

**HALL OF RESIDENCE – XII**  
**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR**

**HALL -XII CONSTITUTION**

**Preamble**

We, the residents of Hall of Residence – XII, with the vision of

- having a Democratic administration constituting of general body representatives and Wardens appointed by the Institute,
- having a smooth and transparent system where people feel free and motivated to participate in it,
- providing an optimum environment to the resident to develop their academic and co-curricular skills,
- providing facilities for the best possible experience of residents

adopt, enact and give to ourselves this Constitution by referendum in the General-body meeting held on the 15<sup>th</sup> day of August, 2017.

## **Hall Constitution**

### **Chapter 1: General Programmes**

**1.1** The general body of Hall –12 shall comprise all its regular residents, that is, all persons associated with the Institute (e.g. students, institute employee and project employees) and allotted residence in the hall for three months or more. The term “resident” shall exclude temporary allottees, guests and those who have not yet joined the hall.

**1.2** The general body shall constitute a Hall Executive Committee (HEC), to represent the collective views, coordinate the administration and other corporate activities of the hall, to manage the day - to - day executive tasks possibly through sub - committees, to monitor budgetary discipline, to lead the general body in inter hall competitions, and to arbitrate in intra hall disputes as far as possible. The general body shall be supreme body in Hall Affairs subject to Institute rules.

**1.3** In all decision making bodies of the hall, the governing principle should be democratic. Majority decision shall be binding on all members provided Institute rules are not contravened. Individuals holding viewpoints different from a majority decision shall have the right to bypass the corresponding body and report directly to any or all higher bodies. Implementation of such a decision shall continue unless the higher body stays it through official channels. However no decision that prevents registered students from carrying out his programme of studies may be taken or implemented at any level under any circumstances.

**1.4** The President shall be the final arbiter in interpreting the Constitution. The HEC may take a provisional decision by a simple majority (at least half of the participants support the motion) but the general body must be informed of such a decision within 24 hours. Copies of all minutes, notices, and resolutions dealing with the interpretation of the constitution shall be preserved in a separate record for further reference.

**1.5** The HEC, at all times remains answerable to the general body. Information or reason behind any decision or action taken by any HEC member can be sought by any general body member at any time and must be answered to within 48 hours. The general body shall be kept informed of all major decision taken by all executives/ bodies.

**1.6** Meetings of HEC are open for special invitees of General Body only. Agenda notices of all meetings shall be notified to the General body at least 24 hours before the meeting and minutes of all meetings shall be notified to the general body within 7 days after the meetings. While the meeting is in progress, non members present will be allowed to participate in the discussion. In exceptional cases, President may ask non members to express their views through the members.

**1.7** Apart from individual executive functioning, the members of every committee shall work as a team, and shall assist one another, as and when need arises.

**1.8** The guiding spirit in the expenditure of Hall and Mess Funds shall be Economy at all stages and in all possible ways. All purchases shall be made, as far as possible, in bulk to economize on transport charges. The actions taken should be environment-friendly.

**1.9** The student members of HEC shall recommend disciplinary action against any person(s), against whom charges of violation of hall's rules have been made and are found to be true, after giving him/them an appropriate opportunity to defend himself/themselves. The recommendation shall be forwarded to the Warden In charge for necessary action.

**1.10** The proceedings initiated by the HEC and not completed within its term shall be continued by the next HEC. As a result, a new HEC may

- (a) Extend the time limit for the clearance of the outstanding amounts
- (b) Mitigate punishment (or)
- (c) Enhance punishment

In all such cases, the convener of the new HEC shall be responsible for informing the general Body in such case.

**1.11** In all matters of general interest, a resident shall be subordinate to the Committees, which are subordinate to the HEC. The HEC shall be subordinate to the General Body. The Hall Constitution shall be the supreme law of the hall. It cannot be dissolved and must be adhered to under all circumstances.

**1.12** The hall itself is independent of all other bodies of the Institute. Any body outside the hall can only recommend an action, the decision to implement which is subject to the HEC.

## **Chapter 2: Structure**

### **2.1 Hall Executive Committee**

**2.1.1** The Hall Executive Committee shall constitute of the Warden In-Charge, Mess Warden and Maintenance Warden and the following members, who shall be elected from the general body :

1. President
2. Mess Secretaries (2)
3. Accounts Secretary
4. Maintenance Secretary
5. Reading Room and Computer Center Secretary
6. Cultural Secretary
7. Sports Secretary
8. Science & Technology Secretary
9. FMC Secretary
10. Webmaster

**2.1.2** The Warden-in-charge shall be the ex officio chairman of the HEC. The President shall act as the convener of the HEC to the chairman.

**2.1.3** The Wardens will be appointed by the Director from a panel suggested by the Dean of Students' Affairs (DOSA) and the President, Student's Gymkhana in consultation with the HEC.

**2.1.4** All HEC members other than the three Wardens shall be hall residents and they shall be directly elected by the general body.

### **2.2 Mess Committee**

**2.2.1** The mess committee shall consist of

1. Mess Warden (Ex-Officio Chairman)
2. Two Mess and Canteen Secretaries (One of the Mess and Canteen Secretary will be nominated by the President as the Convenor of the Committee)
3. President
4. General body members appointed by the HEC.

### **2.3 Reading Room Committee**

**2.3.1** The Reading Room committee shall consist of-

1. Reading Room Secretary (Chairman and Convenor)
2. President
3. General Body Member

### **2.4 Special Committees**

**2.4.1** The General Body or the HEC may at its discretion, constitute and empower special Committees for specific short term activities. These committees shall consist of hall residents and may be of any size.

**2.5** The committee chairman shall preside at committee meetings. In the case of absence of the chairman, he shall appoint one of the elected secretaries (ex officio members) as the acting chairman.

## **Chapter 3: Election Nomination and Removal from office**

### **3.1 Hall Executive Committee Election**

**3.1.1** Elections to the HEC shall be normally held in even semesters 4 weeks prior to the starting date of end semester examinations. Under exceptional circumstances, elections can be postponed for a maximum period of 2 weeks if the HEC passes this resolution by simple majority. All elected members shall enjoy a term of two semesters and shall continue on a caretaker basis, until the next HEC election.

**3.1.2** All candidates should be a hall resident and should normally be expected to be resident for the entire term of the office.

**3.1.3** All candidates must have a CPI greater than 6.5 to be eligible for the nominations.

### **3.2 Election Committee**

**3.2.1** The election committee shall consist of-

1. Chief Election Officer
2. Election Officers

**3.3** A nomination form for the posts shall be passed by the HEC a week before the date of elections.

**3.4** The preceding members shall be appointed by the HEC from the nominees and must be appointed one day after the nomination form was passed.

**3.5** If there were no nominees for the post, the HEC will assign the post to suitable hall resident.

### **3.6 Nomination of candidates**

**3.6.1** The President shall initiate the process of election by proposing a resolution in the HEC.

**3.6.2** Once the HEC passes a resolution calling for elections, the Warden shall post a notice calling for nominations.

**3.6.3** Nominations shall be on a standard form which shall include the date of nomination, the post being contested, the name, roll number, the room number of the candidate, and the signature of the candidate, the proposer and two seconders. The candidate, the proposer and the seconder shall be different residents. The filled nomination form along with a photocopy of the ID cards of candidate, proposer and the seconders shall be submitted to the Election Committee.

**3.6.4** A person shall be allotted to contest for more than one post simultaneously, but would have to back off from the other posts one day before the election date.

**3.7 Voting Procedure and Declaration of Results:**

**3.7.1** The detailed procedure regarding the elections shall be displayed on the notice board by the election officer at least 6 days before the date of elections.

**3.7.2** Envelope voting shall start two days before the actual voting starts. The proxy votes shall be handed over to the election officer in a sealed envelope. After receiving the envelopes, the election officer shall strike off the voter's name from the voters list. These sealed envelopes shall be opened by the election officer at the time of counting.

