

Model Constitution for Halls of Residence



National Institute of Technology

Rourkela

A MODEL CONSTITUTION FOR MANAGEMENT OF
HALLS OF RESIDENCE



NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA

This model constitution is intended to serve as a template for creation of the constitution of each hall. Adoption of this constitution in toto is not binding. Halls are at liberty to create and implement their own constitutions, which should address to the concerns of the students in a better way.

1. PREAMBLE

The National Institute of Technology, Rourkela (NITR) is one among the most renowned technological institutes of India. The institute is known not only for its academic excellence but also for the superior living environment in the halls of residence. The physical and social environment in the halls must be conducive to creative thinking and compatible with the mind of a budding executive. The hall activities are administered through the Hall Management Council (HMC), which advises the Director on living arrangements of students, maintains and upgrades the hall facilities and monitors development activities in the halls.

Each individual hall enjoys administrative and financial autonomy and looks after itself. Apart from the Warden and the Assistant Warden, who are appointed by the Institute and serve essentially as advisors, the students play active role in management of their own affairs. Every hall shall have a Hall Executive Committee (HEC) consisting of elected student representatives. This committee, guided by the wardens, looks after all affairs of the hall administration including mess, finance and personnel.

The administration and development of halls of residence involve many tasks at different levels. Development and upgradation of major infrastructure such as buildings, expensive kitchen equipment, or other items which need to be done once in a few years and involve large expenditure are done by the Institute. Maintenance of existing infrastructure involving expertise and funds, such as routine electrical, plumbing, sanitation, carpentry and civil work is best managed from the office of the Chief Warden, although a part of the responsibility can be taken by the individual halls. The office of the Chief Warden shall also have supervisory authority and responsibility to ensure maintenance of safety and hygiene of all residents of halls. Jobs involving continuous work and supervision such as mess, cleaning, gardening and minor maintenance are to be done by every individual hall.

This constitution provides the basic framework for election of student representatives and management of the halls. **It applies to all halls listed in Table 1 and other halls that will come up in future.**

The guiding principles of Hall Administration are :

1. To promote a spirit of brotherhood among all students of the Institute, bridging differences in home state, academic programme, branch of study, food habits and cultural preferences.
2. To promote sense of coexistence, cooperation and mutual trust among all residents of halls.
3. To maintain discipline for creating superior academic and social environment in the halls.
4. To provide opportunities to the students for developing managerial skills by providing autonomy of hall management.
5. To help create a truly multi-cultural environment where students from diverse cultural backgrounds share each other's experiences in most cordial manner.
6. To take care of security of the students and their belongings.
7. To instill moral values, particularly sincerity, commitment, and involvement among all residents.
8. To help students conquer regional differences and graduate with national pride and international outlook.

2. HALLS OF RESIDENCE

The Institute is fully residential and provides accommodation facilities for all students. The name of the halls, type of accommodation and student strength are listed in Table 1.

| Sl.No. | Name of the Hall | Type of Accommodation | No. of seats |
|--------|--------------------------------|-------------------------------|--------------|
| 1. | Kiran Majumdar Shaw Hall (KMH) | Single & Multi-seater; Female | 300 |
| 2. | C V Raman Hall (CVH) | Single Seater; Female | 700 |
| 3. | S. S. Bhatnagar Hall (SSB) | Married Student apartment | 64+80# |
| 4. | M. Visweswaraya Hall(MVH) | Single Seater; Male | 250 |
| 5. | G. D. Birla Hall (GDB) | Single Seater; Male | 250 |
| 6. | Dhirubhai Ambani HaLL (DAH) | Single Seater; Male | 250 |
| 7. | M. S. Swaminathan Hall (MSS) | Single Seater , Male | 250+110# |
| 8. | Homi Bhabha Hall (HBH) | Single Seater, Male | 400+200# |
| 9. | Vikram Sarabhai Hall (VSH) | Single Seater, Male | 1000 |
| 10. | Satish Dhavan Hall (SDH) | Single Seater, Male | 1000# |

Expected to be operational between January and by December, 2014.

Some students are specially permitted by the Director / Dean(AA) to stay outside the halls of residence. They will, however be attached to one of the halls and they need to pay seat rent and certain hall dues which entitle them to take part in hall activities like other residents of the halls.

2.1. Allotment of halls and rooms

The office of the Chief Warden will allot a hall to every student at the time of admission in accordance with a policy worked out by the institute. The office will strive to avoid concentration of students of a particular batch or state origin in any hall.

