

**Constitution of the Board for Hostel Management (as
passed by the S.A.C. in its Meeting held on 22nd January, 2020)**

CHAPTER I Terms of Reference I-A-1

- (i) The Board for Hostel Management (hereinafter called the B.H.M.) is a constituent body of the Student Affairs Council (S.A.C.), as recognised under Article III-A2 of the S.A.C. Constitution.
- (ii) The Board for Hostel Management shall be responsible for policy formulation, co-ordination and review of all matters relating to management of the Halls of Residence.
- (iii) The Board shall be subject to all decisions, rules and regulations which may be laid down from time to time by the Student Affairs Council and the authorities of the Institute.

CHAPTER II Composition and Tenure of the Board Membership

COMPOSITION II-A-1

- (i) President, B.H.M.
- (ii) Associate dean of students.
- (iii) All Wardens.
- (iv) Deputy/Assistant Registrar (S.A.) or other administrative not so designated but working in that capacity.
- (v) General Secretary, B.H.M.
- (vi) All House Secretaries.
- (vii) All Mess Secretaries.
- (viii) All Maintenance Secretaries.
- (ix) Secretaries, B.H.M
- (x) Representatives, B.H.M
- (xi) Immediate past General Secretary, B.H.M. shall be permanent invitee to all meetings of the Board.

II -A-2

The members II-A-1 (ii) shall be nominated by the Dean of Students at the beginning of an academic session.

OFFICE BEARERS II -B-1 II -B-2

The President shall be the Chairman of the Board.

The General Secretary shall be the Convener Secretary of the Board.

TERM OF OFFICE

II-C-1

The term of office of members II-A-1 (ii), (v), (vi), (vii) shall be one year, expiring at the end of an academic session.

CHAPTER III Constituent Bodies of the Board

III-A-1

The Board for Hostel Management shall have as its constituent bodies committees and cells, as recognized under III-A-2 and III-A-3.

III-A-2

- (i) Each committee shall be hostel level body that shall organize and manage a particular hostel and shall be termed the, House Working Committee of that hostel.
- (ii) The committees currently recognized by the Board are:
 - 1 The H.W.C. of Kailash Hostel
 - a. The H.W.C of Shivalik Hostel
 - b. The H.W.C of Vindhyachal Hostel
 - c. The H.W.C of Kumaon Hostel
 - d. The H.W.C of Jwalamukhi Hostel
 - e. The H.W.C. of Aravali Hostel
 - f. The H.W.C. of Karakoram Hostel
 - g. The H.W.C. of Nilgiri Hostel
 - h. The H.W.C of Zanskar Hostel
 - i. The H.W.C of Udaigiri Hostel
 - j. The H.W.C. of Girnar Hostel
 - k. The H.W.C. of Satpura Hostel
 - l. The H.W.C of Himadri Hostel
- (iii) These committees shall be governed by the H.W.C. Constitution which forms Annexure I of the Constitution of B.H.M.

III-A-3

- (i) Each cell shall be a body instituted by the Board for purpose of handling aspects of management affairs entrusted to it by the Board.
- (ii) The permanent cells of the Board for Hostel Management shall be:
 - (a) Recruitment, Promotion & Transfer Cell
 - (b) Supplies Finalization Cell
 - (c) Mess Staff Welfare Cell
 - (d) Mess Staff Consultation Cell
 - (e) Canteen Cell
- (a) The Recruitment, Promotion and Transfer Cell shall have the Co-ordinating Warden as its Chairman, D.R./A.R. (S.A.) as the Convener-Member and its membership will consist of:
 - i. One Warden to be appointed by the Dean of Students;
 - ii. General Secretary, B.H.M. (ex officio);
 - iii. One House Secretary; iv. and Two Mess Secretaries to be nominated by the Board for Hostel Management.

This cell will be responsible for recruitment of the Mess Staff, their promotion and their transfer as per the operating Mess Staff Service Rules.

- (b) The Supplies Finalization Cell will have the Co-ordinating Warden as its Chairman and the D.R./A.R. (S.A.) as its Convener-Member. Its other members will be:
 - i. One Warden to be nominated by the Dean of Students;
 - ii. General Secretary, B.H.M. (Ex-officio);
 - iii. Two House Secretaries; and
 - iv. Three Mess Secretaries to be nominated by the B.H.M.

The cell shall scrutinize tenders for various supplies to the hostels and select suppliers.

It will have the authority to recommend any change in the terms and conditions during any particular period of contract to the Dean.

- (c) The Mess Staff Welfare Cell shall have as its Chairman/Convener one Warden to be appointed by the Dean of Students. Its membership will Consist of:

Three students from the undergraduate hostels; and one student from the postgraduate hostels to be nominated by the B.H.M.

It will also have four representatives of the Mess Staff, each from the different hostels to be nominated by the Mess Staff Consultation Cell.

This cell will attend to welfare activities for the Mess Staff including procurement of uniform and their housing and co-ordination of Retirement Benefit Schemes.

- (d) Mess Staff Consultation Cell will be chaired by the Dean of Students. Its convener Member shall be the General Secretary, B.H.M. and its membership will consist of the following:

Co-ordinating Warden.

D.R./A.R. (S.A.) (ex-officio).

One Warden to be appointed by the Dean of Students.

Four B.H.M. student members to be nominated by the B.H.M.;

Eight Mess Employees, one from each hostel to be selected by the mess employees of each hostel.

The Mess Staff Consultation Cell shall serve as a forum for discussion on Matters concerning Mess Staff.

- (e) Canteen Cell shall be chaired by the Co-ordinating Warden. The Member-Convener shall be D.R./A.R. (S.A.). Its members shall be as follows: One Warden to be appointed by the Dean of Students. General Secretary, B.H.M.

One House Secretary.

One Mess Secretary to be nominated by the B.H.M.

The Cell shall select the contractors to run the various canteens and recommend their appointment to the authorities of the Institute. It shall also monitor the functioning of these canteens.

- (iii) Other cells may be set up as may be decided by the Board of Hostel Management from time to time. Their composition shall be decided by a majority vote of the Board present, when the cell is formed. They will be expected to submit their report by a deadline laid by the Board. The terms of reference of a cell be decided when the cell is set up. Such cells may be disbanded at the discretion of the Board by a majority vote of the members of the Board present at any meeting of the Board.