**3.7.3** Counting of votes shall be done in presence of at least one Warden.

**3.7.4** One representative of each candidate shall be allowed to be present as his nominee at the time of counting of votes. The candidate himself shall not be allowed to be present at the time of counting.

**3.7.5** The voting shall occur on laptops using a program approved by the HEC and the laptops would be the ones provided by the HEC.

**3.7.6** There would be two centres for voting each under the supervision of one junior election officer.

### **3.8 Bye Elections and Presidential Nomination**

**3.8.1** A post of the HEC or mess committee shall be said to have fallen vacant in the following cases:

(a) If no nomination for that post is received during a regular election, then the post shall be said to have fallen vacant on the date of handing over to the new HEC.

(b) If a person holding a HEC post submits his resignation in writing to the Warden, the post shall be considered vacant as of the date on which resignation is submitted.

(c) If a nominee for the post gets NOTA as a vote more than 50% of the votes casted, the position shall be said to have fallen vacant.

**3.8.2** If there are more than one candidate willing to stand for the vacant post, bye elections would be conducted with the same procedure as the regular elections. (The candidate who has lost by NOTA will not be allowed to stand for any vacant post )

**3.8.3** In case a vacant post cannot be filled in a bye election then the HEC shall appoint a resident to that post from a list of at least three names nominated by the President of HEC elected for the new period. If the vacant post is that of the President of HEC, the HEC shall collect a panel of name from its members and make nomination in the usual way. This procedure shall be completed within 15 days from the date of which the post falls vacant.

### **3.9 Nomination to other committees:**

**3.9.1** The HEC shall appoint the members of all committee in consultation with the respective executives. These members shall hold office during the pleasure of HEC. The HEC may at its own discretion, dismiss any such member or appoint additional members at any time during its tenure.

**3.9.2** Special committee shall exist during the tenure of the appointing body and shall be responsible directly to the appointing body in all respects.



### **3.10 Acting in Absent:**

**3.10.1** If the President is going to be absent from the hall for a period of more than 24 hours at a stretch, they shall appoint another HEC member to officiate during his absence. Prior notification shall be given to the general body the officiating resident, and the hall office.

**3.10.2** If HEC members other than the President are absent from the hall for a period of more than 24 hours a stretch, they shall appoint a member from their respective committees to officiate during their absence.

**3.10.3** If none of the members mentioned in 2.1.1 are available to officiate during this period, the responsibility can be given to a member of general body.

**3.10.4** In all the above cases, prior notification shall be given to the general body, officiating resident, and the hall office.

### **3.11 Handing over of charge:**

**3.11.1** Charge to the new executives and the new HEC will be formally handed over in a joint meeting of the incoming and outgoing HEC's.

**3.11.2** In the intervening period while the new HEC takes charge the incoming and the new HEC's will work together.

**3.11.3** In the above mentioned joint meeting every outgoing executive shall present a brief report regarding their tenure and the convenor of the outgoing HEC shall give record of minutes of all the meetings during their tenure, and one copy of those shall be kept in the hall office for the record.

## **Chapter 4: Modes of functioning**

### **4.1 General Body Meeting (GBM) and Referendums**

#### **4.1.1 Convening and conducting a GBM:**

**4.1.1.1** A GBM can be requisitioned by any of the following:

1. Any Warden of the Hall
2. The President
3. 1/3 of the existing strength of the HEC acting as a group
4. A group of at least 60 general body members

**4.1.1.2** Each GBM shall require a prior notice of at least 24 hours to the General Body and this notice shall include the agenda specified by the requisitioning party along with any other items.

**4.1.1.3** The President or his nominee shall convene and chair all GBMs. If the President is unable to do so, any one of the following as decided by the requisitioning party can convene the GBM -

1. Any member of the HEC
2. Any nominated executive
3. Any Warden

#### **4.1.2 Referendums:**

**4.1.2.1** Censure Motions

**4.1.2.2** Censure Motion against any member of the HEC can be passed by referendum.

**4.1.2.3** If the GBM passes a resolution for a censure motion against a member of the HEC, an official censure motion shall be requisitioned as the censure motion passed by the GBM.

**4.1.2.4** In the case of a referendum for a censure motion against a student member of the HEC, at least  $\frac{1}{2}$  of the total votes of the general body or  $\frac{2}{3}$ rd of the strength of HEC should vote for the motion. The quorum of voters would be the half of the strength of the hall. This shall be the criterion for all referendums.

**4.1.2.5** In the case of a censure Motion against a Warden, at least 2/3 rd of the total votes or 3/4th of HEC should vote for the motion. The quorum of voters would be the half of the strength of the hall. The effect shall be a petition to the Director of the Institute for consideration and further action.

**4.1.2.6** There shall be three levels of censure motions: Level - 1, Level - 2 and Level - 3

**4.1.2.7** If a censure motion of Level-1 is passed against any HEC member then a mail would be circulated on the Hall-12 mailing list about the censured person with the reason as to why he has been censured.

**4.1.2.8** If a censure motion of Level - 2 is passed against any HEC member, and if he holds a post in the HEC then, whenever the concerned resident mentions his Position of Responsibility, he would also be required to mention that he was censured.

**4.1.2.9** If a censure motion of Level-3 is passed against any HEC member, and if he holds a post in the HEC then the concerned HEC member would cease to hold his Position of Responsibility in the HEC. He cannot mention that he held the post anywhere.

**4.1.2.10** No censure motion shall be put to vote to unless the defendant has been given a fair opportunity to defend himself in the General Body meeting and adequate discussion has followed the defendant's defense.

## **4.2 Requisitioning a meeting**

**4.2.1** Any meeting can be requisitioned on demand by-

1. A majority of the members of the respective committee of which the meeting is being requisitioned.
2. Any warden
3. A group of at least 100 residents.

### **4.3 Point of Order:**

**4.3.1** If a particular clause of the constitution is being violated during the conduct of a meeting, this can be pointed out by any member / nonmember by raising a point of order. In such a case, the convener shall be obliged to take up the matter for any immediate discussion, and the HEC shall give a ruling on such a motion immediately, before proceeding to any other business.

### **4.4 Note of dissent**

**4.4.1** All decisions shall normally be taken by simple majority. However, any member may make his dissent known in this meeting itself and may give the same in writing to the Convener with 24 hours of the close of the meeting. A note dissent thus raised shall necessarily be included as it is in the minute of that meeting.

### **4.5 No-confidence motion**

**4.5.1** No-confidence motion shall be passed against any elected executive, or any member of a committee/council, along with reasons, in writing by any member of the general body in a meeting of the HEC.

**4.5.2** Such a motion, if tabled has to be shown in full by the HEC convenor to the general body.

**4.5.3** No-confidence motion shall be considered passed if more than 2/3 members of the HEC are in favour of the motion.

### **4.6 Minutes of a meeting**

**4.6.1** The minutes of the HEC meeting shall consists of a list of the members present in that meeting, the actual agenda, a summary of the proceedings, all decisions quoted in full and all notes of dissent.

**4.6.2** These draft minutes shall be prepared, date and signed by the convener, and copies shall be given to all HEC members and the General Body shall be informed by putting up a copy of these minutes as notice on the notice board. The time allowed for this shall be 4 days.

**4.6.3** A fresh meeting of the HEC may not be held until after the minutes are published. After this, these minutes shall be preserved in the annual record.

#### **4.7 Other GBM Resolutions:**

**4.7.1** The General body in the capacity as the supreme body of the residents may also hold meeting along with the HEC for any other purpose at its discretion. Any resolutions passed at such meetings shall be official and binding. This includes the setting up, staffing and empowering of Special Committees and the requisitioning of official referendum with any format as decided by the GBM.

#### **4.8 Amendments in constitution**

**4.8.1** Amendments to any clause in the Constitution or addition / deletion of a clause in the constitution may be proposed in writing by any resident to the HEC convenor.

**4.8.2** A proposal for the amendment of the constitution shall be displayed on the notice board by the HEC convenor for the information of general body.

