

OFFICE OF WARDEN
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Date: 31st March 2016

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: 3 No.** (By general election of the respective hostel, 1 No. for Mahanadi, 1 No.s for Subarnarekha and 1 No. for A.N. Khosla Hall of residence)
2. **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)
3. **Maintenance Secretary: 3 Nos.** (By general election of the respective hostel, 1 No. for Mahanadi, 1 No. for Subarnarekha and 1 No. for A.N. Khosla Hall of residence)
4. **Sports Secretary: 3 Nos.** (By general election of the respective hostel, 1 No. for Mahanadi, 1 No. for Subarnarekha and 1 No. for A.N. Khosla Hall of residence)
5. **Social, Cultural and Literary Secretary: 3 Nos.** (By general election of the respective hostel, 1 No. for Mahanadi, 1 No. for Subarnarekha and 1 No. for A.N. Khosla Hall of residence)
6. **Health and Hygiene Secretary: 3 Nos** (By general election of the respective hostel, 1 No. for Mahanadi, 1 No. for Subarnarekha and 1 No. for A.N. Khosla Hall of residence)
7. **Councillor: 14 Nos.** (By general election of the respective hostel, 8 No. for Mahanadi, 4 No.s for Subarnarekha and 2 No. for A.N. Khosla Hall of residence)

Who can contest?

1.1. General Secretary:

Eligibility:

UG: At least 5 semesters in Hall; PG: At least 1 semester in Hall, No backlog core courses, CGPA more than 7.0, No prior disciplinary action.

Responsibilities:

The General Secretary shall be the Secretary of the HC and shall record and circulate the

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minutes of every HC meeting within the Hall. He/She shall:

- a. Coordinate the activities of the other Secretaries.
- b. Convene Hall General Body Meeting (GBM).
- c. Conduct Hall Day celebrations and other social functions within the Hall.
- d. Ensure discipline among the inmates and report any indiscipline activity in Hall
- e. Ensure proper maintenance of the Hall premises.
- f. Ensure that all unserviceable items under the charge of various Secretaries are consolidated every Semester and condemned as per procedure.
- g. Present a brief report, twice a year, about the Hall activities and plans for future when called for by WC.

1.2. Mess Secretary:

(For each 400 students in a Hall or part thereof one Mess Secretary will be there)

Eligibility:

UG: At least 3 semesters in Hall; PG: At least 1 semester in Hall, No backlog core courses, CGPA more than 7.0, No prior disciplinary action.

Responsibilities:

The Mess Secretary shall be responsible for:

- a. Smooth functioning of the Mess and Canteen
- b. Regulation of hygiene and fines in mess and canteen
- c. Hall Mess Committee convene
- d. Monthly meetings with the contractor and Associate Warden
- e. Mess Poll and Mess Menu
- f. Checking with complaint register and feedback book
- g. Coordinate among the Councillors

1.3. Maintenance Secretary:

Eligibility:

B.Tech.: At least 3 semesters in Hall; M.Tech./M.Sc./Ph.D.: At least 1 semester in Hall; No backlog core courses, CGPA more than 7.0, No prior disciplinary action.

Responsibilities:

The Maintenance Secretary shall be responsible for:

- a. Ensuring following of work order from the OHM
- b. Maintenance of Hall Equipment
- c. Timely addressable of problems of the Hall inmates
- d. Maintenance of civil and electrical work

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- e. Coordination with the CITSC
- f. Arranging for Vendor Visits
- g. Looking into the network problems of the Hall
- h. Maintaining the Hall website
- i. Managing Hall Google group and Facebook Page
- j. Maintain photo gallery
- k. Coordinate among the Councillors

1.4. Sports Secretary:

Eligibility:

UG: At least 3 semesters in Hall; PG: At least 1 semester in Hall, No backlog core courses, CGPA more than 7.0. No prior disciplinary action.

Responsibilities:

The Sports Secretary shall be responsible for:

- a. Procurement and maintenance of sports equipment for the use by the Hall residents through Sports Stock Ledger.
- b. Appointing Captains for various teams of the Hall sports/ games.
- c. Plan sports activities by identifying suitable teams for different events.
- d. Preparation of the Hall sports budget and present it to the General Body for approval.
- e. The conduct of various intra-Hall sports/tournaments in his/her Hall and coordinate the participation of Hall teams in the inter Hall competitions organized by the Gymkhana.
- f. He will coordinate with the General Secretary (Sports) of Gymkhana
- g. Coordinate among the Councillors

1.5. Social, Cultural and Literary Secretary(Elected):

Eligibility:

B.Tech.: At least 3 semesters in Hall; M.Tech./M.Sc./Ph.D.: At least 1 semester in Hall; No backlog core courses, CGPA more than 7.0. No prior disciplinary action.

Responsibilities:

The Social Secretary shall be responsible for the conduct of various cultural activities of the Hall. The functions are listed below:

- a. Planning cultural activities within the Hall for the year and propose budget to the General Body at the beginning of the academic year for approval.
- b. Procure and maintain musical instruments and other accessories and account for these through Hall Musical Instruments Ledger.
- c. Monitor and maintain the Hall library.