CHAPTER IV Functions and Working of the Board

FUNCTIONS

IV-A-1

The Board shall lay down overall policies relating to management of the Halls of Residence, especially those which affect more than one of its constituent bodies.

IV-A-2

The Board shall, ordinarily, refrain from interfering with the work of its constituent bodies. However, if it is felt by the Board that the policies being adopted by one of its constituent bodies are detrimental to or inconsistent with the over all aims, objectives and policies laid down by the Board, it may by a 2/3 majority vote of members present at any meeting of the Board, modify or change those policies. It may also ask the constituent body concerned to reconsider such policies in the light of the comments of the Board. Such policies shall then only be implemented upon ratification by the Board. The Board may also consider matters concerning policies adopted by individual committees directly on reference by any student/faculty. However, such matters must first be referred to the committee concerned and should be considered by the Board along with the views of the committee concerned.

However, if the concerned committee does not send its views to the Board within a period of a week of being notified or by the time the Board meets, whichever is later. the Board may consider the matter without the committee's views.

IV-A-3

The Board shall ensure the proper functioning of the Hostel Management organization and shall be responsible for upholding the Constitution of B.H.M. as also the Constitution of the H.W.C. s which shall form Annexure I if the Constitution of B.H.M.

CHAPTER V

Meeting Procedures of the Board

V-A-1

The Board shall meet as often as is necessary and in any case not less than twice in a semester.

V -A-2

- (i) The meetings of the Board shall be convened by the General Secretary in consultation with the President.
- (ii) The President may convene a regular meeting of the Board if the General Secretary is absent from the Institute for a period exceeding thirty days.
- (iii) The President may also convene an emergency meeting of the Board under intimation to the General Secretary of his intention to call such a meeting.

V -A-3

A meeting of the Board may be requisitioned in writing by its members, not less in number than one-fifth of the total membership. Notice for such a meeting shall be given by the General Secretary within a period of five Institute days of his receiving the requisition, and the meeting shall take place within ten Institute days of the issue of the notice, provided no regular meeting is scheduled within that period. The items for which the meeting is requisitioned must necessarily be taken up first in this requisitioned/regularly scheduled meeting (whichever is earlier) before any other items are taken up. ("Institute days" shall be as defined in the S.A.C. Constitution).

V -A-4

A written notice along with the agenda shall be circulated amongst the members before a meeting and also displayed on the Hostel Notice Boards, at least 48 hours before a meeting. In the case of an emergency meeting, such a rule may not be observed in that a simple notice of the time and venue of the meeting shall suffice.

V -A-5

The quorum for a meeting shall be half the total membership. In the event that a meeting cannot be convened for lack of quorum; the same meeting shall be reconvened within three Institute days of the earlier scheduled meeting and there shall be no quorum for such a meeting.

V -A-6

- (i) In the absence of the President, the meeting shall be chaired by his nominee, if such a nomination has been made. If no nomination has been made, the General Secretary may request any of the faculty members present to chair the meeting and he shall do so. If no faculty member is present and the General Secretary is satisfied that this absence is coincidental,

then the General Secretary may chair the meeting of the Board or convene another meeting within one week of the earlier scheduled meeting.

- (ii) In the absence of the General Secretary, the Chairman shall nominate one of the House Secretaries present to act as Secretary for that meeting.

V-A-7

- (i) The Board shall attempt to take decisions by consensus. A simple majority of the Board membership present shall, however, suffice for a motion to be carried except where indicated otherwise.
- (ii) A secret ballot may be held on any issue, if requested by a member, or at the discretion of the Chairman.

V -A-8

- (i) The agenda for a meeting shall be prepared by the General Secretary in consultation With the President.
- (ii) Any item which has not been circulated in advance amongst the members as per Article V-A-4 may be included in the agenda for a meeting with the permission of the Chair, if such a provision is made in the circulated agenda. Such a provision shall always be made in the case of a regular meeting. The provision of this subclause shall not be valid if the meeting is chaired by the General Secretary.

V -A-9

The minutes of the proceedings of a meeting of the Board shall be prepared by the member II-A- 1 (iv) in consultation with the General Secretary, who shall circulate them under his signature. After the minutes are confirmed in the next meeting they shall be recorded in a minute book under the signatures of the General Secretary and President. The President shall ensure safe custody of this minute book.

V -A-10

Minutes of the meetings of the Board after being approved shall be placed before the S.A.C. and the student community (through Hostel Notice Boards) for their information. Points requiring approval by the S.A.C. shall be sent up separately so that they may be highlighted in the agenda of the S.A.C. for its consideration.

V -A-11

The President and the General Secretary, in consultation with the President, may invite non- members to a meeting or the Board. These invitees shall not have any voting rights.

V -A-12

- (i) Accepted parliamentary procedures (unless otherwise stated) shall be followed at all meetings of the Board.
- (ii) Accepted parliamentary conduct and discipline shall govern all meetings of the Board.

CHAPTER VI

Responsibilities vis-à-vis the Board

PRESIDENT

VI -A-1

The President shall ensure that all officials of the Board are given every facility required for the discharge of their assigned duties as members of the Board.

VI -A-2

The President shall ensure implementation of all decisions of the Board on matters within its purview.

V -A-3

The President shall conduct the elections for office bearers of the Board and ensure that they are held according to the time schedule intimated by the Dean of Students and the procedures laid down in this Constitution.

VI -A-4

The President shall communicate the opinion of the Board before the Student Affairs Council and the authorities of the Institute.

VI -A-5

The President shall keep the Board informed of any development of interest to it.

VI -A-6

It shall be the responsibility of the President to involve the Board in the making of decisions on matters within the purview of the Board.

GENERAL SECRETARY, HOSTEL MANAGEMENT**VI -B-1**

The General Secretary shall co-ordinate the activities of the House and Mess Secretaries and shall advise them where necessary, on any problems which may arise from time to time or which they may bring to him.

VI -B-2

The General Secretary shall be the Chief Student Representative of the Board. He shall be answerable to the Board for any views that he may express on its behalf. He shall report to the Board on follow up action taken on the Board's decisions.

VI -B-3

The General Secretary shall be responsible for reporting to the Board any violation of this Constitution within his knowledge that may have occurred inadvertently or for reasons beyond his control. Such a violation, along with the explanation for its occurrence, must be reported in the minutes of the meeting in which it is reported to the Board.