**4.8.3** The proposal shall require a preliminary discussion and the points discussed shall be put up on the notice board by the HEC convenor. Comments from the general body shall be invited.

**4.8.4** Voting for the proposal shall take place in the next HEC meeting which shall not take place at least a week after preliminary discussion on that proposal.

**4.8.5** An amendment to the constitution shall be considered passed if 2/3 of the HEC members are in favour of the proposal.

#### **4.9 HEC meetings**

##### **4.9.1 Normal HEC meetings :**

HEC meetings shall be held as and when required. The convener of the HEC shall be responsible for informing the general body about these meetings.

##### **4.9.2 Finalizing the agenda :**

The convenor shall finalize the agenda of an HEC meeting after consulting each member. The agendas of the meeting shall be according to clause 4.1.6. The Convener shall be obliged to include an item on the agenda if any HEC member specifically requests it. A Simple majority may reorder the items during the meeting.

#### **4.9.3 Notice of HEC meetings :**

President, as Convener of HEC, shall send the notice for each HEC meeting along with agenda, venue and time to all its members. The notice shall also be given to the general body through any common platform. All these notices shall be given at least 12 hours prior to the meeting.

**4.9.4** The Warden-in-charge shall be the ex-officio chairman of the HEC. In her/his absence, any warden of the hall shall act as ex-officio chairman of the HEC. If all wardens of the hall are absent, the president shall be the chairman of HEC.

#### **4.9.5 Quorum and reconvening :**

The quorum of an HEC meeting shall be half the maximum current strength of the HEC for the transacting of any business. The quorum shall be required during the entire meeting. No member shall leave during a meeting without the permission of the chairman. The adjourned/ canceled meeting shall normally be reconvened within 24 hours of adjournment.

#### **4.9.6 Point of order :**

If a particular clause of the Constitution is being violated during the conduct of the meeting, this can be pointed out by any member/non-member by raising a point of order. In such a case, the matter shall be taken up for immediate discussion, and the HEC shall give a ruling on such a motion immediately, before proceeding to any other business.

#### **4.9.7 Note of dissent :**

A simple majority shall normally take all decisions. However, any member may submit his dissent in writing to the convener within 24 hours of the close of the meeting. A note of dissent thus raised shall necessarily be included as it in the minutes of that meeting.

**4.9.8** The draft minutes of a meeting of HEC and various committees shall be prepared and send to all the members of that committee by the convenor. Any general body member can ask for the minutes' draft of a meeting after one week.

**4.9.9** A fresh meeting of the HEC may not be held until after the draft minutes are published. After these draft minutes are ratified at the next HEC meeting, they shall be the official minutes and shall be preserved as annual records.

**4.9.10** In case one-third of the HEC disagrees with the decision, it may ask the president to call a GBM where the final decision shall be taken. The decision arrived at in the referendum will be accepted, except if in the opinion of wardens, a decision is likely to

have far-reaching adverse effects on employees or students, then it must be referred to COW.

**4.9.11** The warden-in-charge shall ensure all decisions taken in General Body or HEC meeting are implemented.

#### **4.10 Emergency Meetings**

**4.10.1** In the case of an emergency, if deemed necessary, an Emergency meeting may be called, which may be open/closed door as deemed fit by the committee.

**4.10.2** All the members and invitees of the meeting shall be informed of the meeting, anytime before the commencement of the meeting. The notice for the meeting may or may not contain any other information about the meeting except the time and venue.

**4.10.3** The body immediately above the committee shall be notified about the emergency meeting within 24 hours after the commencement of the meeting. (HEC shall inform the general body and other committees shall inform the HEC).

**4.10.4** The quorum for the meeting shall be half of its total strength. The meeting may take place in absence of its ex officio chairman and should be chaired and convened by the President.

**4.10.5** The agenda for the meeting shall normally consist of only one agenda. Any decision regarding any change in the committee structure or Constitutional amendment cannot be discussed in the meeting.

**4.10.6** All the decisions taken in an emergency meeting shall have the same implications as if taken in a normal meeting. However, the committee meeting shall be requisitioned within 7 days. Agendas of this meeting must include the explanation of the reason of requisitioning the emergency meeting and take a note of the minutes of the same.

#### **4.11 Grievance Redressal**

**4.11.1** All grievances must be filed within 48 hours of the announcement of the decision against which grievance is being filed. The concerned body shall respond to the grievance within 48 hours of the filing of the grievance.

**4.11.2** If the grievant is not satisfied with the response, he shall forward the grievance to the HEC. If the grievance is against an HEC member, he shall not be part of decision-making upon the grievance.

## **4.12 Functioning of HEC and Committee Members:**

### **4.12.1 Hall Executive Committee**

**4.12.1.1** All the internal issues and corporate activities of the hall directly fall under the purview of the HEC.

**4.12.1.2** The HEC shall supervise the functioning of the Constitutional committees and special committees.

**4.12.1.3** It is binding on the part of the HEC to respond to the queries raised by a general body member within 48 hours. It shall initiate any required action within 7 days under normal circumstances.

**4.12.1.4** It shall serve as the main forum for expressing views of the residents.

**4.12.1.5** It shall ratify the list of members to various committees (except HEC), alongside recommending restructuring, if felt desirable, of the same.

### **4.12.2 Chairman**

**4.12.2.1** The chairman shall preside at all the committee meetings and general body meetings.

**4.12.2.2** In case the chairman is unable to be present at a meeting, he shall appoint an acting chairman. The acting chairman shall play the same role as of the chairman.

**4.12.2.3** Any complaint related to a committee shall be made to its chairman. All the committee members are answerable to its chairman at all times.

**4.12.2.4** The convener is bound to call a committee meeting whenever requisitioned by the chairman.

**4.12.2.5** The chairman is answerable to the general body for all aspects related to the committee.

**4.12.2.6** In the case of a tie during voting in a committee meeting, the decision of the Chairman shall be the final decision of the committee.



#### **4.12.3 Convener**

**4.12.3.1** The convener shall call a meeting by circulating the agenda of the meeting to all the members of the committee and special invitees. If the meeting is open to the general body, he shall circulate the notice along with the agendas to the general body.

**4.12.3.2** The convener shall issue show-cause notice to all the members absent in the meeting without prior notification and detailed reason. Notice of every meeting shall be circulated at least 24 hours before the meeting under normal circumstances.

**4.12.3.3** The convener is responsible for preparing and circulating the minutes of the meeting. He shall keep the general body informed of all the activities of the committee.

#### **4.12.4 Mess Committee**

**4.12.4.1** Mess committee would be responsible for overall functioning and decision making of the mess, which includes its operations, accounts, stocks, mess menu, feedback & inspection.

**4.12.4.2** The final mess bill shall be confirmed by the mess committee.

**4.12.4.3** The mess committee shall finalize the mess menu.

**4.12.4.4** The mess committee is responsible for all the financial aspects of the mess. Committee members shall sign the bills for the items purchased by the mess and keep a check on the prices.

**4.12.4.5** It shall take steps to make the mess operation system transparent and accessible for each resident of the hall.

**4.12.4.6** It shall conduct complete audits & stock taking when it comes into power and periodically thereafter.

**4.12.4.7** It would deal with all items of purchase against cheque/cash.

**4.12.4.8** It is responsible for the stocks of the mess and should keep a proper check on the quality of the items purchased by the mess.

**4.12.4.9** It shall also be responsible for maintenance and infrastructural requirements of the mess and resolve such issues on a regular basis.

**4.12.4.10** It shall look after the fuel supply and consumption & inspect the Stock register and tally with physical stock present at least once in every week.

**4.12.4.11** It should verify the opening and closing stock figures during mess bill preparation.

**4.12.4.12** It shall supervise the functioning of the Mess manager, mess workers, and daily wage workers.

**4.12.4.13** It shall be responsible for the operation of the mess and regularly check the quality of food served and look into the day-to-day needs of the mess.