The students will then report to the Wardens of the allotted halls who will allot the rooms. Attempt will be made at every stage to avoid segregation of students in lines of caste, religion, home state, or batch or branch. Attempt will also be made to put students of all disciplines in all the halls. While a limited amount of segregation (e.g., separate hall for research students or for executive development courses) can be permitted, in general, students of all courses should share all halls. These measures will ensure a truly multicultural and composite living environment to the NIT student.

The Warden will allot rooms and beds to individual students in consultation with General Secretary and Maintenance Secretary of the hall, who in turn shall take into consideration individual preferences. But under no circumstances, visible segregation of students on batch, home state or any other lines will be permitted. As a rough guideline, small groups of students (< = 4 students) may be allotted rooms in the same wing on their request; but any long range order is deemed to be unhealthy for corporate living. Decision of Warden will be final, except where circumstances demand intervention of higher authorities.

Room allotment shall preferably be done towards the end of the academic year so that students can move to their allotted rooms when they return after summer vacation. Minor adjustment can be done after reopening, particularly to accommodate first year students.

Changing rooms without permission of Warden, particularly to create segregation on some kind of parochial line will be treated as a serious offence. Prefects will also be held personally accountable if they knowingly fail to report unauthorised room changes to the warden.

2.2 Use of Common Facilities :

The halls provide several common facilities for use by the students. Among them are common rooms, reading rooms, sports fields, gyms, music rooms, court yards and gardens. Normally they will be used by individual students and student groups for generally accepted purposes without any formality of permission from wardens. But when a large congregation of outside participants is expected or a controversial activity is intended to be undertaken, prior approval of Warden is advised. Wardens will normally grant permission on their own judgment, except when there is a good reason to deny permission.

In exceptional cases, Chief Warden or Director may approve or deny use of a common facility in a hall. Their decisions will have precedence over the decisions by the wardens.

3. RIGHTS AND RESPONSIBILITIES OF RESIDENTS OF HALLS

1. Every registered student of NIT residing in a hall of residence, including students permitted to stay outside, has equal rights and responsibilities.
2. Casual residents, or persons not registered as full time students of NITR but permitted by Institute authorities to stay in the hall, will have only limited rights and responsibilities as decided by the authorities. They, however, will not participate in election of student representatives to HEC or HMC.
3. Every resident of a hall (including those permitted to stay outside while being attached to a hall) has the right to
 - (a) live in the hall with comfort and dignity,
 - (b) use all common facilities,
 - (c) be a member of the mess,
 - (d) participate in all hall activities and competitions,
 - (e) elect representatives to HEC, and
 - (f) contest for an elected post in the HEC.
4. Every resident of a hall has the basic responsibility of
 - (a) maintaining all assets of the hall – building, furniture, crockery, cutlery, books, sports goods, electrical items, gardens and other facilities, with utmost care.
 - (b) maintaining decorum in dealing with everyone including wardens, other teachers, all students, supporting staff, visitors and traders.
 - (c) participating in hall activities – games and sports, cultural and organizational.
 - (d) exercising his/her democratic right of electing the student representatives, and monitoring their activities.
 - (e) eliminating traces of groupism based on course, batch, home state, religion or caste, and maintaining a truly multicultural environment.
 - (f) assisting fellow students in conquering academic handicaps and social adjustment problems.
 - (g) assisting fellow students at times of distress, e.g., during illness or psychological trauma.
5. Certain past practices, though rare today, need to be eliminated completely because they are incompatible with the higher social status of the NIT student. It is the duty of every resident of a hall to work towards eradication of these practices. Among them are :

- (a) the practice of “Ragging” or Harassment of Juniors, which is totally incompatible with status of the NITian,
- (b) showing disrespect to mess workers and other less qualified and less fortunate service providers,
- (c) painting, pasting paper or otherwise damaging walls of corridors or glass panes of windows in the rooms,
- (d) throwing waste paper and plastic in corridors, lawns and gardens,
- (e) not honouring designated meal timings and pressurizing mess workers to deliver meals in rooms,
- (f) removing crockery and cutlery from dining halls and leaving them in common places.
- (g) leaving soiled plates on dining table.
- (h) not paying the caterer for items purchased beyond the mandatory mess bill.

Every resident shall strive towards complete elimination of these ugly practices and creation of a vibrant and creative living environment in the halls.

4. MAINTAINING DISCIPLINE IN HALLS

Community living is all about sacrificing a little bit of personal freedom to gain social benefits. Every student in a hostel must respect others’ right to live and study without harassment. The Hall Disciplinary Committee will examine all minor offences by students and take disciplinary action as it thinks fit. In enforcing hall discipline, it should be ensured that rules are uniformly applied to all students including elected or nominated secretaries.