VI -B-4

General Secretary shall make a report of activities and expenditure of the Board during his/her term of office and submit it to the General Secretary, Student Affairs, whenever called for once in a semester.

CHAPTER VII Elections of Office Bearers**ELECTION OF THE GENERAL SECRETARY, HOSTEL MANAGEMENT****VII -A-1**

The electoral college for the post of General Secretary shall be newly elected(incoming) and Outgoing Maintenance Secretaries, Mess Secretaries, House secretaries, BHM secretaries.

(ii) and the outgoing General Secretary.

VII -A-2

Candidates for the post of General Secretary must have served as a Mess Secretary, Maintenance Secretary, House Secretary or BHM Secretary, BHM General Secretary for at least one year prior to their Candidature (and should not have been removed from office).

VII -A-3

The election shall be conducted by the President at a special meeting called for this purpose.

VII -A-4

No members of the electoral college shall have more than one vote even if he is in the electoral college in more than one capacity.

VII -A-5

The elected candidates must secure an overall majority of the valid votes polled. In case no candidate receives such a majority, a re-election shall be conducted at the same meeting between the two candidates securing the largest number of votes.

VII -A-6

In the event of a tie involving two or more candidates at any stage of the election, the President shall cast his vote to break the tie.

VII -A-7

In the event of dispute regarding the elections it shall be referred to the Dean of Students who shall give a ruling after consultation with the President, B.H.M., the General Secretary, B.H.M., and the General Secretary, S.A.C. There shall be no appeal against this ruling.

VII -A-8

A person elected to the post of General Secretary who takes exemption from Hostel Residence for a semester shall relinquish his office. The resulting vacancy shall be filled by the same procedure as that by which the original incumbent was elected.

VII -A-9

Outgoing students, as defined in the S.A.C. Constitution shall not be eligible to stand for election.

VII -A-10

Student candidates listed in Article VII-A -2 are eligible to stand for the post of General Secretary, Hostel Management provided they possess the following academic qualifications:

- (i) B.Tech. and M.Sc. students, who have earned credits greater than or equal to 18 times the number of semesters that they have been the students of the Institute;
- (ii) M. Tech. students, who have earned 12 credits or more;
- (iii) Research scholars, who have successfully completed at least one year of research work.

ELECTION OF THE SECRETARY, HOSTEL MANAGEMENT

VII -B-1

The electoral college for the post of Secretaries (2 Nos.) shall be newly elected(incoming) and Outgoing Representatives, B.H.M.

(ii) Outgoing Secretaries.

(iii) Outgoing General Secretary.

VII -B-2

Candidates for the post of Secretary must have served as a BHM Representative.

VII -B-3

Outgoing students, as defined in the S.A.C. Constitution shall not be eligible to stand for election.

VII -B-4

Student candidates listed in Article VII-B -2 are eligible to stand for the post of Secretary, Hostel Management provided they possess the following academic qualifications:

- (iv) B.Tech. and M.Sc. students, who have earned credits greater than or equal to 18 times the number of semesters that they have been the students of the Institute;
- (v) M. Tech. students, who have earned 12 credits or more;
- (vi) Research scholars, who have successfully completed at least one year of research work.

REMOVAL OF AN OFFICE BEARER

VII -C-1

- (i) The General Secretary may be removed by a vote of no-confidence. Such a vote may be moved only once against a particular incumbent and shall only be considered if one-third of the electorate petition to the President in writing for such a vote to be considered and two-thirds of the electorate subsequently vote for his removal. The resulting vacancy shall be filled by the same procedure as that by which the original incumbent was elected, within 15 days of its occurrence. The electorate has the right of removal only once during a session.
- (ii) A General Secretary who is also a House Secretary and who is removed from House Secretary ship shall continue as General Secretary unless also removed by the B.H.M.

CHAPTER VIII Amending This Constitution

VIII-A-1

- (i) Any part of this Constitution, including Annexure I, except Chapter I (including Chapter I of Annexure I), may be amended by the B.H.M.
- (ii) The proposed amendment should have been circulated amongst the members at least seven working days before the meeting at which the amendment is to be considered.
- (iii) The quorum for a meeting called to consider an amendment shall be two-thirds the Board membership. In case the quorum is not fulfilled, the quorum for second and subsequent meetings called to consider the same amendment shall be one-half the Board membership.
- (iv) In order for an amendment to be carried, it shall be necessary to obtain a favorable vote of two-thirds of the Board membership present at the meeting when the amendment is considered.

VIII -A-2

All amendments and additions to this Constitution and to Annexure I shall remain invalid unless ratified by the Student Affairs Council.

VIII -A-3

In the event of a dispute regarding the interpretation of the provisions of any Article of this Constitution, the matter shall be referred to a committee consisting of the Dean of Students, the President, B.H.M., the General Secretary, Student Affairs and the General Secretary, B.H.M. Their decision shall be final and binding on all concerned. This committee shall also recommend to the B.H.M. any amendments which may be required to avoid a similar dispute arising in the future.

ANNEXURE I OF THE CONSTITUTION OF THE B.H.M.

Constitution for the House Working Committees or the Hostels

(as passed by S.A.C. in its Meeting held on 13th February 2013)

CHAPTER I Terms of Reference I-A-1

- (i) The House Working Committee of the Hostels (herein after called the H.W.C s) are constituent bodies of the Board for Hostel Management (B.H.M.) as recognized under Article III-A-2 of the B.H.M. Constitution.
- (ii) The House Working Committee of a Hostel shall frame policies for the management of the hostel.
- (iii) It shall be subject to all policies, rules and regulations which may be laid down from time to time by the Board for Hostel Management. The Student Affairs Council and the authorities of the Institute.

CHAPTER II Composition and Tenure

COMPOSITION

II-A-1

UNDERGRADUATE MEN'S HOSTEL

- (i) Housemaster.
- (ii) Warden.
- (iii) House Secretary.
- (iv) Mess Secretary.
- (v) Class Representatives of the four years of the B. Tech. classes-Two each from the First and Second years, three each from the Third and Fourth years.
- (vi) One representative of postgraduate (M .Tech. /M.Sc.) classes.
- (vii) One Sports Secretary.
- (viii) One Cultural Secretary. (ix) One Maintenance Secretary.