**4.12.4.14** It should take feedback at least twice a semester upon the food quality and mess service from the general body and discuss the actions needed as suggested by the feedback.

**4.12.4.15** It shall respond to complaints and suggestions of the residents on a Daily Basis.

**4.12.4.16** It shall ensure proper use of monthly funds given for mess maintenance and take appropriate action to fulfill any requirement in terms of machinery or maintenance.

**4.12.4.17** It shall supervise the day-to-day functioning of the canteen & ensure that the items sold in the canteen are fairly priced and are of requisite quality.

**4.12.4.18** It shall ensure that the mess is running according to the contract terms. It shall conduct regular inspections in the mess. It should also ensure that the terms and conditions laid down in the canteen contract are adhered.

#### **4.12.5 Wardens**

**4.12.5.1** Warden shall be the approving authority for any decision or action taken by the committee as its chairman.

**4.12.5.2** Wardens are responsible for every activity of the HEC members.

Warden-in-charge holds the power to call an HEC meeting/GBM at any time with at least 24 hours of prior information. Respective wardens may call their committee meetings anytime with at least 12 hours of prior information.

**4.12.5.3** The Warden-in-charge shall be the official superior for all Hall employees.

**4.12.5.4** The warden-in-charge is entirely responsible for all the functioning and administration of the hall in all aspects.

**4.12.5.5** The warden-in-charge with other wardens shall operate the hall account.

**4.12.6 President**

**4.12.6.1** The president being the elected representative of the general Body, represents the hall at all forums.

**4.12.6.2** He shall be a member of the Committee of Students for Hostel Affairs and Hall Management Committee (CoSHA & HMC). He shall represent the hostel in various relevant bodies including the Council of Wardens (COW).

**4.12.6.3** He shall propose a panel of names for nomination to the HEC when required.

**4.12.6.4** It shall be his responsibility to keep a regular check on the activities of all Constitutional and special committees of the hall.

**4.12.6.5** All the actions taken by the secretaries shall be notified beforehand to the president.

**4.12.6.6** The president holds the power to call an HEC or General body meeting within 24 hours.

**4.12.6.7** He holds the right to attend all the committee and subcommittee meetings at all times. However, it would be mandatory for him to attend the meeting if the committee specifically requests him to do so.

**4.12.6.8** As the convener of the HEC, he is responsible for putting notices, organizing General Body meetings, HEC meetings, circulating the agenda and minutes and keeping a copy of records related to the HEC.

**4.12.6.9** He is responsible for maintaining effective communication between various bodies of hall administration.

**4.12.6.10** He shall present the report of the current work status of the HEC in every GBM. As the representative of the HEC, he shall act as the medium of communication between residents and the HEC, if required.

**4.12.6.11** He shall keep the general body informed of matters of interest and obtain their views. He shall also take feedback from other bodies involved with the hall.

**4.12.6.12** He will have to ensure that students are abiding by the rules and regulations of the hall. He would be responsible for proposing fines on students in case of violation of rules on the behalf of the HEC.

#### **4.12.7 Mess Secretaries**

**4.12.7.1** As elected members of the mess committee, they are responsible for the complete functioning of the Mess, including infrastructure, menu, mess bills etc.

**4.12.7.2** They shall ensure that the mess committee is formed and performs its functions properly.

**4.12.7.3** He represents the mess committee wherever required. He shall be the ex-officio member of the CMC.

**4.12.7.4** Final mess bill and any decision taken by the mess committee should have the approval of the Mess Secretary.

**4.12.7.5** He should keep the General body duly informed of all decisions of mess committee, including any changes in messing procedure.

**4.12.7.6** He shall be present at least once a month when the mess verifies the stocks and bills.

**4.12.7.7** He shall be an integral part of the decision making for short and long term planning of the mess by the wardens, Students' Gymkhana, Institute's central Hall Office (C.H.O.), and other bodies.

**4.12.7.8** He shall sign the bills for the items purchased by the mess and keep a check on the price. He shall present the mess bill to the mess committee and the HEC.

**4.12.7.9** Within a week of taking power, with the help of the committee, he shall conduct a complete and exhaustive audit with the concerned members of the outgoing mess committee.

**4.12.7.10** He shall perform the same role for the mess like the finance secretary performs for the hall. The mess committee shall assist him in this regard.

#### **4.12.8 Maintenance Secretary**

**4.12.8.1** As elected member of the maintenance committee, it is his responsibility to ensure smooth functioning of the committee and that the tasks of the committee are completed in time.

**4.12.8.2** He shall be responsible for the general maintenance issues of the hall and any decision or action taken by the committee should have his consent.

**4.12.8.3** He shall be responsible for ensuring that the maintenance committee is formed and performs its functions properly.

**4.12.8.4** He shall be responsible for gardening and sanitation facilities of the hall.

#### **4.12.9 Cultural Secretary**

**4.12.9.1** He shall be responsible for promoting all aspects pertaining to the cultural activities in the Hall.

**4.12.9.2** He should take responsibility in organizing various workshops and intra-hall competitions to promote cultural activities in the Hall.

**4.12.9.3** He shall be the representative of the hall in all matters related to cultural activities.

**4.12.9.4** He shall provide students with information about various facilities and experienced students who would be helpful in developing these skills.

**4.12.9.5** The music room falls under his responsibility.

**4.12.9.6** He shall take responsibility in continuing and improving the existing activities in the halls. He shall take the initiative to conduct an annual cultural festival, although it is not mandatory.

#### **4.12.10 Accounts Secretary**

**4.12.10.1** He shall present the annual HEC budget for the hall after discussing it with other HEC members.

**4.12.10.2** He shall supervise the expenditure incurred by the executives under various heads of Budget.

**4.12.10.3** He shall review policy for the dues (including mess dues and hall dues) from the residents.

**4.12.10.4** He shall cooperate with the relevant HEC executive in ensuring that all terms of contracts entered into by the Hall are met by the contracting parties.

**4.12.10.5** He shall ensure transparency in all Hall finances so that the hall residents can easily know where their money is being spent.

**4.12.10.6** Verify/check all records of receipts stating the amount credited to the Bank Account.

**4.12.10.7** He shall go through the audit report of the Hall and submit relevant findings and recommendations along with his comments to the HEC.

**4.12.10.8** Monitor the preparations and finalization of Hall Dues (separate from mess bill as finalized by mess secretary).

**4.12.10.9** Ensure bills are submitted within the deadline.

**4.12.10.10** He shall also ensure that any needs of the hall, as suggested by the concerned committees, which are to be furnished through the Hall development Fund are met in due time.

**4.12.10.11** He shall ensure proper and judicious expenditure of the budget allotted through HDF or DCF and ensure good quality items are purchased within stipulated time.

#### **4.12.11 RR and CC Secretary**

**4.12.11.1** The common rooms of the hall come under his responsibility, including the Reading Room and the Computer Center.

**4.12.11.2** He shall maintain the furniture of the hall and arrange for missing furniture through appropriate channels.

**4.12.11.3** He shall make the rules for common rooms. He shall also take steps to prevent wastage of resources in common rooms.

**4.12.11.4** He should be informed for booking common rooms for any purpose.

**4.12.11.5** He shall subscribe to magazines, newspapers etc. in accordance with the demand of the General Body members.

**4.12.11.6** He shall ensure the selection of magazines/newspapers shall be done in a democratic manner. He would look after the sale of old newspapers/ magazines as and when needed.

**4.12.11.7** He shall ensure that all the equipment in the Computer room is in working and good condition. He shall also ensure proper functioning of the computers available in the hall.

**4.12.11.8** He shall ensure proper furniture in the Reading Room and Computer Centre and arrange for it through proper channels otherwise.

**4.12.12 Sports Secretary**

**4.12.12.1** He shall be responsible for promoting all aspects pertaining to games and sports activities in the Hall.

**4.12.12.2** He should take responsibility by taking steps such as organizing intra-hall tournaments to promote games and sports activities in the Hall.