Commented [u1]: No disciplinary action against the student

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- d. Procurement of magazines and newspaper for the Common Room.
- e. Arrange to buy new books after obtaining approval from Warden and take them on stock, catalogue them and check the physical stocks every month. Monthly Stock Taking Report shall be submitted to the OHM through the Warden.
- f. Opening and closing of the common room every day.
- g. Serviceability and safety of all items, furniture, fitment and equipment in the Common Room.
- h. Coordinate with Social and Literary Society of Gymkhana
- i. Coordinate among the Councillors

1.6. Health and Hygiene Secretary (Elected):

Eligibility:

B.Tech.: At least 3 semesters in Hall; M.Tech./M.Sc./Ph.D.: At least 1 semester in Hall; No backlog core courses, CGPA more than 7.0. No prior disciplinary action

Responsibilities:

The Health and Hygiene Secretary shall be responsible for:

- a. Gardening activity and Hygiene aspects for the year, preparation of budget proposal at the beginning of the year and put up to the General Body for approval.
- b. Maintenance of good hygiene and beautification of Hall premises.
- c. Monitoring and keeping record of housekeeping and cleanliness in the Hall premises
- d. Be a part of the Mess Committee where nominated and oversee its functioning.
- e. Liaise with the concerned Mess Manager/ Staff on matters pertaining to serving of food and ensure hygienic conditions in the kitchen and the mess hall.
- f. Coordinate among the Councillors

1.7. Councillors:

Eligibility:

B. Tech.: At least 3 semesters in Hall; M. Tech./M.Sc./Ph.D.: At least 1 semester in Hall; No backlog core courses, CGPA more than 7.0.

Responsibilities:

The Councillor shall be responsible for:

- a. Represent a particular group of students (1 each for Year wise and Programme wise for 80 students or part thereof e.g. 1 no. for B.Tech. 1st year if total students < 80, 2 no.s for B.Tech. 1st year if total students 80-160)
- b. Coordinate with all Secretaries and put the requirements of their wing/year/programme to respective Secretaries

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The constitution of the hostel committee is:

1.8. Hall Council (HC)

- Chairperson : Warden
Members : Associate/Assistant Warden(s)
Residential Assistant Warden
All Secretaries
Secretary : Hall Manager

1.8.1. Each Hall shall have a Hall Council (HC). This is the highest body of each hostel. The HC, in conformity with the decisions of the WC, formulate necessary guidelines relating to conduct of intra-Hall cultural/ sports/ literary/ social activities including competitions and other activities of the Hall.

1.8.2. The HC shall be responsible for effectively implementing all policy decisions of the WC and the OHM. The Warden shall always approve the agenda for Council/ General Body meeting forwarded by Associate Warden.

1.8.3. The HC shall meet at least twice in a semester. Emergency meetings of the HC shall be called by the Warden or by at least 3 student members. The quorum for the HC meeting shall be the Warden, Associate Warden and 3 student members.

1.8.4. The HC shall meet as often as necessary to consider the proposals for improvement of the functioning of Hall and on occasions when elected secretaries come up with any problems in the Hall or any proposals in regard to their activities.

1.8.5. Hall committee will prepare the annual budget of the Hall and regulate the day to day expenditure of the Hall.

1.8.6. Minutes of the meeting shall be made by the Hall Manager and approved by the Warden. Copies of the minutes shall be displayed prominently in the Hall and on the website of the Hall, when available.

1.8.7. Each Hall shall endeavour to implement ERP which shall provide all relevant information to its Inmates.

1.9. Hall Mess Committee (HMC)

- Chairperson : Associate Warden
Members : Residential Assistant Warden
Health and Hygiene Secretary
Councillors

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Secretary : Mess Secretary

1.9.1. The Hall Mess Committee (HMC) shall supervise respective Hall mess regularly.

Responsibilities of the HMC include the following:

- a. To review the menu periodically and make necessary changes based on the feedback and recommendation by CMC.
- b. To do inspection of quality and quantity of milk, grocery items, vegetables and stores
- c. To arrange regular monitoring to avoid wastage of food.
- d. To check quality and hygiene of food and cleanliness of mess
- e. To regular check of the Complaint Register for any complaints and act for redressal of the complaint.
- f. To take feedback from inmates and to assign duty roaster to students and monitoring of duty roaster.

1.10. Hall Maintenance and Cleanliness Committee (HMCC)

Chairperson : Nominated Associate Warden

Members : Residential Assistant Warden
Health and Hygiene Secretary
Councillors

Secretary : Maintenance Secretary

1.10.1. It shall be the responsibility of the Hall Maintenance and Cleanliness Committee (HMCC) to look after and take care of the general maintenance (electrical, civil) and cleanliness of the Hall premises including the building, courtyards and the toilets.

1.11. Hall Disciplinary Committee (HDC)

Chairperson : Warden

Members : Associate Warden(s)
Residential Assistant Warden
Two Senior Inmates

Secretary : General Secretary

1.11.1. It shall be the responsibility of the Hall Disciplinary Committee (HDC) to regularly make random visit to rooms of inmates and maintain discipline in the hostel. It will ensure that the code of conduct is strictly followed in the Hall. It shall decide the penalty for any violation of code of conduct or rules of Hall or to refer to WC for decision.

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Important Dates

- **Hostel Election: 10th April 2016 (9 am to 12 pm)**
- **Issue of nomination forms: 2nd -5th April 2016 (5 pm to 9 pm)**
- **Last date for submission of nomination forms: 5th April 2016 @ 10 PM**
- **Withdrawal of nomination forms: 6th April 2016 before 8 PM**
- **Display of name of eligible candidates: 7th April 2016 (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. 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.

The Chairman, Hostel Election has every right to cancel the candidature of any student without giving any reason and to cancel the election.