4.1 Hall Disciplinary Committee

The Hall Disciplinary Committee shall consist of the following members :

- | | | |
|------|--|----------|
| 1. | Assistant Warden | Chairman |
| 2. | General Secretary | Member |
| 3-5. | 3 members of the hall nominated by the Warden | Members |

In case of offences that are of serious nature or when the proceedings/penalties are not acceptable to the victim or offender, the Warden may look into the matter and, if appropriate, the Warden may refer the matter to the Standing Disciplinary Committee of the Institute.

4.2 Serious Offences

Offences involving theft of public or private property, pranks involving danger to life or limbs, ‘ragging’ of any kind, quarrels between student groups formed under parochial lines, and offences of comparable consequence must be reported to the Standing Disciplinary Committee of the Institute. The Institute Committee will examine the events and take appropriate action.

Still more serious offences will be treated as “crime” instead of “indiscipline” and will be handed over to state law enforcement authorities. Examples of such offences are consciously causing injury to others including fellow students, joining banned organizations or knowingly destroying Institute or Government property.

4.3 Ragging

“Ragging” is a remnant of an ugly practice of the past that has become incompatible with the intellectual standing of an NITian. There is still some confusion on the definition of “Ragging”.

For the purpose of these regulations, “Ragging” is defined as “those activities that a freshman is forced to do by threat or compulsion, direct or indirect, which senior students do not do”. Examples of these activities are – using obscene, vulgar or offensive language, walking with face down, walking in a row in the absence of any physical necessity, wearing formal dress in a group, not using a bicycle or not going to gym. Statistically significant deviations from normal behaviour in terms of number of students or duration of activity will, prima facie, be considered as ragging, even if such an activity is normal when seen in isolation. [For example, one student walking with his head facing downward for a minute is normal behaviour; but twenty students walking two hundred metres with head facing downward is a deviation.] Any form of ragging is a serious offence. Freshers going to senior students’ hostels or wings or going out of campus with senior students without the knowledge of Wardens constitutes an offence under Anti Ragging law.

Any incident of Ragging is a serious offence and must be reported to the Standing Disciplinary Committee of the Institute. Ragging involving any physical force or significant mental harassment must be brought to the attention of the Chief Warden immediately on detection.

In matters of ragging, a fresher is accountable to the same extent as seniors. Cooperating in ragging, not reporting a case of ragging, or not reporting any incident of unsolicited contact by senior students for the purpose of ragging is a serious offence, and invites punishment under the rules.

4.4 Creating communal grouping among students

Any attempt to group students along lines of social or geographical origin such as religion, caste, language, home state or region of a state is contrary to the spirit of a national Institute. It is specifically repugnant when such steps are taken to create animosity among groups of students, win student body elections, influence freshers to buy used books or gain some unfair advantage over fellow students. Any such attempt is a serious offence and must be reported to the Standing Disciplinary Committee of the Institute.

4.5 Safety practices in the Hall

It is the responsibility of the wardens, the elected student body and all residents to maintain proper safety practices, not only by themselves but also by the contractors, mess caterer and their staff. Open electric points, non-standard wiring, use of wood or coal for cooking, water heating, slippery and dirty toilets are some examples of violation of safety principles. The wardens and concerned secretaries of HEC will be personally held responsible for any conscious or negligent violation of safety norms.

4.6 Ban on child labour

In the past, mess caterers have employed child labour (below the age of 16) in mess and other activities. It is the responsibility of Warden and Assistant Warden to ensure that this illegal exploitation of children does not take place in their hostels.

4.7 Discipline in Dining Hall and Mess

The Assistant Warden and the Mess Secretary will be personally responsible for ensuring decorum in dining hall. Students are required to enter dining hall only in formal or semi-formal dress, to stand in line when required, put soiled plates and “USED TRAY” counter, not to remove cutlery or crockery from the dining hall and behave with fellow students and mess workers with utmost dignity and respect. Any violation should be reported by students or caterer to the Assistant Warden.

In case of offences like leaving used plates on table, removing cutlery or crockery from dining hall, asking the caterer to deliver meals in the rooms, or not paying the caterer’s dues

in time, it is mandatory for the caterer to report such incidents to the Warden. If the caterer fails to report such incidents, he will be penalized by the Warden, Chief Warden or other authorities of the Institute. The penalty will be in the form of a fine or, for repeat offenders, termination of contract.

4.8 Compliance by the halls

It is expected that all halls will abide by the rules set herein as well as other directives issued by the Institute administration (office orders, directives from Chief Warden and Director). Still, higher authorities such as Chief Warden and Director will inspect the halls with or without notice or use other channels of information. Such authorities may impose financial penalties (or in other forms) on an individual student, a group of students or a whole hall if non-compliance with rules is detected. The funds so collected will always be used for development work in the hostels.