II -A-2

POSTGRADUATE MEN'S HOSTELS

- (i) Housemaster.
- (ii) Warden.
- (iii) House Secretary.
- (iv) Mess Secretary.
- (v) Representatives of the M.Tech. /P.G. Diploma students-Two from the First year M.Tech/P.G. Diploma class and four from the Second year M. Tech. class. (vi) Representatives of the Research Scholars-Two from the First year, three from Second year and two from the Combined Third and Fourth years.
- (vii) One Sports Secretary.
- (viii) One Cultural Secretary. (ix) One Maintenance Secretary.

II -A-
3

WOMEN'S HOSTEL

- (i) House Master.
- (ii) Warden.
- (iii) House Secretary.
- (iv) Mess Secretary.
- (v) One representative of each of the four years of the B. Tech. classes
- (vi) Two representatives of the postgraduate (P.G. Diploma / M.Sc. /M. Tech.) classes, one each from M.Sc. and M. Tech. classes.
- (vii) Two representatives of the Research Scholars.
- (viii) One Sports Secretary.
- (ix) One Cultural Secretary. (x) One Maintenance Secretary.

II -A-4

- (i) Membership under Articles II-A-1, II-A-2, II-A-3, sub-clauses (i) & (ii), shall be ex officio.
- (ii) For other posts, elections shall be held as detailed in Chapter VII.

OFFICE BEARERS

II-B-1

The Housemaster shall be the Chairman of the H.W.C.

II -B-2

The Warden shall be the Vice-Chairman of the H.W.C.

II -B-3

The House Secretary shall be the Convener-Secretary of the H.W.C.

TERM OF OFFICE

II-C-1

- (i) The term of office of the House Working Committee shall normally be until the end of the academic session. In the event that no new H. W .C. has been elected by that time, the old H. W .C. shall continue.
- (ii) After being elected and before taking office, the new H. W .C. shall begin to participate in Hostel Affairs, under the guidance and leadership of the outgoing office bearers, who shall, in turn make it a point to consult them.

II -C-2

The term of office of a member as per II-A-1 (iii), (iv), (v), (vi) & (vii), II-A-2 (iii), (iv), (v), (vi), (vii) & (viii) and II-A-3 (iii), (iv), (v), (vi), (vii), (viii) & (ix) shall cease if he she ceases to be a member of the electorate which elected him/her.

CHAPTER III

Sub-Committees of the H.W.C.

III-A-1

The H. W .C. shall have as its sub-committees the committees listed under III-A-2 and III-A-4.

III -A-2

The present permanent sub-committees of the H.W.C. are:

- (i) The Mess Committee
- (ii) The Common Room Committee
- (iii) The House Honours Committee
- (iv) The House Maintenance & Cleanliness Committee

III -A-3

- (i) The composition of the committees listed under III-A-2 shall be as specified in Chapter IX.
- (ii) Each sub-committee shall be responsible for a different aspect of Hostel Affairs and shall be subject to the terms of reference of each sub-committee as specified in Chapter X.

III -A-4

- (i) Temporary sub-committees may be set up to handle specific aspects of Hostel Affairs as may be decided by the H.W.C.
- (ii) Composition of such a sub-committee shall be decided by a majority vote of the members of the H.W.C. present when the sub-committee is set up. A subcommittee may be expected to submit its report by a deadline laid down by the H. W .C. The subcommittee may be disbanded at the discretion of the H.W.C. by a majority vote of members present at any meeting of the H. W.C.
- (iii) The terms of reference of such a sub-committee shall be defined by the H.W.C. when the sub-committee is set up. These shall be decided by a majority vote of the members present when the sub-committee is set up.
- (iv) One such temporary sub-committee which shall necessarily be appointed every year shall be a Prize Committee which shall decide the Hostel Awards. By the first meeting of the second semester, this committee shall be named, the list of prizes to be given made, and the criteria on which the committee is to base its decision decided upon. The Prize Committee shall have the Warden and Housemaster and at least three and not more than five senior students as members. None of these students should be below the second year level. In the event that a member of the Committee is being considered for a prize, he shall necessarily withdraw from the discussion on that prize.

CHAPTER IV

Functions and Working of the H.W.C.

FUNCTIONS

IV-A-1

The H. W .C. shall frame policies necessary for the efficient management of Hostel Affairs and the welfare of the residents of the Hostel

IV -A-2

- (i) The H. W .C. shall consider and recommend to the Dean of Students for approval all expenditures from the Hostel Funds other than those incurred in the normal day-today running of the Hostel Mess. The Executive Committee shall have the power to recommend expenditures up to Rs. 300. The accounts for such expenditures shall be presented at the next regular meeting of the H.W.C.

- (ii) The H.W.C. may at any time call for inspection and audit of all or a part of the Hostel accounts.

IV -A-3

The H. W .C. may at any time recommend to any of its sub committees, reconsideration of a decision taken by that sub committee. The sub-committee concerned shall then meet with the Executive Committee to reconsider the decision. This shall not apply to the Honours Committee.

IV -A-4

The H. W .C. shall represent the residents of the Hostel whenever and wherever deemed necessary.

THE EXECUTIVE COMMITTEE

IV-B-1

The Hostel shall have an Executive Committee whose membership shall be as follows:

- (i) Warden ...Chairman
- (ii) House Secretary ...Convener-Secretary
- (iii) Mess Secretary
- (iv) Two members to be co-opted by the H. W .C. if the need for such additional members is felt by the other members of the Executive Committee.

IV -B-2

The Executive Committee shall meet as often as is necessary, shall co-ordinate the work of the committees and shall take all executive decisions.

IV -B-3

No formal minutes of the meetings of the Executive committee need be maintained but all decisions taken must be put down in writing for the information of the residents and displayed before implementation. Decisions which are of other than an executive nature must be approved by the H. W .C. at its next regular meeting failing which they cease to be in operation.

CHAPTER V

Meeting Procedures of the H. W.C.

V -A-1

The H.W.C. shall meet as often as is necessary and in any case not less than twice in a semester.

V -A-2

- (i) The meetings of the H .W .C. (regular, requisitioned and emergency) shall be convened by the House Secretary, in consultation with the Vice-Chairman.
- (ii) The Chairman/Vice-Chairman may convene a regular meeting of the H W.C. if the House Secretary is absent from the Hostel for a period exceeding 15 days, and an emergency meeting after intimating to the House Secretary his intention.

