

HOSTEL AFFAIRS BOARD

PROCEDURES & RESOLUTIONS



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
STUDENTS' GYMKHANA COUNCIL**

Procedures and Resolutions

A document that shall contain all the procedures those are to be followed for the smooth functioning of the Hostel Affairs Board (HAB) and the individual Hostel Management Committees (HMC). This document shall work within the purview of the Hostel Constitution and can be modified by the HAB.

For the definitions of all relevant terms in this document please refer to the Hostel Constitution.

This document is divided into two sections:

Section A: Containing all the Procedures followed by the HAB

Section B: Containing all the Resolutions passed by the HAB.

The official version of this document shall be jointly maintained by the President of the Gymkhana Council, Chairman – HAB and General Secretary HAB. Any change in this document must be duly notified to all the aforesaid members.

SECTION – A

HAB PROCEDURES

1. AMENDMENT

- 1.1 Any amendment of the HABPR that is passed by the HAB in accordance to clauses 11.8, 11.9 & 11.10 of the Hostel Constitution and has to be approved by the President of the Students' Gymkhana Council, so that there is no conflict with any other Institute Policy.
- 1.2 In case of any conflict the same may be sent back to the HAB.
- 1.3 In cases wherein amendment of Institute Policies is essential the said amendment shall be kept in hold and sent to SAC for further discussion.
- 1.4 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.

2. HOSTEL FUNDS

- 2.1 An account in the name of HAB should be maintained in the bank. This bank account will be operated by Chairman HAB along with another warden as joint signatory. The hostel caution deposit would be maintained in the HAB account. A part of it should be in fixed deposit (FD) and rest can be used for emergency purposes on loan basis. The interest from the savings can be used for the expenses of HAB. The income to this account can also be through Institute subsidy, if any. The HAB can issue bank cheque or cash transfer the caution deposit of a student on receipt of "No Dues" from his/her hostel. The part to be invested in FD would be decided on year-to-year basis by HAB for all the hostels.
- 2.2 Each hostel shall maintain the following types of accounts operated by Warden.
 - a) Main account
 - b) Students fund account
 - 2.2.1 The main account is a bank account through which all major financial transactions of hostel are carried out. The income to this account is through collection of mess dues and Institute subsidy, if any. The expenditure is for payment to the mess contractor and suppliers and for other items concerning the hostels. This bank account will be operated jointly by two signatories among Warden, Associate Warden of respective hostels and Chairman HAB.
 - 2.2.2 Warden/ Associate Warden shall be signatory of the Students fund account
- 2.3 Management of main account from hostel mess will be as follows:
 - 2.3.1 At the time of joining the hostel, the student should pay a mess advance of as decided by the HAB before the start of the academic year to the Hostel Main Account. This would be adjusted in the final mess bill of the student.
 - 2.3.2 At the beginning of each semester the Caretaker of each hostel should give the list of students and their account numbers to bank, asking them to transfer Rs. 300 (students' fund) to respective hostel Students Fund Account before 15th of January and 15th of August.
 - 2.3.3 Hostel mess manager should submit the mess bill of students before 5th of every month, which is to be submitted to the bank through Caretaker and Warden of the