**4.12.12.3** He shall be the representative of the hall in all matters related to games and sports activities.

**4.12.12.4** He should provide students with information about various facilities and students who would be helpful in developing these skills.

**4.12.12.5** The Games room and various sports grounds and courts come under his responsibility.

**4.12.12.6** He should also arrange for an easily accessible first-aid box for Hall residents.

**4.12.12.7** Hall's sports equipment would be under his responsibility and he should provide students with the equipment (non-consumables) when asked for through a procedure decided by him.

**4.12.12.8** He shall ensure that various equipment and items are in usable condition. It is his responsibility to ensure that residents do not suffer due to lack of equipment/items related to sports activities.

**4.12.13 Science and Technology Secretary**

**4.12.13.1** He shall be responsible for promoting all aspects pertaining to the scientific and technological activities in the Hall.

**4.12.13.2** He should take responsibility in organizing workshops and intra-hall competitions to promote scientific and technological activities in the Hall.

**4.12.13.3** He shall be the representative of the hall in all matters related to science and technology activities.

**4.12.13.4** He shall provide students with information about various facilities and experienced students who would be helpful in developing scientific and technical skills.

**4.12.14 Functions of Films and Media Secretary**

**4.12.14.1** Promoting all aspects pertaining to the films and media activities in the hall.

**4.12.14.2** Represent the Hall in the Media and Culture Affairs Council of the Students' Gymkhana and other relevant bodies, as and when necessary.

**4.12.14.3** Shall organize inter-hall and intra-hall competitions.

**4.12.15 Functions of Webmaster**

**4.12.15.1** Decide the design and template of Hall Website.

**4.12.15.2** Ensure regular update of Hall Website.



**4.13** In addition to the individual duties for each post as outlined above, all HEC members are expected to be present in and facilitate all hall level events.

**4.14 Impeachment of HEC Member**

**4.14.1** A HEC Member can be impeached if more than  $\frac{2}{3}$  rd of remaining HECs are in support of impeachment.

**4.14.2** Hall President with the agreement of Warden can impeach any HEC member if President is able to show that the accused HEC Member is not able to do justice with the post.

## **Chapter 5: Official Documents**

### **5.1 Types of Records**

**5.1.1** All documents pertaining to Official Hall Functioning shall be categorized into three types of record namely, the Permanent Record, the Five Yearly Record and the Annual Record.

**5.1.2** The Permanent Record shall consist of the following:

- a) Constitution
- b) Constitutional Amendments
- c) All standing institute rules (including HMC and COW resolutions).
- d) Stock register

**5.1.3** The Five Yearly Record shall consist of the following:

Group (a) –

- 1. Stock and Mess Bill Registers, and Miscellaneous Expenses Register of the Mess.
- 2. Copies of contracts entered into by the hall.

Group (b) –

- 1. Minutes of all the HEC and sub committee meetings in which charge is handed over.
- 2. All the approved budgets.
- 3. All standing rules for day-to-day Hall affairs including HEC resolutions.
- 4. Summarized report of the annual record of each year.

Group (c) – All successful no-confidence motions.

Group (d) – Summarized annual audit report.

- 1. Passbooks and Cheque books.
- 2. Accounts ledgers.

**5.1.4** The Annual Record shall comprise of the following:

- 1. GBM resolutions
- 2. Text and results of referendums.
- 3. All other documents of Hall functioning including all official notices by the Institute Wardens and HEC Members.
- 4. Notices and Minutes of all meetings.
- 5. All bills and vouchers submitted to the Hall for payment.
- 6. All Hall dues list.

## 7. Complete Audit Report.

### **5.2 Maintenance of Records:**

**5.2.1** The Five yearly Record shall consist of dated documents. Each document shall be introduced into the record immediately after it is produced and shall not be removed or modified in any way for the next five years. In every term, after the HEC has passed the budget, the HEC shall study the documents, which have been in the record for five years. It shall decide whether a document is to be retained or discarded or whether a suitable summary of its contents be prepared by the HEC for record instead of the document itself. No document may be removed from the Five yearly Record, except in the manner specified above.

**5.2.2** The Annual Record shall be maintained for one year in a manner similar to the Five yearly Record. Once every year the HEC shall prepare a detailed summary of the current Annual Record. This shall be placed in the Five Yearly Record along with any supporting documents deemed necessary by the HEC.

**5.3 Mess Related Documents:** In case of a private mess, some the items below might not be relevant. However, if relevant (items (a), (b), (f), (g), etc), appropriate records need to be maintained.

**5.3.1** The Mess related documents shall include the following:

- (a) Handing over Minutes of the Mess Committee.
- (b) All standing Mess Rules, resolutions on Affairs and Mess related notices.
- (c) Stock and Mess Bill Registers and miscellaneous expenses register. (d) All bills and vouchers concerned with mess purchases.
- (e) All Hall dues list.
- (f) Consumable Register.
- (g) Non Consumable Register.
- (h) Rebate Record.

**5.3.2** A stock register of consumable items will be maintained. This register will be regularly inspected in the mess by the mess committee. The frequency of inspections will be decided by the

mess committee but will be at least once a week. Each inspection shall be indicated in the register and this entry shall include the date of inspection, the signature of mess committee member.

**5.3.3** The mess stock register of non consumable items is an important document of long-term use in the mess. Entries in a Non Consumable Stock Register shall be made in a chronological order on successive lines. Each entry shall be dated. Each entry shall contain the date, name of the item, Name/Source of Supply, Rate of item, quantity of item, total price, quantity issued and/or received, updated balance.

**5.3.4** Normally no mess utensils or other equipment may be taken outside the mess, unless permitted by the Mess Committee. Mess committee may impose fine in such cases.

**5.3.5** All unaccounted defaults in the stocks shall be deemed the responsibility of the mess manager. The duration of a stock register shall be for a maximum of one year. All entries in the register shall be in ink and no strike-over or deletions or rewritings shall be permitted without getting the same checked and countersigned by the mess Committee within 24 hours. All entries shall specify running totals/balance and these shall be cross-checked at the time of inspection and stocktaking.

## **5.4 Finance Related Documents**

**5.4.1** The finance related documents shall include the following:

- (a) All approved budgets.
- (b) Summarized annual audit reports of the past five years.
- (c) All contracts entered into by the Hall.
- (d) All passbooks and Cheque books.
- (e) Account ledgers.
- (f) All bills and vouchers submitted to the hall for payment.
- (g) All Hall dues list.
- (h) Complete audit report of the preceding financial year.
- (i) Mess Bill Registers.

**5.4.2** All bills and vouchers submitted to the Hall office for payment shall include each of the following details: date, item, rate, quantity, total amount of charge, advance already paid, actual

amount payable and signature of supplier. Wherever possible, printed vouchers with serial numbers should be obtained.

**5.5 Availability of Records:**

**5.5.1** All documents of Hall functioning shall be available to the HEC, mess committee and Accounts committee members without any restriction in scope and access.

**5.5.2** All documents of Hall functioning shall be available to all general body members in the presence of the office superintendent/HEC member during specified working hours.

**5.5.3** All documents of Hall functioning shall be available completely without restriction to special committees constituted by the General body, provided it is approved by the HEC.

**Chapter 6: Finance**

## **6.1 Monetary transactions, accounts and Audit:**

**6.1.1** The Accounts secretary shall keep a check on the general financial administration.

**6.1.2** Accounts secretary shall check/verify all records of receipts and cheque issue register, which states the amount credited/debited from the bank account.

**6.1.3** All bills and vouchers submitted to the hall by the concerned secretary must countersign all bills and vouchers. Payment for a bill will be made only after the HEC member concerned has verified it for the payment. However no bill/voucher will be accepted as valid and adjusted for, unless scrutinized and found to be justified by concerned HEC member.

**6.1.4** The HEC shall set up norms for payment of nominal honorarium to any person for specific activities. Overtime payments may be made to Hall employees with the approval of HEC.