V -A-3

A meeting of the H. W.C. may be requisitioned in writing by its members, not less in number than one-fourth the total H.W.C. membership. Notice for such a meeting shall be given by the House Secretary within a period of two Institute days of his receiving the requisition, and the meeting shall be held within three Institute days of the issue of the notice, provided no regular meeting is scheduled within that period. The items for which the meeting is requisitioned must be taken up first in this requisitioned/regularly scheduled meeting (whichever is earlier) before any other items are taken up. (Institute days shall be as defined in the S.A.C. Constitution.)

V -A-4

A written notice along with the agenda shall be posted for the information of the members at least two Institute days before the meeting. In the case of an emergency meeting, this rule may not be observed in the sense that a simple notice of its venue and time shall suffice.

V -A-5

The quorum for a meeting shall be half the total membership.

V -A-6

- (i) In the absence of the Chairman, the Vice-chairman shall chair the meeting. In the event the Vice-Chairman is also unable to attend due to some emergent work arising after the announcement of a regular meeting by the House Secretary, he may ask the House Secretary to postpone the meeting by a maximum of three days if he feels his presence is essential. If the Vice Chairman is absent and no postponement has been asked for, the House Secretary shall chair the meeting.
- (ii) In the absence of the House Secretary, the Chairman in consultation with the ViceChairman may nominate any of the senior members of the H. W .C. to act as Secretary for that meeting.

V -A-7

- (i) The H.W.C. shall attempt to take decisions by consensus. A simple majority of the H. W .C. members present shall, however, suffice for a motion to be carried, unless otherwise specified in this Constitution.
- (ii) A secret ballot shall be held on any issue if requested by a member, or at the discretion of the Chairman.

V -A-8

- (i) Agenda for an H. W .C. meeting shall be prepared by the House Secretary, in consultation with the Chairman/Vice-Chairman.
- (ii) Any item which has not been notified in advance to the members as per Article VA-4 may be included in agenda with the permission of the Chairman, if a provision is made for such inclusions in the notified agenda. Such a provision should always be made in the case of a regular meeting. In the event that the meeting is being chaired by the House Secretary, the provisions of this sub-clause shall not be valid.

V -A-9

The minutes of the proceedings of a meeting of the H. W.C. and those decisions of the Executive Committee as specified in IV-B-3 shall be prepared by the House Secretary. After the minutes are confirmed by the H. W .C. in its next meeting, they shall be recorded

in a minute book under the signatures of the House Secretary, Vice-Chairman and Chairman. The Vice-Chairman shall ensure the safe custody of this minute book.

V -A-10

Minutes of the meetings of the H.W.C. after being approved shall be placed before the Board for Hostel Management and the Dean of Students for their information. Points requiring their approval shall be sent up separately.

V -A-11

If a member fails to attend two consecutive meetings or the H.W.C (including those which could not be convened for lack of a quorum) without leave of absence from the Vice-Chairman or the House Secretary, he shall cease to be a member of the H.W.C. Absence with such permission shall be announced and recorded at the meeting. The resulting vacancy will be filled within 15 working days as per the same procedure by which the original incumbent was elected. The absentee member shall, however, not be re-eligible for membership during the session he has been removed for continued absenteeism. In the event that the debarred member was a nominated member, he cannot be nominated again. This clause applies only to student members of the H.W.C. (In case the House Secretary himself is unable to attend, he must obtain leave from the Warden in the context of this clause. He must also give to the Warden any applications for leave which he may have received.)

V -A-12

- (i) The Vice-Chairman and the House Secretary may invite non-members to a meeting of the H.W.C. These invitees shall not have any voting rights.
- (ii) The immediate past House Secretary, Hostel representatives to the Student Affairs Council, and the members of the Executive Committee as per Article IV-B-1(iv), shall be permanent invitees to all meetings of the H.W.C.

V -A-13

- (i) Accepted parliamentary conduct and discipline shall govern all meetings of the H.W.C. and its Executive Committee
- (ii) Accepted parliamentary procedures (except where stated otherwise) shall be followed at all meetings of the H.W.C. and its Executive Committee.

CHAPTER VI

Responsibilities vis-a-vis the H.W.C.

CHAIRMAN OF THE H.W.C.

VI-A-1

The Housemaster shall be the Chairman of the H.W.C. and preside over the meetings. In his absence, V -A-6 (i) shall apply.

VI -A-2

The Chairman shall give the members the benefit of his mature advice and guidance during the deliberations of the H.W.C. and help the members arrive at a decision.

VI -A-3

He shall try to identify himself as much as possible with the Hostel and establish as close a contact as he can with the residents of the Hostel.

VI -A-4

In the event of a tie in any vote (except an election ballot) the Chairman shall vote to break the tie.

VICE-CHAIRMAN OF THE H.W.C.**VI -B-1**

The Vice-Chairman shall accord to all members of the, H. W .C. and its subcommittees every facility for the effective discharge of their duties.

VI -B-2

The Vice-Chairman shall co-ordinate and conduct all elections within the Hostel and ensure that they are held according to the time schedule intimated by the Dean of Students and the procedures laid down in the Constitutions of the various bodies.

VI -B-3

The Vice-Chairman shall communicate the opinion of the H W.C. before the Warden's Committee, the Board for Hostel Management and the Dean of Students.

VI -B-4

It shall be the responsibility of the Vice-Chairman to involve the H. W .C. in the making of decision on matters within its purview.

VI -B-5

It shall be the responsibility of the Vice-Chairman to keep the H. W .C. informed of any developments that may be of interest to it. Particularly where these concern the Administrative and Mess Staff of the Hostel, who come under his control.

VI -B-6

The Vice-Chairman shall ensure that all requests made to Institute and Mess Staff working in the Hostel by the House Secretary or Mess Secretary are followed and the necessary work carried out.

VI -C-1

The House Secretary shall be the Convener-Secretary of the H.W.C. its Executive Committee and the Honours Committee and the Coordinator of the Maintenance Committee He shall assume particular responsibility for the maintenance of the Hostel and its environs.

VI -C-2

In the event that the House Secretary is absent V-A-2 and V-A-6(ii) shall apply.

VI -C-3

The House Secretary shall be responsible for ensuring co-ordination between the sub-committees of the H.W.C., the Executive Committee and the H.W.C. itself.

VI -C-4

The House Secretary shall ensure that the minutes of the meetings of the H.W.C. are recorded correctly and the decisions of the H.W.C. adequately publicized and brought to the notice of the residents of the Hostel.

