

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 15th 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 In case of an ambiguity in the interpretation of the constitution, the final arbiter shall be the general body. The HEC may take a provisional decision by simple majority but the general body must be informed of such a decision through an official notice 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 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.
- 1.6 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.

Chapter 2: Structure

2.1 Hall Executive Committee

- 2.1.1 The HEC shall consist of the Warden in Charge and two Wardens, and the following members:
 2. President
 3. Two Mess and Canteen Secretaries
 4. Account Secretary

5. Cultural Secretary
6. Films and Media Secretary
7. Maintenance Secretary
8. Reading Room & Computer Centre Secretary
9. Sports Secretary
10. Science and Technology Secretary
11. Webmaster

2.1.2 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.

2.1.3 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. Two Mess and Canteen Secretaries
2. Account Secretary
3. President
4. General body members appointed by the HEC.

2.3 **Accounts Committee**

2.3.1 The accounts committee shall consist of

1. Accounts Secretary

2. President
3. Two Mess and Canteen Secretaries

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.

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 6.0 to be eligible for the nominations.

3.1.4 **Election Committee**

3.1.4.1 The election committee shall consist of

1. Senior Election Officer
2. Two Junior Election Officers

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

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

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

3.1.5 **Nomination of candidates**

3.1.5.1 The Warden shall initiate the process of election by proposing a resolution in the HEC.

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

3.1.5.3 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

seconders 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.

3.1.5.4 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.

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

3.1.6.1 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.

3.1.6.2 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.

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

3.1.6.4 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.

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

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

3.2 **Bye Elections and Presidential Nomination**

3.2.1 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.

3.2.2 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)

3.2.3 In case a vacant post cannot be filled in a bye election either because of clause 3.2.2 or because no nominations are received for the 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.

3.3 **Nomination to other committees:**

- 3.3.1 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.
- 3.3.2 Special committee shall exist during the tenure of the appointing body and shall be responsible directly to the appointing body in all respects.

3.5 **Acting in Absent:**

- 3.5.1 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.
- 3.5.2 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.
- 3.5.3 If none of the members mentioned in 3.5.1 or 3.5.2 are available to officiate during this period, the responsibility can be given to a member of general body.

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

3.6 **Handing over of charge:**

3.6.1 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.

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

3.6.3 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 A referendum may be conducted if

1. The HEC decides to hold the same.
2. At least 1/3rd of general body members decides to hold the same.

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:**

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**

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:**

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 **Functioning of HEC and Committee Members:**

4.9.1 **Functions of President:**

- 4.9.1.1 The president is the elected representative of the General Body. They shall keep the General body informed of matters of interest, obtain their views and represent their collective opinions, whenever necessary.

4.9.1.2 They shall be a member of the committee of students for hostel affairs and hall management committee (COSHA & HMC). They shall represent the hostel in various relevant bodies.

4.9.1.3 They shall be the convener of the HEC.

4.9.1.4 They shall propose a panel of names for nomination to the HEC when required as per clause 3.2.3

4.9.1.5 They shall be ex-officio member of all the committees and subcommittees.

4.9.2 Functions of Mess and Canteen Secretaries:

One of the two Mess and Canteen Secretaries shall be chosen by the President to be Chairman and Convener of the Mess Committee. Their other responsibilities also include:

4.9.2.1 To represent the Mess Committee in the HEC.

4.9.2.2 To look after the overall mess issues not falling under the purview of any secretary.

4.9.2.3 To deal with all items of purchase against cash / cheque

4.9.2.4 To look after the maintenance of the mess.

4.9.2.5 To respond to the complaints and suggestions of the residents in consultation with the Mess Committee members

4.9.2.6 To keep the General body duly informed of all decisions of mess committee.

4.9.2.7 They shall be present at least once a month when the mess verifies the stock.

4.9.2.8 In case of a private mess, the mess secretary shall see that terms and conditions in the contract are being followed.