5. THE HALL MANAGEMENT COUNCIL (HMC)

The Hall Management Council (HMC) is the apex body responsible for management of all the halls. It consists of the Chief Warden, Wardens and Assistant Wardens of all the halls, and the General Secretaries of Hall Executive Committees (HEC) of all the halls.

The Council decides such issues as :

- (a) common minimum standards of living for all the halls,
- (b) hall fees and other dues to be paid and utilised by the students in all the halls,
- (c) policy on assigning halls of residence to incoming students,
- (d) inter-hall events and competitions,
- (e) intermediate level maintenance of all facilities (civil and electrical) in all halls and
- (f) all common issues affecting the halls.

The Council shall receive funds allocated by the Institute, shall spend a part of it on its own activities, and shall allocate the rest to the different halls as per their need.

The council will meet at least 4 times in a year, according to a pre-decided calendar.

5.1 Structure of the HMC

The Council consists of the Chief Warden, Wardens, Assistant Wardens and General Secretaries of HECs of all the halls. The Chief Warden, Wardens, Assistant Wardens are faculty members appointed by the Director. The General Secretaries of HECs are elected student representatives.

In financial matters, the Chief Warden will have the status of Dean, while the Warden will have that of a HOD. The Chief Warden only will be a member of the "Committee of Deans and Heads of Departments".

5.2 DUTIES OF COUNCIL MEMBERS

Chief Warden

- To act as the implementing officer on behalf of the Institute of all major development activities of the halls.
- To administer the maintenance facility of the halls that provides intermediate level maintenance of buildings, electrical and plumbing systems.
- To inspect halls and ensure that proper discipline is maintained including attendance of staff posted by the institute, maintenance of records and availability of information.

- To inspect all halls and ensure that safe and hygienic food is served by the caterers and that different agencies engaged by the halls are giving expected service.
- To allot halls of residence to newly admitted students.
- To guide Wardens and Assistant Wardens on management of the halls.
- To arrange common services and consultancy for all the halls.
- To approve purchases upto Rs. 50,000/- fund from the Chief Warden's (HMC) Fund and between Rs. 25,000/- and Rs. 50,000/- from hall funds. To approve cash advance up to Rs. 20,000/- from HMC funds.
- To standardize rules and procedures, produce booklets and leaflets and to ensure that they are widely distributed.
- To keep Director informed about residents' feelings and to suggest timely remedies of any pertinent issues.
- To provide centralized services through HMC staff or outsourced agencies to all halls as per decisions of HMC or advice of Director.

The Chief Warden, with the assistance of Wardens and Assistant Wardens, shall organize all activities of general interest. Examples of such activities are :

- (a) Inter-hall sports and cultural competitions.
- (b) Competition for "Cleanest Hall".
- (c) Awards of all prizes and medals and celebration of Hall Day.
- (d) Arranging tutorials and refresher courses for staff of caterers and other service providers in all the halls to improve hygiene, food quality and quality of service.
- (e) Major maintenance of hall facilities.
- (f) Any other event affecting the halls of residence.

To discharge his responsibilities, the Chief Warden shall be equipped with an office and a limited number of regular employees. He may outsource services from recognized agencies or self-employed individuals as per need to keep the hostels functional.

Warden

- To attend office in the halls of residence on all working days (as well as on weekends and holidays as per need), run the day to day administration and work towards the improvement of the hall.
- To interact with the students and ensure that a cordial atmosphere is maintained among all residents.
- To ensure that "home away home" condition prevails in halls and maintain a truly multicultural environment based on team spirit and mutual respect among all.
- To approve expenditures in the capacity of HOD of the hall, upto Rs. 25,000/- through purchase orders and upto Rs. 10,000/- as cash advance.
- To approve payment of wages to contractual workers engaged by HEC on recommendation of concerned secretary.
- To implement remedial measures for concerns of the students in regard to health, sanitation and security.
- To represent the hall in appropriate forums of the institute.
- To supervise election of the hall.
- To chair the meetings of the general body at least twice in a semester.
- To take care of assets of the hall and ensure their upkeep, particularly of furniture, computer and network equipment and kitchen equipment.
- Work out annual plan of development and maintenance activities in the halls and the expenditure incurred thereon.

- To maintain accounts of halls in an organized manner with the assistance of student secretaries and ministerial staff. [The Wardens should be fully aware of the transactions in their halls, even if the labour of writing the registers is provided by other personnel.]
- To take proactive measures through posters, incentives and education to create a culture of self reliance and good public manners among students.