**6.1.5** After auditing of all accounts of the hall is over, the Accounts committee shall go through the complete audit report and shall submit the relevant findings and recommendations of the auditor along with its own comments to the HEC for consideration and appropriate action.

**6.1.6** The President, Mess secretary, Reading Room and Computer Room secretary, Cultural secretary, Games and Sports secretary, Maintenance secretary, Accounts Secretary may get an advance outstanding against his name at any time from the HEC budget. He has to submit the bills/vouchers regularizing the advance within 30 days of the issue of cheque for it. This may be duly verified by accounts secretary and if any discrepancy is found, he will report the matter to the HEC.

## **6.2 HEC Budget:**

**6.2.1** The funds available for the HEC budget shall comprise the following:

- a) Monthly hall establishment charges, as decided by the HEC every year, shall be collected from each resident every month through mess bill. The HEC may continue with the previous amount or may decide to hike it. In case of a proposal to increase the amount, the proposal must be ratified in the HEC.
- b) Guestroom charges collected throughout the term of outgoing HEC.
- c) Remaining amount if any, from the previous year budget.

**6.2.2** Each standing committee of the HEC shall finalize its budget proposal and present it to the HEC for recommendation within three weeks from the date of handing over. The HEC shall finalize the overall budget proposal. Adjustments of expenditures if any, shall be passed by the HEC only after giving due notice to the General Body.

### **6.3 Mess Bill**

**6.3.1** The Mess bill approved/verified by the mess secretary and Warden (Mess) and the Hall dues as finally declared shall follow the norms agreed upon by the committee.

### **6.4 Contracts and purchases by quotation:**

**6.4.1** In case of Mess contracts, it shall be the responsibility of the Mess Secretary to independently keep track and notify the Mess Committee at least a month in advance. The Mess Committee in turn shall notify the HEC.

**6.4.2** The HEC shall then ask the accounts committee to draft the Proforma for the tender to be floated and the terms and conditions for the contract.

**6.4.3** All bids shall be signed, sealed and submitted by the applicant in hall office along with the security deposits if any. The Hall office shall receive the bid and give a written and signed note of receipt to the applicant. This receipt shall include the date and time of submission. No applicant can submit more than one bid.

**6.4.4** All the purchases shall be made as per institute norms. The secretary concerned shall put up a proposal for the purchase of required items to the HEC. Depending on the volume of purchase, the HEC may either constitute a sub-committee (which may include non-HEC members) for collecting quotations from the vendors or ask the Secretary concerned to get the quotations collected. At least three such quotations are required for finalizing a vendor for the purchase.

### **6.5 Compulsory terms and conditions for all contracts:**

**6.5.1** Each application shall be accompanied by a deposit of an amount to be decided by the HEC but which shall not be less than 50 BDMR. The deposit should be made in the form of an A/C payee Bank Draft drawn in favor of the Hall.

The deposit of selected applicants (contractor) shall remain with the hall as the security deposit until termination of the contract.

**6.5.2** In case the HEC feels that the contractor has breached the contract, if any, at its discretion may impose fines on the contractor. Until all such fines are paid by the contractor, no payment shall be made by the hall to that contractor. The security deposit shall not be refunded until the term of the contract is over and all other financial transactions have been settled.

**6.5.3** The maximum duration of any contractor shall be of one year.

**6.5.4** Each party to the contract shall have a right to terminate the contract with one month notice without having to assign any reasons.

**6.5.5** In the event of any dispute arising in the meaning/content of any terms or conditions, all contracting parties shall agree to be bound by the decision of an arbitration committee consisting of three Wardens.

**6.5.6** The HEC may constitute a sub-committee committee for fixing and detailing of terms and conditions.

**6.5.7 Additional Compulsory Terms and Conditions for all Mess Supply Contracts:-**

**6.5.7.1** The maximum patronage for a mess supply contractor shall be six months.

**6.5.7.2** All supplies shall be made at the hall premises.

**6.5.7.3** The quality and quantity of supplies must be as per contract and must be delivered within specified time limits. Supply tendered in excess of the quantity ordered shall not be paid for. In case the supply tendered is of unacceptable quality, the same shall not be paid for.

**6.5.7.4** At the time of supply the supplier to the mess manager must submit printed and serially numbered bills. If the supplier fails to do so appropriate action may be recommended.



**6.5.7.5** If the supplier fails to supply or the supply is tendered late on a day, appropriate action may be recommended.

**6.5.7.6** Both in the text of contract and when the contract is awarded, it shall be specified whether the supply is to be made at fixed prices or at whole sale market rates prevailing at Kanpur plus a fixed all inclusive charge decided when signing the contract. In the latter case, if the mess secretary finds the rates charged by the supplier at any time to be excessive, he shall recommend appropriate action.

## **Appendix 1**

### **AI- GUIDELINES FOR THE MANAGEMENT OF HALLS**

(Accepted by Senate in 2 nd Meeting 1986-1987)

#### **INTRODUCTION**

IIT Kanpur is a residential Institute, which requires that all registered students be residents. This commits the Institute to maintaining an adequate number of halls, and operating them in a manner reflecting the objectives and values of its educational programme.

The responsibility for the administration of the Halls is vested, by the Director, in faculty members designed as Wardens. Such an assignment, which may be given to any faculty member, is part of the duty of the teaching staff.

The Senate, upholding the principle of required residence, lays down the framework which guides the functioning of Halls and the conduct of the residents. This academic body is thus concerned with the proper operation of residential facilities. A representative of the wardens is an ex-officio member of the Senate.

Residents are required to cooperate with the Wardens(s) in the running of the Hall. They must respect his/her authority in the execution of operational details- room allocation, fixing of schedules for payments, assessment of loss or damage to property assignment of duties to Hall Staff etc. They must abide by the norms of conduct and discipline applicable in the Institute and follow any regulation specifically laid down regarding conduct in the Hall. For infraction of discipline the warden is the immediate concerned authority. His/her responsibility in all such matters is to the Director, and not to civil authorities outside the Institute.

Failure to comply with the requirements and procedures applicable to residents may lead to disciplinary action which may include a review of individual's status as a student. The Senate approves of the application of academic sanctions- withholding of grades, withdrawal of permission to appear in examinations cancellation of registration, etc. in connection with breaches of Hall regulations.

Wardens who are teachers are charged both with the efficient administration of the Halls and with promoting the educational development of the students residents. The students should be encouraged to participate in the matters concerning running of the Hall, to the maximum extent feasible, without hampering the warden's freedom to take necessary day-to-day execute decisions. Committee(s) adequately representing all sections of the resident body should be constituted, to advise and assist the wardens in all matters. Power in various spheres should be delegated to these committees, as found appropriate. The

responsibility for ensuring that all such committees function in the best interests of the residents, and of the Institute, rests with the warden. Fostering a healthy degree of student involvement and participation is as much a part of the Warden's task as is the efficient running of the Mess and other facilities. The above frameworks of objectives and directives shall guide the interpretation and implementation of the following guidelines and procedures for the Hall of Residence.

1. IIT Kanpur is a residential Institute and all registered students hereinafter referred to as 'residents' shall reside in the Institute Halls of Residence. All residents shall reside in the Hall to which they are assigned.

In exceptional cases the Director may permit a resident to reside with his or her parent or local guardian provided he or she pays full seat rent such other dues as may be prescribed from time to time. No part-time student shall be provided accommodation on Campus.

2. Allocations of Halls and allotment of rooms therein will be made by the Warden as per decisions arrived at in the Hall Management Council.

3. (a) Anyone allotted a room in the Hall Shall join the Hall Mess. However, the warden may exempt an individual from joining the mess on medical grounds for specified period.

(b) During vacations messes in one or two Halls will function depending upon the need. The messes of Hall IV and V will function as far practicable. The residents will have to join one of these messes. The mess of Hall of residence for Girls will also function during vacations. No other arrangement will be permitted.

4. Change of Halls of Residence will be permitted by both the concern wardens. This permission will be subject to any policy decision taken in this regard by the H. M. C.

