

OFFICE OF WARDEN
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Date: 16.08.2015

NOTICE FOR HOSTEL ELECTION

The election for hostel committees will be held as per the following details and participation is expected from the students in the election to solve their own hostel problems.

Committee Members

1. **General Secretary: 1 No.** (One of the elected member will be selected)
2. **Deputy General Secretary: 1 No.** (One of the elected member will be selected)
3. **Mess Secretary: 4 Nos.** (By general election of the respective hostel, 2 No. for Mahanadi, 1 No.s for Subarnarekha and 1 No. for A.N. Khosla Hall of residence)
4. **Hall Secretary: 3 Nos.** (By general election of the respective hostel, 2 No. for Mahanadi, 1 No. for Subarnarekha and 1 No. for A.N. Khosla Hall of residence)
5. **Councillor: 18 Nos.** (By general election of the respective hostel, 12 No. for Mahanadi, 4 No.s for Subarnarekha and 2 No. for A.N. Khosla Hall of residence)
6. **Warden Nominated Members: 4 No.s** (2 No. for Mahanadi, 1 No. for Subarnarekha and 1 No. for A.N. Khosla Hall of residence)

Who can contest? (Minimum CGPA requirement 6.5)

1. **Wing Councillors (WC):** Student belongs to a council can contest as wing councillor of corresponding council and residents/members of that council can vote for that candidate. If students are part of 2 councils, the winner will be declared as councillor 1 and runners up will be councillor 2.
2. **Hall Secretary (HS) and Mess Secretary (MS):** Student belongs to a hostel can contest as Hall secretary or Mess secretary of the corresponding hostel and all residents of that hostel can vote for that candidate. In Mahanadi Hall of residence the winner and runners up will be hall secretaries and mess secretaries.
3. **Warden Nominated Members (WNM):** Student belongs to a particular hostel can submit a brief biodata along with nomination form to be selected as warden nominated member in Hostel Committee. This post is not through election and no fresher (1st year students) can apply. Wardens can nominate suitable candidates from the interested candidates or as decided by council of wardens.

Dr. R.R. Dash
Warden

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4. **General Secretary (GS) and Deputy General Secretary (DGS):** This is not through direct election, the elected councillors, mess secretaries, hostel secretaries and warden nominated members can choose any one of them as general secretary and another one as deputy general secretary.

Important Dates

- **Hostel Election: 23rd August 2015 (9 am to 12 pm)**
- **Issue of nomination forms: 17th-19th August 2015 (5 pm to 9 pm)**
- **Last date for submission of nomination forms: 19th August 2015 (5 pm to 10 pm)**
- **Withdrawal of nomination forms: 20th August 2015 (5 pm to 8 pm)**
- **Display of name of eligible candidates: 21st August 2015 (8 pm)**

Requirement for candidature:

1. Identity Card
2. 1 no. of proposer, 2 no. of supporters required (not required for WNM) to be present with their I-Cards at the time of submission of nomination forms
3. No punishment earlier by the IIT Bhubaneswar Hostel Management or IIT Bhubaneswar disciplinary committee due to indiscipline activities by the candidate
4. Name of the candidate should be there in the list of corresponding hostel and council

Code of conduct during election will be:

1. NO printed or Xeroxed or electronically produced materials to be distributed for campaign, only handwritten materials are allowed.
2. Displaying or fixing of any kind of electronically and manually prepared posters, banner for campaigning is strictly prohibited. Defacing of hostel walls is strictly prohibited.
3. Campaigning is allowed only during 9 am to 10 pm.
4. Any type of slogans, loud announcements are not allowed.
5. In a campaigning group maximum 5 students can go together.
6. Any type of violence and violation of discipline will lead to strict punishment.
7. Violation of hostel rules and election rules will lead to disqualification of candidature and punishment.
8. The Chairman, Hostel Election has every right to cancel the candidature of any student without giving any reason and to cancel the election.

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The constitution of the hostel committee is:

1. The hostel committee of each hostel will consist of Hall secretary, Mess secretary, wing Councillors and nominees from wardens.
2. Each councillor will represent a certain wing (number of rooms or students) in a hostel.
3. The mess secretary and hall secretary will be elected by the concerned hostel residents and councillors will be elected by the residents of the concerned wing of that hostel.
4. The elected councillors will be divided into groups and will be elected / nominated by the hostel committee as mess councillors and hall councillors and will work with Mess secretary and Hall secretary respectively.
5. From all the elected Hall secretaries, mess secretaries and wing councillors of the entire hostels, one will be elected as General Secretary and one as Deputy General Secretary (Winner will be General Secretary, 1st runners up will be Deputy General Secretary).
6. The mess secretary with the mess councillors will take care of the mess related issues such as inspection of food quality, hygiene, irregularity of serving food, opening of mess, wastage of food by students, indiscipline in the mess, mess accountings etc. The general secretary will arrange meetings with hostel management, caterer and all hostel committee members for preparation and alterations in the menu.
7. The hall secretary and wing councillors will take care of issues related to hostel such as internet connections, electric repairs, checking of cleaning of hostel premises and rooms, sanitary problems, drinking water issues, common rooms, washing machines, indiscipline in the hostel, student violence etc.
8. The general secretary will arrange meetings of all hostel committees with the concerned Office Staffs and/or Assistant Warden and/or Warden for all issues in different hostels together. However, in each hostel issues the hall secretary and mess secretary will arrange hostel committee meetings and all members of the hostel committee need to attend the same. The Wardens and concerned assistant wardens, office assistants can be called as special invitee to these meetings if required. A minute of each meeting will be prepared and kept for record.

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9. The wardens and concerned assistant wardens can call the hostel committee for any issues related to hostel and mess and reserve the right to cancel the candidature of any hostel committee member and to make a by-election or select a candidate.
10. For any issues the hostel committees will give suggestions and recommendations; however the decision by the Hostel management is final and binding.