Assistant Warden

- To attend office in the halls of residence on all working days (as well as on weekends and holidays as per need), assist Warden in running the day to day administration and work towards the improvement of the hall.
- To interact with all students in the hall and ensure that a cordial atmosphere is maintained among all residents.
- To assist Warden in working out annual plan of development and maintenance activities in the halls and the expenditure incurred thereon.
- Guide and advise the residents in managing their affairs.
- Conduct the meeting of the executive council (student members only) at least once a month and review the progress of hall activities and development plans.
- To supervise hygiene of the mess and security of the hall.
- To monitor health status of students and to assist students admitted to hospitals.
- To act as Chairman of the Standing Disciplinary Committee of the Hall.
- To take proactive measures through posters, incentives and education to create a culture of self reliance and good public manners among students.

General Secretary

- To coordinate different activities of the hall carried out by concerned secretaries.
- To serve as a bridge between the Chief Warden, Warden and Assistant Warden of the halls and the hall residents.
- To represent residents of a hall in institute forums.
- To provide leadership in planning, coordinating and executing activities of the hall.
- To assist in procurement of materials and services for the hall.
- To maintain discipline in the hall.
- To foster sense of brotherhood and cooperation among all students.
- To ensure maintenance of team spirit and multicultural environment in the hall.
- To take proactive measures through posters, incentives and education to create a culture of self reliance and good public manners among students.

5.3 Financial Matters

The HMC shall receive the Establishment Fee and, at the discretion of Director, a portion of the seat rent collected from the students by the Institute. This fund will be used by the office of the Chief Warden to provide intermediate level maintenance to the halls, hold inter-hall events, give grants to all halls for minor maintenance work, and manage its own office.

Normal Institute purchase procedure is to be followed. The Purchase Committee of the HMC shall consist of the following members, all nominated by the Chief Warden.

1. A senior Warden as Chairman.
2. Two Wardens and two Assistant Wardens as members.
3. Student General Secretaries of all halls not represented under items 1 or 2 above.

The Chief Warden will prepare an annual budget at the beginning of every year and place before the HMC. On approval of HMC, the approved budget will serve as the guideline for all expenses during the year.

6. HALL EXECUTIVE COMMITTEE (HEC)

Each hall of residence shall be managed by the Hall Executive Committee. A hall is essentially an autonomous unit and its affairs will be managed by the residents, with guidance and advice of Warden and Assistant Warden. While all administrative and financial decisions are taken by the student body, the decisions will need the concurrence of one of the Wardens who provide continuity and benefit of experience and ensure conformity with Institute rules.

The General Body of a hall consists of all full time students residing in the hall and those specially permitted by the Institute to stay outside but attached to the hall. The decision of the General Body (on approval by the Warden) is final in all matters and is binding on all residents and on all elected HEC members. In case any of these decisions violates rules or norms set by the Institute or by a higher authority (e.g., the institute, Chief Warden, the Director or the Government), the rules of the higher authority shall prevail.

The hostels will ordinarily have no regular employee posted by the Institute. the HEC may obtain services from recognized agencies, or hire temporary workers at its discretion. Major activities such as mess, gardening, cleaning etc. must be done by awarding contracts to agencies. The Wardens will assist in and monitor the award and execution of such contracts. The Institute, as an official body, shall not be a party to these contracts.

The HEC secretaries will be in continuous communication with the wardens. They will work out a schedule of meetings of each sub-committee in a particular day of the week and maintain minutes on a "Meetings Register".

6.1 PREFECTS

Before the end of the year, as soon as room allotment is over, the Warden will appoint PREFECTS in every wing from among the residents of the wings. A wing, for administrative purpose, is defined as a set of 10 to 25 single rooms (or equivalent) that constitute a physically distinct group.

A prefect will be responsible for the welfare of the residents under his care and shall represent them for intra-hall administration. He will also notify elected secretaries and wardens on maintenance issues (fused bulbs, lost taps, soaking walls, maintenance-due water purifier and the like), missing students, health problems, unauthorised intruders, room interchange, food delivery in rooms, anything and everything that come to his attention. He will also be the medium through whom the Administration can reach out to the students.

It will be the prefect's duty to report to the warden names of students:

- (a) Missing from the room routinely or in one instance for a long time,
- (b) Outsiders staying in rooms,
- (c) Students not attending classes regularly,
- (d) Students physically sick or mentally upset, and
- (e) Any other situation where a student is perceived to be hurting himself.

6.2 THE STRUCTURE OF HEC

The Executive Committee of the hall will be headed by the Warden of Hall. The day to day affairs of the hall will be handled by the Assistant Warden and seven student secretaries. The student Secretaries are :

- 1 General Secretary
- 2 Mess Secretary
- 3 Maintenance Secretary
- 4 Environment Secretary
- 5 Cultural and Library Secretary
- 6 Games and Sports Secretary

Each Secretary except the General Secretary will be assisted by a committee of 3 prefects each. The prefect members of the Committees will be nominated by the Warden in consultation with the General Secretary and the secretary concerned from among the interested students of the hall, ensuring diversity of home state, year and branch of study.