5. At the time of a student's admission to the Hall of Residence, his/her parent/guardian may appoint, in writing, a local guardian who is authorized to act on his/her behalf. The list of all local guardians shall be kept in the appropriate offices of the Institute.

#### 4 RULES AND PROCEDURES IN HALLS

1. Notwithstanding the provisional allotment, occupation of rooms will be permitted only after the resident furnishes proof of having paid all previous arrears, if any, and the mess advance. In general postgraduate, M. Sc. 2- year and other UG students beyond IInd year will be allotted single seated rooms. However, this cannot be claimed as a matter of right. All residents and others who cannot be accommodated in single- seated rooms shall be allotted double-seated rooms. This will further be subjected to the policy decision taken by H. M. C.
2. Residents will be personally responsible for the safe upkeep of the furniture and other items supplied to them in the rooms. They will be charged for any damage and loss caused by design or negligence during their occupancy.
3. All Hall dues shall be deposited in the Hall Office by cheque. However at the time of registration the dues will be accepted in cash only.
4. The extras over and above the basic menu will be provided only on purchase of coupons in advance.
5. Every resident must pay the mess bill by the due date announced by the wardens. The wardens will take steps to announce the mess bill within 3 weeks of the end of the mess-month. Failure to deposit the dues in time may result in fines or such other penalty as the warden may deem fit. The students who do not clear the dues of a month even after 30 days of the due date will have the registration for the semester cancelled unless the warden of the Hall is satisfied with the reasons for non-payment of dues. The notice for cancellation of registration/withdrawal from the semester will be sent to the parents/guardians and the concerned authorities of the Institute by the Dean of Students' Affairs on hearing from the concerned Warden.
6. Besides payments of mess dues, regular residents of a Hall will pay establishment charges every month at the rates prescribed from time to time in addition to Rs. 200/- p.a. towards mess establishment payable to the Institute.
7. Receipts in respect of payments of dues and advances must be preserved till the next registration date and produced in original whenever required by the warden or any other authorized official.
8. A resident shall strictly keep to the timings set down for meals.
9. No mattresses, bedsheets, pillows, pillow- covers, towels and curtains etc. will be provided.
10. Residents are not entitled to use any additional electric heating appliances in the rooms. However, this may be permitted on payment of extra charges, as determined by the Wardens and with the prior approval of the Warden.

11. A resident shall be required to vacate the room when leaving on a long vacation/leave – 15 days or more.
12. Fixing posters and pictures or writing on the common walls and disfiguring the walls of the Halls is strictly prohibited. Anybody found doing it will be fined by the Warden. However the places specially provided for posters etc. may be made use of for this purpose if the matters/material is not objectionable. In case any resident fixes posters inside his/her room, he/she will be responsible for any damages.
13. All games/sports activities in the Halls must be with the approval of concerned H. E. C.
14. Residents shall respect the right of each individual to express his/her ideas, pursue his/her interests and follow the style of life most meaningful to him/her.
15. Internal victimization or harassment of anyone who is in a minority position, or is unpopular for any reason, will be treated as a serious offence.
16. Before leaving for an overnight or longer stay off campus, a resident must indicate his/her destination and expected duration of absence in writing to the warden. In the event of unexpected absence from the Hall, the resident must report to the Hall immediately after return.
17. The residents shall not have any guests living in their rooms without prior permission of the warden.
18. To protect the privacy of the residents of the Halls, visitors of the opposite sex are emphatically discouraged in the rooms. However, between 12.00 midnight to 6.00 a.m. the opposite sex visitors are strictly prohibited to enter the residential blocks of the Halls.
19. All residents shall comply with the rules and supplementary rules and byelaws as may be framed from time to time. Ignorance of any of these shall not be accepted as an excuse for its non- observance on the part of a resident. For any violation of the rules and for any act indiscipline, the warden shall take whatever action is deemed necessary at the Hall level. In case of serious offence, he/she shall refer the matter to the Senate Students' Affairs Committee.

## 20. Management of Halls

1. The authorities and responsibilities concerning policy decision and central administration of mess shall rest with the council of Wardens. The council of Wardens shall comprise of the Chairman nominated by the Director, one member nominated by the Director, two wardens nominated by Hall Management Council (HMC) and three nominees of the Students' Senate. Both the Chairman and member nominees of the Director shall be the ex-wardens. The term of the

Chairman and that of the member will be one year. On completion of the term of the Chairman, The member nominee of the Director will become Chairman for a term of one year. The wardens nominated by the HMC will be from amongst the members of HMC. The term of these wardens and of students nominees will be one year. The student nominees shall preferably not be the members of the Hall Executive Council (HEC). The Secretary of the COW will be the officer-in-charge of the Central Hall Office.

2. The authority and responsibility for handling and supervision at the inter hall level of maintenance, general amenities and accounts of the Hall shall rest with the Hall Management Council. The Hall Management Council (HMC) shall consist of Dean of Students' Affairs as ex-officio Chairman, all Wardens, Hall President and Mess Secretary of All Halls, and a nominee of the Presidents, Student Gymkhana. The HMC shall have standing Maintenance Committee and Accounts Committee each of these having 6 to 8 members.

3. Each Hall of residence shall be managed by a Hall level Committee called the Hall executive Committee (HEC). The HEC shall consist of all the Wardens of the Hall, President, Mess Secretary and 3-5 representative of the residents of the Hall as may be laid down in the Constitution of the Hall. The warden-in-charge shall be the Chairman, and the Hall President shall be the Convener of HEC. The Hall presidents and the Mess Secretary shall be from amongst the registered students only.

If any HMC member who is HEC disagrees with a decision of HEC, he/she can ask for referendum on such issues.

The decision arrived at in the referendum will be accepted, except in the following two situations:

(i) In the opinion of the Warden(s), a decision may have far reaching effects regarding mess employees, In such a case, the Warden is entitled to refer it to COW for final decision.

(ii) An HMC Member in the HEC is of the opinion that the decision is likely to affect other Halls. In that case he/she may refer it to HMC for final decision.

4. Warden I/c shall be the Head of the Section in the case of Institute employees posted in the Hall s and any matter relating them shall be referred to the Dean of Students' Affairs/Director.

Each Hall shall have a Constitution duly approved by the Senate. The Constitution will incorporate among other things, the procedure for the election of office bearers, Constitution of the mess committee and the functional aspects of H.E.C.

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Implementation Mechanism of Guideline B-18  
(Approved by Senate in 1987-88 (8<sup>th</sup> Meeting))

- a. Between 12.00 mid night and 6.00 a. m. the visitors of the opposite sex are strictly prohibited inside the residential blocks of the Halls.
- b. Between 6.00 a. m. and 12.00 midnight:
  - i. The visitors of the opposite sex must be accompanied by the concerned resident from the entrance of the Hall of Residence.
  - ii. The residents may meet their visitors in the visitors' lounge, earmarked for the purpose in each Hall.
  - iii. A resident may also take his/her visitors of the opposite sex to his /her room, however, in such cases the resident must ensure that:
    - a. Each visitor enters his/her name, address, times of arrival and departure in the register maintained for this purpose and sign the register:
    - b. he/she also enters his/her name and signature in the register; and
    - c. the privacy of the other residents is not disturbed.

## **Appendix 2**

### **ORDINANCE NO. 11 HALLS OF RESIDENCE**

11.1 IIT Kanpur is a residential Institute and, therefore, every registered student shall reside in a room assigned to him in one of the Halls of Residence. In exceptional cases, the Director may permit a student to reside with his or her parent/local guardian. Such students shall, however, pay full seat rent and such other dues as may be prescribed from time to time. Part time students are not eligible for accommodation in the Halls of residences.

11.2 For each Hall of Residence there shall be a Warden-in-Charge and such other number of Wardens and other staff as may be determined by the Board of Governors from time to time. The office of the Warden-in-Charge and other Wardens shall be held by the members of the academic staff of the Institute. These appointments shall be made by the Director. The Warden-in-Charge of a Hall shall be responsible for managing the Hall efficiently.

