

Guidelines for Hostel Executive Committee (HEC), IIT(ISM) Dhanbad

The objective of HEC is to give students a role in the administrative governance of the Hostel and help them develop leadership and administrative skills.

1. The following procedure may be adapted for constitution of Hostel Executive Committee.

| S.No. | Post | Procedure of selection |
|-------|---|--|
| 1 | Hostel Prefect | <ul style="list-style-type: none">• Selection by nomination followed by interview.• 1 out of every 50 inmates / Preferably 1 prefect from each wing of each hostel.• Selection within first 15 days of commencement of monsoon semester. |
| 2 | President | Elected from and by the Hostel prefects. |
| 3 | Secretary: a. Mess Committee b. Maintenance Committee c. Cultural and Sports Committee d. Technical Committee | Elected from and by the Hostel prefects. |

2. Any Hostel inmate can nominate their name to HEC, if he/she
- a. has a minimum CGPA of 7.0;
 - b. has no backlog; and
 - c. no disciplinary action (or pending) at the time of nomination against him/her.
3. Formation of Committees:
- a. The committee members will be chosen by President and concerned secretary. Hostel prefects not holding any post as mentioned above may be directly nominated.
 - b. There should be a limitation on number of members in any committee. The maximum number may be decided by wardens of concerned hostel.
 - c. The members would be from different floor/wing/courses.
 - d. The members should fulfill the criteria mentioned in S.No. 2.
4. The members of committees may be designated as under:

| Mess Committee | Maintenance Committee | Cultural and Sports Committee | Technical Committee |
|---|---|--|--|
| 1. Secretary 2. Coordinator, Store Inspection 3. Coordinator, Mess Hall Inspection 4. Coordinator, Cleanliness & Hygiene Inspection 5. Coordinator, Monitoring & Feedback | 1. Secretary 2. Coordinator, Electrical Maintenance 3. Coordinator, Civil Maintenance 4. Coordinator, Cleanliness & Hygiene Inspection 5. Coordinator, Internet & UPS Maintenance 6. Coordinator, RO Maintenance | 1. Secretary 2. Cultural Coordinator 3. Sports Coordinator | 1. Secretary 2. Coordinator, Technical events |

5. The number of coordinators may be chosen as 1 out of 50/100/200 as per their assignment.
6. Any complaint / suggestion / feedback will be routed through the following order:

Inmate → Wing Prefect → President / Secretary → Warden / Chief Warden → AD (HM)

7. The HEC shall convene a meeting in the second week of every month, while other committees shall convene a meeting in the first week of the month.
8. The President/Secretary shall put the minutes of the meeting on the notice board within 7 days from the date of the meeting.
9. The Warden/Chief Warden/AD(HM) can remove an executive or any member of the committees if he/she found guilty in any indiscipline act at IIT(ISM) Dhanbad.
10. The HEC will be appointed for a period of one academic year or till further order, whichever is earlier.
11. The HEC meeting will be chaired by AD(HM). All wardens, President and Secretaries will be the member of HEC. The meeting of other committees will be chaired by Chief Warden.
12. The committee should be formulated within one month of commencement of monsoon semester and will be valid for that academic year.
13. The proposed note may be revised as and when required.
14. The responsibilities of various posts are given as follows.
 - i. **President**: The President shall record and circulate the minutes of every HEC meeting within the Hostel. He/She shall:
 - a. Coordinate the activities of the other Secretaries.
 - b. Convene HEC meeting on monthly basis.
 - c. Ensure discipline among the inmates and report any indiscipline activity in Hostel.
 - d. Ensure proper maintenance of the Hostel premises.
 - e. Present a brief report, twice a semester, about the Hostel activities and suggestions for future.
 - ii. **Mess Secretary**: The Mess Secretary shall record and circulate the minutes of every Mess Committee meeting within the Hostel. He/She shall:
 - a. Ensure smooth functioning of the Mess/Canteen.
 - b. Ensure regulation of hygiene in mess and canteen.
 - c. Convene Mess Committee meeting on monthly basis.
 - d. Coordinate among the mess committee members.
 - iii. **Maintenance Secretary**: The Maintenance Secretary shall record and circulate the minutes of every Maintenance Committee meeting within the Hostel. He/She shall:
 - a. Ensure proper maintenance at hostel.
 - b. Convene Maintenance Committee meeting on monthly basis.
 - c. Coordinate among the Maintenance committee members.
 - iv. **Cultural and Sports Secretary**: The Cultural and Sports Secretary shall record and circulate the minutes of every Cultural and Sports Committee meeting within the Hostel. He/She shall:
 - a. Ensure the smooth functioning of the Cultural and Sports activities.
 - b. Convene Cultural and Sports committee meeting on monthly basis.
 - c. Coordinate among the Cultural and Sports committee members.
 - v. **Technical Secretary**: The Technical Secretary shall record and circulate the minutes of every Technical Committee meeting within the Hostel. He/She shall:
 - a. Ensure the smooth functioning of the Technical activities.
 - b. Convene Technical committee meeting on monthly basis.
 - c. Coordinate among the Technical committee members.