VI -C-5

The House Secretary shall take steps to familiarise new members in particular and the general body of the residents of the Hostel with this Constitution and with any development concerning the Hostel and its residents.

VI -C-6

The House Secretary shall be the Chief Representative of the Hostel in any intra.I.T.D. Forum on matters within the purview of the H.W.C. The S.A.C. representatives shall, however, normally be the chief spokesmen in the S.A.C. and the Mess Secretary shall normally be the chief spokesman when the matter under discussion relates to Mess Affairs alone. The House Secretary shall be answerable to the H.W.C. for any views he may express on behalf of the Hostel residents.

VI -C-7

The House Secretary shall report to the H.W.C. on follow-up actions taken on the H.W.C.'s decisions.

VI -C-8

The House Secretary shall be responsible for seeing that this Constitution is not violated. He must necessarily report to the H.W.C. any violation of this Constitution within his knowledge that may have occurred inadvertently or for reasons beyond his control. Such a violation must be recorded along with the explanation for its occurrence, in the minutes of the meeting in which it is reported to the H.W.C.

VI -C-9

In the absence of House Secretary for a period of more than seven days the Chairman in consultation with the Vice- Chairman may nominate the nominee of House Working Committee to HHC to act as the House Secretary for that period.

In case of absence of the nominee, the Chairman in consultation with the ViceChairman may nominate any of the residents of the Hostel who meets the requirements laid down for candidates to the post of House Secretary to act as the House Secretary for that period.

The nomination has to be approved by the president B.H.M.

MESS SECRETARY

VI-D-1

The Mess Secretary shall be the Coordinator of the Mess Committee and shall be the student having overall responsibility for the management and running of the Hostel Mess vis-à-vis this Constitution

VI -D-2

He shall take all day-to-day decisions to ensure efficient running of the Hostel Mess to the satisfaction of the Hostel residents.

VI -D-3

He shall at all times work in close co-operation and consultation with the House Secretary, Warden and Mess committee.

SPORTS SECRETARY

VI -E-1

The Sports Secretary will represent the interests of the Hostel with the Board for Sports Activities and shall encourage participation in sports at the Hostel level. He shall also co-ordinate the activities of the Hostel Team Captains.

VI -E-2

The Sports Secretary, in collaboration with the Hostel Team Captains, shall see to it that Hostel teams are well prepared for the Inter- Hostel Tournaments and that they receive all the facilities which they require.

CULTURAL SECRETARY

VI-F-1

The Cultural Secretary shall ensure and encourage participation by the Hostel residents in the activities of the Board for Recreational and Creative Activities. He shall, in particular, make sure that new residents are made aware of the facilities offered by the various constituent units of the Board for R.C.A.

VI -F-2

He shall safeguard the interests of the Hostel in any allocation of facilities on a Hostel basis and co-ordinate the efforts of the Hostel Representatives of various Clubs and Committees particularly when it comes to the Inter-Hostel Competitions.

MAINTENANCE SECRETARY

VI -G-1

He shall ensure that the problems related to maintenance and cleanliness faced by the residents in his Hostel are rectified as soon as possible.

VI -G-2

He shall also be responsible for the maintenance and cleanliness of the entire Hostel and its surroundings.

CLASS REPRESENTATIVES

VI -H-1

The class representative shall convey the majority opinion of his electorate whenever such opinion has been expressed to him.

VI -H-2

He may be called upon by the House Secretary or Mess Secretary for assistance in any of the routine work of the Hostel.

VI -H-3

He shall ensure that the grievances and complaints of his electorate in particular and his fellow residents in general are brought to the notice of the appropriate person(s) within the Hostel and the particular problems of his electorate high-lighted.

VI -H-4

He shall also see to it that problems like bathroom and corridor maintenance and cleanliness faced by the residents in his wing/block/floor are rectified as soon as possible. He shall discharge this duty to the best of his ability at all times, notwithstanding the existence of a House Maintenance and Cleanliness Committee.

CHAPTER VII Elections of Office Bearers

ELECTIONS TO THE H.W.C.

VII-A-1

- (i) The House Secretary shall be elected by the residents of the hostel from amongst themselves.
- (ii) The student wishing to contest the election for House Secretary in the case of a U.G. student should have been a student of the Institute for at least two academic years before occupying his office.
- (iii) In case a P.G. student he should have been a resident of hostel for at least one semester

VII -A-2

- (i) The Mess Secretary shall be elected by the resident of the hostel from amongst themselves.
- (ii) The student wishing to contest the election for Mess Secretary in the case of a U.G. student should have been a student of the Institute for at least two academic years before occupying his office.
- (iii) In the case of a P.G. student he should have been a resident of a hostel for at least one semester.

VII -A-3

Members II-A-1 (v) and (vi), II-A-2 (v) and (vi) and II-A -3 (v), (vi) and (vii) shall be elected by the students in that category from amongst themselves.

VII -A-4

The Sports Secretary shall be elected by the residents of the House from amongst the residents who have been elected Captains for the coming year or who have been Captains/Secretaries of Institute/Hostel teams in the past.

VII -A-5

The Cultural Secretary shall be elected by the residents of the hostel from amongst themselves.

VII -A-6

- (i) The Maintenance Secretary shall be elected by the residents of the hostel from amongst themselves.
- (ii) The student wishing to contest the election for Maintenance Secretary in case of a U.G. student should have been a student of the Institute for at least two academic years before he takes charge.
- (iii) In case of a P.G. student he should have been a resident of the hostel for at least one semester.

OTHER ELECTIONS

VII -B-1

The Hostel Representatives to the Student Affairs Council shall be elected as per the procedure laid down in the Student Affairs Council Constitution

VII -B-2

- (i) The Captain of a Hostel team shall be elected by the present team from amongst themselves. The current Captain shall be required to submit to the Sports Secretary a list of the present team as soon as the Inter-Hostel matches begin and in any case not later than ten days before the elections for a new Captain are to be held. This list shall be displayed and any objections to it shall be heard by a committee of the House Secretary, Sports Secretary and Warden. Their decision shall be final. The final list of the team shall be displayed by the Returning Officer at least five days before the date of the election.
- (ii) There shall be as many Hostel teams as there are Institute level Inter-Hostel Sports. In the event that there is no participation in a particular game from the Hostel in that year, there shall be no Captain for that game.
- (iii) At the beginning of the new session, the Warden, in consultation with the Sports Secretary, shall nominate people to encourage interest in such games in the Hostel during that year.