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- Hostel. Bank should be instructed by the Warden to transfer the amount from the students account on or before 10th (or with a fine on or before 15th of each month) of that month to the hostel Main Account.
- 2.3.4 The bank should provide the defaulters list on 11th and on 16th of each month. Caretaker should collect the list and display it in the hostel notice board every month.
- 2.3.5 All those who fail to pay the bill before last day for payment with fine will not be allowed to take food from the hostel mess. However, they can rejoin the mess by clearing the dues along with a stipulated fine (as per clause 6 of Annexure A).
- 2.3.6 Payment to the mess contractor to be made by bank cheque from the hostel Main Account by Warden of each hostel.
- 2.4 The Students Fund Accounts is also a bank account for each hostel, which consists of the following separate heads:
1. Amenities Fund
 2. Maintenance Fund
 3. Hostel Benefit Fund (including fines collected from residents)
 4. Miscellaneous fund: The percentage of funds allotted to each of the above sub-heads is again uniformly decided by HAB for all hostels.
- 2.5 The Students Fund is raised through the contributions made by the bonafide residents of the respective Hostels.
- 2.6 The quantum of contribution to the above funds shall be decided from time to time by the HAB.
- 2.7 The Amenities Fund shall support various extra-curricular activities and provide amenities in the hostel. Service charges collected from guests/staff members shall be credited to the Amenities Fund account.
- 2.8 The Maintenance Fund shall support expenditure to be incurred on minor repair of items, which may need immediate attention.
- 2.9 An amount, not less than 20% of the total contribution as mentioned in clause 2.5, shall be contributed per semester by each of the bonafide residents of the hostel towards the Hostel Benefit Fund. The management of the fund shall rest with the HMC. Students seeking help from the fund should apply in writing to the Chairman, HMC.
- 2.10 The money from different Hostel Funds can be withdrawn only on the request of a Secretary followed by the recommendation of the Hostel General Secretary and the Chairman HMC.
- 2.11 No expenses shall be made without prior approval of the Chairman, HMC.
- 2.12 Guidelines for financial regularities shall be as per the Institute norms. An annual account statement including the bank balance sheet has to be provided to HAB by each HMC. The Institute Audit Section will audit the Students Fund of each hostel every year.

3. RECEIPTS AND EXPENDITURE OF THE HOSTEL

- 3.1. The source of receipts to the Main Account shall be from the monthly collection of mess advance/bill from the students and the Institute subsidy if any.
- 3.2. Institute employees who are permitted to stay in the hostel shall pay an advance amount

as decided by the HAB as service charges (or his/her HRA from respective salary heads will be transferred) in addition to their monthly mess bill. This amount shall be credited to the Amenities Fund account of the hostel. HAB office would coordinate with R&D section of the institute to provide necessary information on project staff.

- 3.3. All hostels shall make utilization certificates of subsidy, with the help of the Institute Account Section every year.
- 3.4. The source of income of Students Fund account shall be from all residents. Amount and mode of collections will be decided by the HAB.
- 3.5. In case of delegates to conferences/seminars/short-term courses etc the convener of the program shall deposit the estimated charges (as decided by the HAB) in the Students Fund account of the hostel in advance. Final settlement of accounts shall be done within fifteen days after the program is over.
- 3.6. The major expenditure of the Main Account is the payment of bill to mess contractor.
- 3.7. Expenditure of Students Fund account should be through due approval of the HMC. The mode and purpose of expenditure are as follows:
 - 3.7.1. By cash payment from cash advances drawn by issue of self-cheque by the Warden to meet day-to-day expenses.
 - 3.7.2. For provision of amenities such as lounge furnishing, furniture, and entertainment equipment – T.V., stereo etc.
 - 3.7.3. Any other expenses as deemed appropriate by the Warden.
- 3.8. HMC is accountable for preparation of receipts and expenditure of the hostel.
- 3.9. The HMC should get the hostel accounts audited as per institute norms at the end of its term.

4. FINANCIAL RESPONSIBILITIES OF THE WARDEN

In the interest of students in general and for the purpose of security of the funds, the Warden has been entrusted with the following financial responsibilities:

- 4.1. The Warden shall operate the Hostel Accounts and funds on behalf of HMC to meet the expenses incurred by the hostel. Except for imprest cash, all payments should be made by cheque.
- 4.2. The cheque books for the Main Account and Students Funds accounts shall be in the Warden's custody.
- 4.3. The Warden as HDC member can recommend levying fine on any resident in connection with the breach of Institute rules or destruction of Institute/Hostel property. The matter should be reported in the next HDC meeting.
- 4.4. 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 Hostel General Secretary and two student Secretaries, one of whom should be concerned with the expenditure involved.
- 4.5. The Secretaries of the concerned activities and the Hostel General Secretary should forward all the bills to the Warden through the Hostel Caretaker.
- 4.6. The Warden on the recommendations of the HMC can sanction loan to deserving students from the hostel Benefit Fund. Warden can also forward/recommend the applications of deserving students for loan/financial help to the Students Welfare Council.

