institute authority for the award of the contract to the mess caterer(s).
- 13.3 The Chairman will forward recommendations of the HAB to the Institute Authority for awarding contract of Security and cleaners.
- 13.4 The Chairman will have full disciplinary control over all the Hostel employees.
- 13.5 The Chairman on behalf of HAB can levy fine on any resident so far as the late payment of mess dues is concerned. He can waive fine on any student so far as his/her mess dues are concerned on recommendations of Chairman, HMC.
- 13.6 The Chairman HAB shall permit transfer of a student from one hostel to another on the recommendation of the concerned Wardens.

14. WARDEN COUNCIL

- 14.1 The Warden Council shall consist of all the Wardens and Associate wardens of all the Hostels that fall under the HAB of the Institute.
- 14.2 The Warden Council shall have the HAB Chairman as its chairman.
- 14.3 The Warden Council shall be convened by the HAB Chairman at least once a semester.

15. AMENDMENT OF THE HOSTEL CONSTITUTION

Amendment to the Hostel Constitution shall be recommended by HAB and subsequently be approved by the SAC. No amendment shall be ratified unless it is circulated to all HMCs and at least one HAB meeting has been devoted for discussing all aspects of the matter to be amended.

Annexure A

General Guidelines for Mess Management

The culture of taking food in the mess creates an atmosphere of togetherness, discipline, and community feeling. Also, its management inculcates among students entrepreneurship, managerial skills and leadership. Keeping these points into consideration, it is clear that the mess should be an integral part of the hostel and must be managed by a committee of students elected among them.

Mess Management Committee (MMC):

1. The mess committee will consist of seven resident members of which one will be the convener. The elected Convener of MMC will select the MMC members in consultation with warden and General Secretary of that hostel preferably choosing at least one member from each year.
1. **Tenure of the mess management committee:** The mess committee will have a term of one year.
2. **Duties and obligations of mess management committee:** The mess management committee should look into all the aspects for a smooth & efficient, functioning of the mess. General guidelines are as follows:
 1. To decide the menu
 2. To monitor the quality of food, mess timing and hygiene
 3. To check the process of preparation of proper food.
 4. The mess committee will prepare a report on the performance of the caterer regarding its quality, hygiene, implementation of menu etc. The report will be handed over to the Mess Contract Awarding Committee that awards mess contracts.
 5. Convener of the MMC will also be a member of the Mess Contract Awarding Committee.
 6. The Committee shall interact with Mess Manager/Caterer regularly for proper functioning of the mess. Any discrepancy will be reported to Warden/HMC.
 7. The committee will also look after day-to-day functioning of the Hostel Canteen (if any).

3. Mode of Awarding Contracts

Menu will be decided by the mess management committee from the list of items in the contract such that the cost of the basic menu should not exceed the prescribed limit. However, menu can include any other items chargeable under extra messing.

4. Imposition of fines in case of non-payment of mess subscription by registered boarders of Hostel

In case any boarder fails to pay the mess subscription for a month, the HAB can impose fine on the Boarder. However, the structure of the fines and procedures to be followed for the same shall be in accordance with HAB Procedures and Resolutions (HABPR).

Annexure B

Hostel Disciplinary Committee

1. Composition

- | | | |
|--|---|-----------------------|
| 1. Chairman, Hostel Affairs Board | – | Chairman |
| 2. Warden of concerned hostel | – | Member Secretary |
| 3. Associate Warden of concerned hostel | – | Member |
| 4. HAB Chairman's nominee | – | Member |
| 5. General Secretary of concerned hostel | – | Member |
| 6. General Secretary, Hostel Affairs Board | – | Member, Jt. Secretary |
| 7. Caretaker of concerned hostel | - | Invitee |

2. Functions

1. The committee will look into such acts of the hostel inmates, which constitute to gross violation of the code of conduct and invoke disciplinary action(s).
2. Depending on the seriousness of the case the HDC may take disciplinary action at its level or refer the case to Students Disciplinary committee.
3. Commensurate with the gravity of the offence appropriate punishment like fine, community work, etc may be imposed.
4. Chairman, HAB will nominate one Warden in addition to the Warden the said hostel on a case by case basis (by providing sufficient notice to the concerned Warden).

Annexure C

Contracts Awarding Committee

a) Composition

1. President – Gymkhana Council (DoSA)
2. Chairman HAB
3. Warden/Associate Warden of each hostel
4. Convener from the mess management committee of each hostel
5. General Secretary (Hostel Affairs Board)
6. Deputy / Assistant Registrar nominated by Administration of IITG

b) Functions:

The President of the Gymkhana Council will be the chairman of contracts award committee. The Contracts Award Committee shall make recommendations for the contracts of the following serving the Hostels for the consideration of the higher Authority.

1. Mess contractors.
2. Hostel Canteen Contractors
3. Hostel Juice Centre Contractors
4. Hostel PCO & Xerox Contractors

Annexure D

STUDENTS AFFAIRS COUNCIL (SAC)

SAC is the overall apex policy making body of the Institute to look after all student hostel, welfare and extra curricular activities.

Composition:

1. Director	-	Chairman
2. Dy. Director/Dean Admin	-	Member
3. Dean, Students' Affairs	-	Secretary
4. Registrar	-	Member
5. Dean, Academic Affairs	-	Member
6. Faculty In-charge, Placement Cell	-	Member
7. Faculty In-charge, Alumni Cell	-	Member
8. Chairman, Cultural Board	-	Member
9. Chairman, Sports Board	-	Member
10. Chairman, Technical Board	-	Member
11. Chairman, Hostel Affairs Board	-	Member
12. Chairman, Students' Welfare Board	-	Member
13. Vice President, Students' Gymkhana Council	-	Jt. Secretary
14. General Secretary, Cultural Board	-	Member
15. General Secretary, Sports Board	-	Member
16. General Secretary, Technical Board	-	Member
17. General Secretary, Hostel Affairs Board	-	Member
18. General Secretary, Placements	-	Member
19. General Secretary, Welfare Board	-	Member
20. Deputy Registrar/Assistant registrar, Students, Affairs	-	Non Member, Secretary

Annexure E

STUDENTS' WELFARE BOARD

The Students' Welfare Board shall broadly address the overall well being of the students of the institute. Its scope of activities shall include among various welfare activities counselling services to students, with Counselling Cell as a Sub-committee of the Students' Welfare Board.

• **Composition:-**

- | | | |
|--|---|-----------------------|
| ○ Chairman, Students' Welfare Board | - | Chairman |
| ○ General Secretary, Students' Welfare Board | - | Member, Secretary |
| ○ Faculty In-charge, Counselling Cell | - | Member, Jt. Secretary |
| ○ Hostel Welfare Secretaries | - | Members |
| ○ Vice President, Students' Gymkhana Council | - | Member |

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