VII -B-3

Hostel representatives required by the provision in the Constitutions of the various Boards of the S.A.C. shall be elected according to the procedure laid down in the respective Constitutions.

VII -B-4

Representatives of B.H.M. will be elected by all the residents of that hostel. Student who is in the final year will not be eligible for contesting for the position of representative of B.H.M. Student contesting for position of Representative must pass all the criteria set by the institute for official PORs.

CONDUCT OF ELECTION & ELECTION RULES

VII-C-1

Outgoing students as defined in the S.A.C. Constitution shall not be eligible to contest for any post.

VII -C-2

If a person has been removed from an office which he held during a particular session, then he may not use any part of the period during which he held office during that particular session to satisfy the eligibility criteria for a future candidature where such criteria exist.

VII -C-3

For those students under the credit system, the year to which a student belongs shall be determined by examining the number of valid credits he holds until the end of the previous completed semester and comparing these with the normal number of credits which an average student is expected to have completed by the Institute.

VII -C-4

To be elected to any of the posts listed under VII-A-3, VII-A-4, VII-A-5, VII-A-6, VII-B-1, VII -B-2 and VII -B-3, the elected candidate must have secured the highest number of votes polled. Where there are two or more posts, the top candidates will be declared elected.

VII -C-5

- (i) For elections under VII-A-1 and VII-A-2, the elected candidate should have secured an overall majority in terms of the valid first preference votes cast. Voters must indicate their second preference for each of these posts on the same ballot as the first preference vote. In the event that no candidate has an overall majority in terms of first preference votes. The second preference votes shall be counted by the Returning Officer in the normal manner, until one candidate does attain such a majority. The overall majority would mean securing at least 50% of the valid votes polled for the concerned post.
- (ii) If there is still no candidate with an overall majority when this stage is completed, are-election will take place between the top two candidates. This re-election shall take place within 24 hours of the first election.

VII -C-6

- (i) A student who has been resident of the hostel for the entire first semester during the year and who is on exemption from the hostel at the time of election may cast his/her vote but is ineligible to stand for any post. A student will be considered on exemption only if a formal notification to this effect is issued from the office of the Dean of Students.
- (ii) Any office bearer who takes a semester exemption from residence in the hostel after being elected shall not continue in office.
- (iii) The resulting vacancy in all cases except for posts listed under VII-B-1 and VII-B-3 shall be filled by the same procedure by which the original incumbent was elected. In the case of posts listed under VII-B-1 and VII-B-3, the procedure for filling a vacancy shall be laid down in the Constitution of the concerned organization. All vacancies shall be filled within 15 Institute days of their occurring.

VII -C-7

The elections will be conducted according to the schedule announced by the Dean of Students. The Returning Officer for all elections within the hostel shall be the Warden or any other nominee of the Chief Returning Officer.

The Returning Officer may enlist the aid of the members of the Honours and Executive Committees in conducting the elections, e.g. supervision of balloting, counting of ballots, etc. Any of these students who is himself a candidate during the election shall be debarred from assisting the Returning Officer.

VII -C-8

In all elections, a tie at any stage shall be broken by chance mechanism.

VII -C-9

Any member of the Electoral College who for unavoidable reasons cannot be present at the time of the actual ballot may apply to the Returning Officer for permission to cast his vote earlier. This may be allowed at the discretion of the Returning Officer and only after the ballot paper is ready. Such a vote must be cast on the ballot paper in the presence of the Returning Officer alone. The Returning Officer will put such ballot papers in the ballot box before voting begins after verbally informing the candidates or their representatives who are present at the occasion.

VII - C-10

- (i) The Returning Officer shall ensure that all arrangements e.g. place of balloting.

Positioning and screening of booths are made, to ensure that all ballots are cast in perfect secrecy.

- (ii) The Returning Officer shall place on the notice board a list of students eligible to vote 15 days before the date of the election. The Returning Officer will invite objections to this list to be filed within 48 hours of the notification of the list. The decision of the Returning Officer on these objections shall be final.

REMOVAL OF AN ELECTED OFFICE BEARER

VII -D-1

Any elected office bearer as per VII-A-1, VII -A-2, VII-A-3, VII-A-4, VII-A- 5, VIIA-6, moved by to bearer concerned, and two-thirds of electorate then vote to remove him on a subsequent ballot which shall be held as soon as possible. The vacancy thus caused shall be filled as per the provisions of Article VII-C-6 (iii). Also, a vote of no-confidence against a particular individual may be moved only once in a session. The office bearer thus removed may not stand for the bye-election caused by his removal. Each electorate has the right of recall only once during a session.

VII -D-2

Two-thirds of the H.W.C. may also recommend to the Chairman that a House or Mess Secretary should face a ballot to test the confidence he/she enjoys in the hostel. Notice for such a move must be given by one-third of the H.W.C. members' in writing to the Chairman at least one week before the meeting in which the vote is to be taken. A vote of no-confidence shall only be held if two -thirds of the H. W.C. vote in favour of such a proposal.

The H.W.C. may make such a recommendation against either of these persons only once each during a session.

CHAPTER VIII Interpreting and Amending this Constitution VIII -A-1

The House Working Committee of a Hostel shall not at any stage amend any part of this Constitution.

VIII -A-2

It may, from time to time, recommend to the Board for Hostel Management, certain amendments which it feels are necessary in the light of its own experience.

VIII -A-3

All amendments shall be carried out by the Board for Hostel Management and shall be valid only upon their receiving the necessary ratification.

VIII -A-4

All disputes arising out of any part of this Constitution shall be referred to the Dean of Students, who shall give an interpretation after consultation with the President, B.H.M the General Secretary, Board for Hostel Management and the General Secretary, Student Affairs. This decision shall be final and binding on all concerned. He may refer the matter to the Board for Hostel Management and/or the Student Affairs Council for a decision, along with his comments. He shall also recommend to the Board for Hostel Management the amendments necessary to remove the ambiguity which has brought about the dispute.

VIII -A-5

In the event that there is a dispute regarding an election, the ruling given by the Returning Officer shall be final and binding on all concerned.