6.3 DUTIES OF HEC MEMBERS

The following is a brief guideline on the duties of each Secretary and the associated Committee. Each Secretary will be responsible for the work output of the temporary workers, if any, engaged by the hall for the activities under his care. Certification by the secretary concerned will be necessary for release of wages and payment of contractor's bills.

1. General Secretary

- To coordinate different activities of the hall carried out by concerned secretaries.
- To serve as a bridge between the Chief Warden, Warden and Assistant Warden of the halls and the hall residents.
- To represent residents of a hall in institute forums.
- To provide leadership in planning, coordinating and executing activities of the hall.
- To assist in procurement of materials and services for the hall.
- To maintain discipline in the hall.
- To foster sense of brotherhood and cooperation among all students.
- To ensure maintenance of team spirit and multicultural environment in the hall.
- To take proactive measures through posters, incentives and education to create a culture of self reliance and good public manners among students.
- To maintain the web pages of the hall in the institute web site and to ensure that no spurious web sites with confusing names are in operation in the Internet.
- To remain in touch with alumni of the hall and to receive them if and when any one of them visits the institute.

2. Mess Secretary

- To assist Warden in outsourcing of the catering contract and to evaluate performance of the mess contractor.
- To ensure that hygienic and fresh food is supplied in the mess.
- To ensure cleanliness and hygiene of the kitchen, dining space, dish washing space, and waste disposal.
- To work out and publish mess menus, in consultation with a broad section of the residents, to provide the quality and variation of taste worthy of a national institute.
- To ensure adherence of the time schedule for opening and closing of the dining hall.

- To ensure that students maintain proper decorum in dining hall and pay the dues of the caterer.
- To organize delivery of food to students admitted to hospitals.

3. Maintenance Secretary

- To keep the assets of the hall, such as furniture, utensils, water coolers, aquaguards, generators, invertors, kitchen ware etc in top condition all the time.
- To take care of electric fitting and telephone connections including instruments owned or rented by the hall or the Institute.
- To monitor the computer network provided to the hall and report defects, if any, to appropriate authorities.
- To take care of the water supply system in toilets, kitchen, lawns and gardens, and to eliminate wastage of water.
- To ensure that toilets are maintained clean and hygienic, and to monitor services provided by the contractors.
- To identify the repair and maintenance works necessary in the halls and to ensure that all facilities are maintained either by the hall's own resources or by the office of the Chief Warden.
- To maintain complaints book where students can record their maintenance needs.
- To report all maintenance problems of the hall to the competent authorities and seek remedial measures.

4. Environment Secretary

- To maintain cleanliness of the hall, particularly that of the rooms of the residents, corridors, lawns, gardens and surroundings and to employ personnel to assist in the job.
- To implement methods for disposal/utilization of all trash, vegetable waste and left-over foods.
- To monitor performance of the cleaning and gardening contractors engaged by the HEC.

5. Cultural and Entertainment Secretary

- To manage the reading room, hall library and book bank, their furniture and equipment and ensure cleanliness.
- To decide subscription to magazines and newspapers in consultation with a broad section of the residents.
- To ensure that the reading room and hall library are opened and closed timely.
- To engage staff or students of the hall for maintenance of the reading room and hall library.
- To ensure that discipline is maintained in the reading room all the time.
- To maintain the textbook library in the hall.
- To organize intra-hall cultural and literary functions and competitions and participations in inter-hall events.
- To procure musical instruments, library books, magazines, news papers and other requirements for enriching cultural life of students.

6. Games and Sports Secretary

- To manage the common room, its furniture and equipment, to ensure cleanliness of the facilities, and to ensure that the room is opened and closed timely.
- To engage staff or student members for maintenance of the common room.
- To ensure that discipline is maintained in the common room all the time.
- To develop and maintain facilities for indoor games and small area games inside the hall premises.

- To organize intra-hall games and sports competitions, and participation of the hall in inter-hall events.
- To procure sports goods, gym equipment and other necessities for the hall and to maintain proper records.

6.4 Election of Student Members

Announcement of Election

Election to Executive Council will be announced by the Warden of the hall one day after date of registration for Autumn Semester. The Chief Warden will appoint a member of the faculty as Election Officer. Nominations will be invited from residents for the positions of "Secretaries" of the Hall Executive Committee. The date and time of election will be stated in the election notification.