11.3 Every student residing in a Hall shall join the Hall Mess. However, the Warden-in-Charge may exempt an individual student from the Hall Mess on medical grounds for a specified period.

11.4 During Institute vacations, messes of a few Halls will function, depending upon need. All students staying in the Halls during vacation shall have to join one of these messes. No other arrangement will normally be permitted.

11.5 Each Hall of Residence shall have a Hall Executive Committee (HEC). The Constitution of the HEC and its functions shall be as decided by the Senate.

11.6 Every resident shall be personally responsible for the safe upkeep of the furniture and other items supplied to the resident and will be charged for any damage or loss caused by design or negligence during the occupancy of the room.

11.7 Every resident must pay the mess bill by the due date, announced by the Warden. Failure to deposit the dues in time may result in fine or such other penalty as the Warden may deem fit. Even the registration of a student may be cancelled in case of failure to clear the mess dues within 30 days of the due date.

11.8 Besides the payment of mess dues, every resident will also pay establishment charges every month at the rate prescribed from time to time by the Warden-in-Charge. This is in addition to the mess establishment charges payable to the Institute.

11.9 Residents shall respect the right of each individual to express his/her ideas, pursue his/her interests and follow the style of life most meaningful to him /her. However, party based political campaigning is prohibited.



11.10 Visitors of the opposite sex are strictly prohibited to enter the residential blocks of the Halls during 0000 to 0600 hours. Further, they shall be emphatically discouraged to enter the residential rooms at all times.

11.11 Use of liquor, drugs, or any other intoxicants in the Hall premises is strictly prohibited.

11.12 Every resident shall comply with all the rules and regulations of the Halls of Residence as may be in force from time to time. The Warden-in-Charge shall take necessary action against the defaulters.

### **An extract from Ordinance No. 9**

9.4 The Warden-in-Charge of the Hall of Residence concerned shall have the power to reprimand or impose fine or take any such suitable measures against any resident of the Hall, who violates either the rules & regulations or the Code of Conduct pertaining to the Hall of Residence concerned.

### **Statute 23**

#### **Halls and Hostels**

(1) The Institute shall be a residential institution and all students, research scholars and research fellows shall reside in the Halls of Residence and Hostels built by the Institute for the purpose. In exceptional cases the Director may permit a student, scholar or fellow to reside with his parent or guardian, but where any such permission is accorded to a student, scholar or a fellow, such student, scholar or fellow, as the case may be, shall be liable for the payment of such seat rent as he would have been liable for the payment of seat rent had he resided in the Hostel.

(2) Every resident in the Halls and Hostels shall conform to rules laid down by the Senate for the purpose.

(3) For each Hall of Residence there shall be a Warden and such number of Assistant Wardens and other staff as may be determined by the Board from time to time.

(4) The offices of Warden and Assistant Warden shall be held by the members of the Academic Staff of the Institute. The appointments shall be made by the Director.

(5) Wardens and Assistant Wardens shall be entitled to rent free unfurnished quarters corresponding to the type of quarters to which they are normally entitled as teachers of the Institute. In addition, they shall be paid an allowance of Rs.50 per month.

### **Appendix-3**

#### **Rules and Regulations**

- 1) Smoking cigarettes and consumption of any tobacco product, any alcohol product or any intoxicant is strictly prohibited inside the hall premises.
- 2) General body members are expected to contact the concerned HEC member or committee directly in case of any problems, either in person, by mail or phone or through the committee convener. HEC members shall also ensure that general body members can reach them easily when required.
- 3) The room allocation policy lies completely in the hands of the HEC. However, these guidelines must be followed :
  - a) All the third year undergraduate students should be allocated double occupancy rooms.
  - b) All the first year undergraduate students should be allocated triple occupancy rooms.
  - c) If 2nd-year undergraduate students cannot fit into remaining rooms with triple occupancy, start distributing triple occupancy rooms fairly among 3rd-year residents.
  - d) If 2nd-year undergraduate students leave extra rooms with double occupancy, start distributing double occupancy rooms fairly among 1st-year residents.
  - e) Wings (students in adjacent rooms of a block) should be avoided from being broken upon re-allocation. A student/group of students may be separated if he/they wish to. However, they may have to compromise with other rules then.
  - f) A particular group of students should not be isolated from the rest of their batch.
  - g) Exchange policy should be followed in semesters for 2nd-year students, i.e. pairs of such room occupancies should be the minimum where 1 room residents are double throughout the year while other is triple occupancy throughout simultaneously.
  - h) Every student should be given top floor room for 2 semesters under normal circumstances (3 in special cases).
- 4) Hall residents are expected to look at the hall website regularly. HEC may use it as a common medium of sharing information. However, all the important information like major announcements, instructions, information about mess bills, notice for general body meetings etc. should be conveyed by e-mail.
- 5) Hall residents are not allowed to send emails (includes reply all) to all hall residents. If required, this should be done through the president or other authorities. All the HEC members have the right to individually send e-mails to all hall residents, however, spamming must be avoided. HEC may give this right to other people at various posts.

6) There are no entry restrictions on entry timings or activity timings in the hall. However, the privacy of every individual must be respected.

7) The warden can impose fines on students. Any student or HEC member can complain the warden about breaching of any rule. Warden with consultation with the HEC may have a policy of fines on pending mess dues. Warden may waive-off fines from financially weak students giving written application stating their inability to pay fines.

8) Residents should not do any harm to the properties of the hall. Dirtying walls, stealing items or breaking equipment may lead to the imposition of heavy fines.

9) Residents must feel the hall to be as their second home. They should avoid using bad language in common areas. Residents should always make efforts to prevent tarnishing the image of the hall.

10) Residents should keep their property under their possession at designated places. Hall administration would not take the responsibility for any theft or harm to resident's properties. Cycles should be parked in stands. Cycling in corridors would invite heavy fines.

11) Eating or drinking any consumable item inside the Reading Room or Computer Center will attract fines.

12) It is the binding duty of every resident of the hall to live in harmony with other residents, take proper care of their hall and abide by the rules and regulations of the hall.

13) Students may be asked to vacate their rooms when required for a specific purpose or as Institute policy. The HEC must, however, give a window of at least 48 hours for the same under normal circumstances. Residents may request the warden for an extension.

14) All the fine rates shall be decided by the HEC at the beginning of the tenure and shall be announced during the first mandatory GBM.

**Appendix- 4**  
**Functions of the Hall Office**

- 1) The Hall office shall be responsible for executing various tasks with as instructed by the HEC.
- 2) All financial transactions made by the hall shall take place through the Hall office. It shall maintain a proper record of all details of such transactions.
- 3) The Hall office shall maintain various records as under Chapter 5 if asked to do so by the HEC. At the end of its tenure, the HEC must submit all records of its tenure in the Hall office which are to be transferred to the next HEC.
- 4) The Hall office shall act the bridge between the HEC and other bodies of the Institute. The Hall office shall inform the HEC about any information it receives from various Institute bodies and shall contact these bodies as and when instructed by the HEC.
- 5) It shall act as the reception of the hall.
- 6) As the hall is the temporary residence for its residents, the Hall office shall act as the channel between residents and outside world, if required.
- 7) It shall be responsible for issuing 'No dues' and residential proof documents. No dues shall be issued after debt clearance from Mess, Canteen, and the HEC.
- 8) It shall keep residents' luggage during vacations as instructed by the HEC.
- 9) It shall perform room-to-room tasks when required and instructed by the HEC.
- 10) It shall ensure that Hall workers are performing their duties properly. In the case of any complaints, it shall forward them to the HEC.
- 11) It shall be responsible for putting notices on notice boards. Any poster/ notice cannot be posted anywhere in the hall without its permission.
- 12) It shall be responsible for allotting rooms on the instruction of the HEC. It shall ensure that no one is residing in the hall without permission and keep a room wise record of its residents.