After the election in question is over, and before a successive election is held, an appeal against the Returning Officer's ruling may be filed with the Dean of Students. The Dean of Students shall then adopt the same procedure as laid down in VII- A-4 above, and shall ensure that a decision is given before a successive chain election is held. If necessary, he shall ensure that the successive election is delayed until such time as a decision can be given. There shall be no appeal against this decision.

CHAPTER IX

Composition of the Permanent Sub-Committees of the H.W.C.

MESS COMMITTEE

IX-A-1

- The Committee shall consist of the following: (i)
Mess Secretary ...Coordinator
(ii) Three nominees of the Mess Secretary.
(iii) Two members elected by the H. W .C. from amongst themselves.

IX -A-2

The nominations of members IX-A-1 (ii), made by the Mess Secretary, must be ratified by a majority vote of the H.W.C. at the first meeting of the new session. In case any or all of the nominations are rejected by the H.W.C, the Mess Secretary shall make the required number of fresh nominations. A name once rejected may not be proposed again. These nominees need not necessarily be members of the H.W.C.

COMMON ROOM COMMITTEE

IX -B-1

- The Committee shall consist of the following:
(i) Two persons elected by the H. W .C. from amongst themselves. These two persons shall, in rotation on a semester basis, perform the duties of Common Room Secretary.

HOUSE HONOUR COMMITTEE

IX-C-1

- The Committee shall consist of the following :
- (i) Housemaster ...Chairman
 - (ii) Warden ...Vice-Chairman
 - (iii) House Secretary ...Convener-Secretary
 - (iv) Mess Secretary.
 - (v) Immediate past House Secretary who continues to be a student of, the Institute and a resident of the Hostel.
 - (vi) One nominee of the H.W.C. who is not below fourth year level.

HOUSE MAINTENANCE& CLEANLINESS COMMITTEE

IX-D-1

- The Committee shall consist of the following: (i)
Maintenance Secretary ...Coordinator
(ii) One nominee of the Mess Committee.

- (iii) Two members nominated by the Maintenance secretary from the H.W.C.
- (iv) Two members nominated by the House Secretary.

IX -D-2

The House Secretary's nominations to the Maintenance Committee shall require ratification by the H.W.C. as per IX-A-2.

IX -E-1

Due to the fact that the women's hostel and the post-graduate men's hostels remain open throughout the year, it shall be necessary that at least these members of the various subcommittees in these hostels listed below should be such that they do not normally leave the hostel for any prolonged period during the vacations:

- (i) Mess Committee-One or the members IX-A-1 (ii) and one of the members X-A-1 (iii) (ii) Common Room Committee -One of the members IX-B-1 (i)
- (iii) H.M.C.C -One of the members IX-D-1(iii) and one of the members IX-D-1(iv)

IX -E-2

In the event that no nominations are received for any of the posts IX-A-1 (iii), IX-B-1 (i), IX-C-1 (vi) and IX-D-1 (iii), the Warden, in consultation with the newly elected House Secretary shall nominate any residents of the hostel to the vacancies. These nominees shall be invitees, to the H.W.C. meetings so long as they serve on these sub-committees.

REMOVAL OF NOMINEES/ELECTED MEMBERS OF THE SUB -COMMITTEES

IX -F-1

- (i) The Mess Secretary may make a total of three changes of his nominees on the Mess Committee during the session. These new nominations shall require the consent of the H.W.C. in the same manner as the original nominations did.
- (ii) The House Secretary may, in a session make up to two changes in his nominees on the Maintenance Committee. Such changes shall have to be ratified by the H.W.C.

IX -F-2

- (i) The H.W.C. may, if it so wishes, removes any of the elected/nominated members of various sub-committees and the members of the Executive Committee IV-B-1 (iv) by a two-third majority vote of the H.W.C.
- (ii) Before such a vote shall be considered, however at least one-third of the H.W.C. should have given notice in writing to the chairman at least one week before the meeting of the H.W.C at which the vote is to be taken, of the proposed move. The notice should specify by name all those against whom such a move is contemplated. Separate votes (by secret ballot) should be taken on any and every name.
- (iii) In the event that a person has been removed from a committee during a session, he may not be re-elected/re-nominated to the same committee during that session.
- (iv) The total number of removals in any committee during a session of any category of member cannot exceed the total number of members under that category.

CHAPTER X Terms of Reference of the Permanent Sub-Committees

MESS COMMITTEE

X-A-1

The Mess Committee shall execute policies as laid down by the H.W.C and shall look after all matters having to do with the efficient running of the Hostel Mess, e.g. menu planning,

stores checking, purchases, standards of cooking, services and hygiene. Behavior towards and by the Mess Staff etc.

COMMON ROOM COMMITTEE

X -B-1

The Common Room Committee shall be responsible for the general maintenance and upkeep of the Hostel Common Room and shall ensure that Common Room facilities e.g. supply of magazines, T.V. & radio facilities are maintained satisfactorily and not misused.

X -C-1

The House Honours Committee shall be the body responsible for dealing with any breach of the Hostel Rules & Regulations which may arise or may be brought to its notice, within two Institute days.

It shall hear the case, giving all parties concerned a chance to put forward their side of the matter, decide the guilt or innocence of parties concerned and recommend disciplinary action appropriate to the misdemeanour. This recommendation shall be communicated to the Dean of students together with a full report of the Committee's findings for approval before implementation.

In case the matter involves students of two hostels the Honours Committees of both hostels shall meet together, under the chairmanship of the Dean of Students, hear the case and arrive at a decision.

HOUSE MAINTENANCE AND CLEANLINESS COMMITTEE

X-D-1

This committee shall be responsible for ensuring that action is taken on the complaints registered by the students regarding the state of maintenance and cleanliness of their rooms and shall ensure all necessary follow-up on the original complaint.

They shall see to it, that in general, the Hostel and its environs, particularly public places like bathrooms, lobbies, corridors, the dining hall, etc., are kept in a satisfactory state of maintenance and cleanliness. Any shortcomings must be brought to the notice of the person(s) concerned to ensure rectification as soon as possible.

MEETINGS OF SUB -COMMITTEES

X-E-1

These sub-committees shall meet as often as is necessary for the effective discharge of their duties. The Warden, in consultation with the House Secretary, may call a meeting of any of these sub-committees at any time.

X -E-2

The Warden and House Secretary may attend any of the meetings of the subcommittees, if they feel it to be necessary, and shall be kept informed whenever a meeting is scheduled, as well the items for discussion.