Eligibility for Contesting Election

The contestant must be a resident of the hall or be specially permitted by the Institute authorities to stay outside the hall. He should be registered as a full time student in the relevant semester. A student willing to contest the election must have CGPA of 6.50 till the previous semester. If any resident is penalized by the Institute under any form of disciplinary proceedings or has been found guilty of examination malpractice, his/her candidature will be rejected. A student will be disqualified from contesting election at any stage of the election process, if he is found guilty of examination malpractice or other misconduct. Similarly, a resident holding a post will have to relinquish his office if found guilty of examination malpractice, poor attendance in class or other misconduct at any point of time during his tenure.

The Election Procedure

The contestants for various posts will file nominations during the stipulated period. A resident is eligible for contesting one post only. Under the supervision of the Election Officer, election will be conducted on specified date and time, preferably in the evening hours, or on a weekend. A single ballot paper should be prepared including the names of all contestants for all posts. In case of tie, the Election Officer will decide by drawing lottery in front of the candidates and other students.

6.5 General Body Meetings and Recall of Secretaries

The General Body of the halls shall meet at least twice in every academic semester, preferably at the beginning of every half semester. Every Secretary shall give a report on his team's activities and future plans and get feedback from the general body. The meetings will be presided over by the Warden. The Assistant Warden and all residents of the hall shall be present. The decisions of the General Body shall be final and binding on all concerned, except when it is in conflict with the directive of a higher authority.

If a Secretary performs poorly, the General Body can recall him by a vote of 2/3rd of the members voting, the total number of votes in favour of recall being at least 50% of the gross strength of the hall. The position will be filled by nomination by the Warden from among the prefects.

It will be the responsibility of the General Secretary to convene meetings of the General Body twice a semester. If he fails to discharge this responsibility, the Warden, at his discretion, may dismiss him and promote one of the other secretaries to the post of GS.

6.6 Special situations

It is the duty of every warden and every student to ensure that the administration of the hall proceeds in a smooth manner. However, possibility exists that a secretary fails to perform his duties, or the entire team of elected functionaries fail to manage their affairs of the hall within the rules. There may also be situations when elected student secretaries including the General Secretary are involved in an act of indiscipline.

Under such circumstances, the Wardens will take over the administration. If one or two secretaries fail to perform their assigned duties or fail to abide by rules of the hall, the Warden may disqualify them from the posts and either order fresh elections or assign the duties to the General Secretary. In case of large-scale breakdown of the administrative machinery, the Warden may take over complete control of the administration under intimation to the Chief Warden.

7. FINANCIAL ASPECTS

7.1 The Annual Budget

Each resident, including students permitted to stay outside the hall, shall pay a seat rent to the Institute. The Institute, at its discretion, may reduce or waive seat rent for some students. The student, whether resident or permitted to stay outside, is also required to pay a monthly "Establishment Fee". The seat rent and the Establishment Fees are collected by the Institute. The establishment fee and a portion of the seat rent are transferred to the Chief Warden's office, who meets the expenses meant for all the halls. At the beginning of the academic year, the Chief Warden allocates an annual grant to each hall, the quantum of the grant being dependent on the need of the hall and its ability to spend. The annual budget of a hall shall be based on the expected collection during the academic year from direct contribution by the students and grant received from Chief Warden's office. The total amount will be distributed among six types of works (six secretaries) and a portion of the money will be reserved for office management and miscellaneous works. The budget head "office expenses" shall contain provision for petty (imprest) expenditure for all secretaries, which will be managed by the General Secretary. The direct contribution shall be called establishment fee, the rate of establishment fee being decided by the residents in a General Body meeting. For expensive projects, the Warden of the Hall, in consultation with the Hall Executive Committee, will submit a proposal to the Hall Management Council (HMC) for sanction of funds at the beginning of the academic session. The expenditure section of the budget shall contain provisions under the different heads, so that every secretary is aware of his job responsibilities and spending limits.

The budget set for office expenses will be spent by the Warden directly. Hall accounts will be on the basis of Academic year – July to June. Ordinarily all major expenses must be made before end of April with a known amount of funds kept for specified activities during the May-June period.

At the beginning of the academic year, the Wardens will explain the purchase and accounting procedure to every student, particularly the elected student secretaries.

7.2 Purchase Procedure

All expenditures from the hall funds have to be made as per Institute rules and procedures. No person will make expenditure without authority. As far as possible, all major expenditure should be made through purchase orders, the enquiries and purchase requisitions being

made according to rules. The procedure outlined in this section is applicable to procurement of goods and services and award of contracts.