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- 4.7. The Warden can sanction advance amount to various secretaries on the recommendations of the Hostel General Secretary.
- 4.8. The Warden shall check all bills, registers, and files pertaining to various funds mentioned by the Hostel Caretaker. All the documents shall bear his/her signature as an attestation of verification of the accounts.
- 4.9. The Warden may delegate financial powers to the Associate Warden with prior permission of the Chairman – HAB.
- 4.10. The Warden shall see that bank reconciliation of funds (with the help of Account Section) is done.
- 4.11. The Warden shall see that the Institute subsidy, if any, is utilized as per directions every month and report the matter to the HMC.
- 4.12. In case of financial need of the hostel, the Warden may apply for a loan or financial assistance to the competent authority through the Chairman HAB.
- 4.13. The Warden shall check and sign all the bills pertaining to the mess forwarded by the Mess Manager through convener Mess Management Committee and Hostel Caretaker.
- 4.14. The Warden shall verify and clarify all the bills pertaining to mess for payment to be made by the Hostel to the Mess caterer.

5. HOSTEL RECORDS AND FILES

5.1 The following records shall be maintained in all hostels by Hostel Caretaker (with the help of Account Section, and Stores & Purchase Section):

1. Petty Cash Books in respect of hostel accounts and funds.
2. Bill Register
3. Dead Stock Register
4. Stock Register
5. Mess equipment Register
6. Statements of basic mess charges, extras etc. due from each mess member for one semester.
7. Mess Bill Files
8. Any other record that may be found expedient consistent with the requirements of the hostel, with written permission of the Warden.

5.2 Petty cash Book

- 5.2.1 Petty Cash Books shall contain a record of daily cash transactions made out of cash imprest or otherwise and out of temporary advances when drawn.
- 5.2.2 The amount received in the recoupment of imprest or otherwise also, amount deposited in the bank by the hostel directly shall be entered in the Petty Cash Book and deposited in the bank. No money, whether received or paid, shall be left un-entered in the Petty Cash Book.
- 5.2.3 Two such Petty Cash Books shall be maintained for hostel – one for mess transactions and the other for funds by hostel.
- 5.2.4 Each voucher entered in the Petty Cash Book shall bear the name of the expenditure head to which the payment is debited (e.g. amenities funds etc.) and shall also bear a rubber-stamp mark 'PAID' and a pay order by the Warden.
- 5.2.5 The entries in the Petty Cash Book shall be made in ink on the same day on which

the transaction takes place.

5.2.6 At the end of each page, the Warden shall check the entries and sign the Petty Cash Book for funds.

5.2.7 The Petty Cash Books for funds and mess should be closed and balanced at the end of every month and the cash balance checked by the Warden. The Warden shall record a certificate in the following form in Cash Book on the last day of each month after the Cash Book is closed:

CASH BALANCE PHYSICALLY CHECKED AND FOUND TO BE CORRECT.

Rs.(Rupees) only.

Date..... Warden

5.2.8 The Petty Cash Book shall also be balanced on the day on which the Internal Audit Section audits the accounts.

5.3 **BILLS REGISTER** As soon as a supplier's bill is received, it shall be pasted in the register styled 'Bill Register'. The movement of the bills shall be recorded in the relevant columns, ending with their final payments.

5.4 **STOCK REGISTER** This register is maintained for all equipments and consumable items for running the hostel. As soon as a supply accompanied by a delivery challan/bill is received, the details of the supply shall be entered in the Stock Register on the respective pages showing the nature of supply and subsequent issue when done. The concerned secretary and the Hostel Caretaker shall affix their initials with date in the Register in the column provided for the purpose. The supplies issued for different purposes shall be directly entered in the Stock Register at the time of issue. The concerned secretary and Hostel Caretaker shall affix their initials with date in relevant columns of the Register.