4.9.2.9 Supervise the day-to-day functioning of the canteen.

4.9.2.10 Ensure that the items sold in the canteen are fairly priced and are of requisite quality.

4.9.3 **Functions of Cultural Secretary**

4.9.3.1 Be responsible for promoting all aspects pertaining to the cultural activities in the Hall.

4.9.3.2 Represent the Hall in the Media and Cultural Affairs council of the Student Gymkhana and in other relevant bodies, whenever necessary.

4.9.3.3 Responsible for proper functioning of Music room.

4.9.3.4 Shall organize inter-hall and intra-hall competitions.

4.9.4 Functions of Sports Secretary

- 4.9.4.1 Promoting all aspects pertaining to the games and sports activities in the hall.
- 4.9.4.2 Represent the Hall in the Games and Sports Council of the Students' Gymkhana and other relevant bodies, as and when necessary.
- 4.9.4.3 Shall organize tournaments, inter-hall and intra-hall competitions.
- 4.9.4.4 Maintain the common sports facilities.

4.9.5 Functions of Science and Technology Secretary

- 4.9.5.1 Promoting all aspects pertaining to the science and technology activities in the hall.
- 4.9.5.2 Represent the Hall in the Science and Technology Council of the Students' Gymkhana and other relevant bodies, as and when necessary.
- 4.9.5.3 Shall organize and conduct inter-hall and intra-hall competitions.

4.9.6 Functions of Films and Media Secretary

- 4.9.6.1 Promoting all aspects pertaining to the films and media activities in the hall.

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

4.9.6.3 Shall organize inter-hall and intra-hall competitions.

4.9.7 Functions of the Maintenance Secretary

4.9.7.1 Identifying recurrent and pending maintenance problems of the Hall and initiate remedial action.

4.9.7.2 Assess long-term maintenance and infrastructural requirements of the various amenities of the hall and bring these to the notice of the HEC.

4.9.7.3 Look after day-to-day maintenance problems of the Hall.

4.9.7.4 Maintain the furniture of the Hall through delegation to the Hall office staff and arrange for necessary furniture through proper channel.

4.9.8 Functions of Reading Room Secretary

They shall maintain and ensure proper functioning of the reading room and circulation library. They shall,

4.9.8.1 Subscribe and purchase magazines, newspapers, books etc, in accordance with the demand of the General Body members. The selection of magazines/newspapers shall be done in a democratic manner.

4.9.8.2 Look after sale of old newspapers/magazines as and when needed.

4.9.9 Functions of Accounts Secretary

- 4.9.9.1 Supervise the expenditure incurred by the executives under various heads of Budget.
- 4.9.9.2 Review policy for the dues (including mess dues and hall dues) from the residents and recommend changes, if any, to the HEC for ratification.
- 4.9.9.3 To cooperate with the relevant HEC executive in ensuring that all terms of contracts entered into by the Hall are met by the contracting parties.
- 4.9.9.4 Submit a report on expenditure incurred by the Hall except those made for day-to-day functioning of the mess, at least once in two months to the HEC.
- 4.9.9.5 Verify/check all records of receipts stating the amount credited into the Bank Account.
- 4.9.9.6 Go through the audit report of the Hall and submit relevant findings and recommendations along with their comments to the HEC.
- 4.9.9.7 Monitor the preparations and finalization of Hall dues (separate from mess bill as finalized by mess secretary).

4.9.10 Functions of Webmaster

4.9.10.1 Decide the design and template of Hall Website.

4.9.10.2 Ensure regular update of Hall Website.

4.9.11 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.

4.10 Impeachment of HEC Member

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

4.10.2 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.

5.4 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 shall be as per clause 5.4.3. 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 prescribed in clause 5.4.2

6.4 Contracts and purchases by quotation:

6.4.1 Inviting quotations, scrutiny of bids and award of contracts by the Hall:

- 6.4.1.1 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.
- 6.4.1.2 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.
- 6.4.1.3 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.
- 6.4.1.4 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.