5.5 **DEAD STOCK REGISTER** The Warden shall arrange to take stock of the stores periodically. All dead stock shall be verified during the summer vacation and all consumable stock at the end of every month and also as and when the Warden/HMC desires. Dead Stock articles shall be verified with reference to the balance shown in the Dead Stock Register and the Consumable Stock with reference to the balance shown in the stock register.

The Certificates of physical verification shall be recorded in the respective register over the dated signature of Warden, concerned secretary and the Hostel Caretaker.

6. PROCEDURE FOR PURCHASE OF SUPPLIES AND PASSING OF BILLS FOR PAYMENTS

- 6.1 All purchases shall be made at competitive rates as per norms laid out by the institute.
- 6.2 All supplies received must be accompanied by a bill/delivery challan from the supplier. The bill/delivery challan shall be checked with reference to the supply and receipt of supplies acknowledged by the concerned secretary and Hostel Caretaker.
- 6.3 In case of perishable items, required for immediate consumption, no entry need to be made in the stock register. The Hostel Caretaker in the presence of at-least two residents shall verify that the items mentioned in the bill were actually received and

- consumed.
- 6.4 In the case of bills for services like charges/wages for casual labourers etc. a receipt for the payment shall be obtained and signed by the concerned secretary and the Hostel General Secretary.
- 6.5 The payment order shall bear the signature of the concerned secretary, Hostel General Secretary, Caretaker and the Warden/Associate Warden for items purchased.
- 6.6 Internal Audit Section of the Institute will, from time to time, check the books of accounts and other records in all the hostels and make recommendations and give guidance. The observation of the Internal Audit will be placed before the HMC.

7. 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 Hostel reserves the right to impose the following system of fines on the Boarder subject to the Approval of the Warden/Associate Warden of the Hostel. The structure of the fines shall be in accordance to what is laid in the document HAB Procedures and Resolutions.

1. Non-payment of mess Subscription for 1st month - Rs. 300/-
2. Non-payment of mess Subscription for 2nd consecutive month - Rs. 500/-
3. Non-payment of mess Subscription from 3rd month onward - Rs. 500 per month

Note 1: The HMC reserves the right to debar the boarder from entering the mess if the boarder has dues for more than 3 months.

Note 2: The Fine amount may be added to the mess subscription due by the student to the Hostel if the boarder fails to pay the fine by the stipulated date as specified by the Notice issued by the HMC. This shall be at least 48hrs from the date stipulated in the notice.

8. HOSTEL DAY CELEBRATION

Hostel day celebrations are aimed at bringing integrity in each hostel. It is intended to encourage extra-curricular activities in the hostel especially on that particular day.

- 8.1 Hostel Day shall be celebrated by each hostel at least once during the course of the Term of an HMC. The date must be decided by the HMC of the respective hostel and reported to the General Secretary HAB at least 7 Days before the scheduled start of the event, so as to prevent any overlap with hostel day celebration of other hostels.
- 8.2 All invitees to the Hostel Day Celebrations shall be common to all Hostels which will be decided in a HAB meeting prior to its commencement.

SECTION – B

HAB RESOLUTIONS

Hostel Affairs Board

HAB Resolutions are taken to bring uniformity amongst all hostels as well as ensure smooth functioning of all individual Hostel Management Committees as independent entities of the Hostel Affairs Board.

All resolutions of the HAB must be passed by a majority of the HAB in accordance to clause 11.4 to 11.10 of the Hostel Constitution. All resolutions passed must be minuted and circulated before officially adding it to this document. All resolutions present in this document shall be applicable and binding to all HMC's and the HAB as a whole.

The resolutions shall be recorded in the following format:-

mm/yy-ss <Title>

<Description>

mm: Month of the HAB meeting that passed the Resolution.

yy: Year of the HAB meeting that passed the Resolution.

ss: Serial number of the resolution passed on HAB Meeting(s) during the period mm/yy

10/06-01 Availing exemption from Mess

A minimum of five days leave is required to avail exemption from mess bill payment. The student shall avail the leave only after taking official permission for leave from his/her HOD.