The Hall Purchase Committee shall consist of the Six Student Secretaries. The General Secretary will be designated as Chairman of the Committee. He will maintain a record of all purchases and other expenditures under 6 different heads. The preferred mode of making any expenditure is the Purchase order. The concerned secretary shall invite quotations using standard Institute format from at least 6 vendors giving full specifications of the desired product or service. Alternatively, an open tender enquiry can be placed on the Institute web site and pasted on all Institute and hall notice boards. A purchase requisition will be raised by the student secretary within his allocated budget and placed before the General Secretary, who will recommend it to the Warden for approval. The General Secretary may, at his discretion, discuss the proposal in the full Purchase Committee. Any purchase made without competitive quotations, and costing more than Rs. 15,000/- must be recommended by the full Purchase Committee with justification. The proposal shall then be placed before the Warden after entry in the appropriate requisition register in the hall office. If the Warden is satisfied with the requisition, he will approve the proposal and issue the purchase order under his signature. When the stores are received, they will be entered in the appropriate Stock Register and either installed or utilised.

Contracts or purchases involving more than Rs. 25,000/- must be placed before the Purchase Committee of the hall before being submitted to Warden. Sanction of contracts or purchases of value more than Rs. 25,000/- but less than Rs 50,000/- can be approved by the Chief Warden. If the transaction involves more than Rs 50,000/-. Director's approval is essential.

Apart from purchase orders, there are 3 other modes of making an expenditure.

- (a) If the value of the stores/services is less than Rs. 15,000/-, a purchase can be made by the secretary concerned, the invoice from the firm, duly certified, may be submitted to Warden for his approval and direct payment to the firm can be made by cheque. In such cases, student secretaries are advised to take prior oral consent of the Warden.
- (b) A Secretary can draw a cash advance upto Rs. 10,000/- with approval of the Warden, make expenditure and submit the receipts (cash memos) to the Warden for settlement.
- (c) The General Secretary will be issued a permanent Imprest advance of Rs. 5000/- by the HAC from which all secretaries can make petty expenditure. When the accumulated receipts exceed Rs. 4000/-, the General Secretary can submit the receipts to Warden for replenishment of spent funds.

Detailed expenditure statements will be placed by the secretaries on the Hall Notice Boards and web pages for information of the boarders.

7.3 Payment Procedure

The residents of the Hall shall deposit fees in different heads like Mess Charges and Establishment charges every semester through internet bank transfer or any other means approved by the Institute. The Assistant Registrar (F & A) will transfer funds as per need to the account of the Chief Warden. The Chief Warden's office will make all payment to mess caterer and all purchases of capital nature. It will give a standing advance to halls for making small expenditure and give utilization certificate to Chief Warden. **The bank account of the hall will ordinarily be operated by the Assistant Warden and the General Secretary. If**

one of them is absent, Warden can operate the account. All expenses made from the account will be entered in the “Cheque Register” with the head of expenditure marked in the Register.

7.4 Outsourcing of Services

There are many activities in the hall that need to be outsourced at the beginning of academic session using the “procurement of services” procedure outlined in Section 6.2.

1. catering in the mess and canteens
2. watching and security
3. maintenance of common room and reading room
4. cleaning of toilets
5. cleaning of rooms and corridors
6. gardening and cleaning of environment
7. disposal of garbage

All outsourcing contracts will be decided by HEC under the guidance of the Wardens. The wardens, to the extent possible, will not be a part of the decision making, which should be managed solely by student secretaries and associated committees. But all decisions will need approval of Warden or Assistant Warden before implementation.

Some of these services, e.g. toilet cleaning and disposal of garbage, security services may be provided by the HMC or the Institute, recovering the cost from the halls in a fair manner.

The contract in any area is awarded to a party if terms and conditions set by the hall authority are satisfied. Usual contractual procedures must be followed. Fresh contracts will ordinarily be awarded every year, but extension of contract to the next year may be given if the performance of the contractor is satisfactory. In that case the charges will be 107% and 115% of the charges for the base year. No contract can be extended for the 4th year without a fresh completion. The contract may be terminated from either side at any point of time if conditions are violated. The concerned secretaries must review and evaluate the performance of the contractors and submit the report every month to the Wardens.

7.5 Loss and Damage of Hall Property:

All assets of the hall must be maintained in good and functional state all the time so that the students are not deprived of the benefits. If a loss, damage or theft is detected, remedial action must be taken immediately by the concerned secretary, general secretary and the Wardens. The cost of repair / replacement shall be collected from the students along with a service charge. If an individual student or a group of students can be identified, they will be liable to bear the cost; if none can be identified, the cost will be shared equally by all members of the hall.

The Institute authorities will inspect the halls from time to time but at least once a year. If any damage or loss is not made up by the hall functionaries, the Institute administration shall get it done and charge the expenditure to the hall. In case of negligent damage or negligence in repairing in time, the Institute, at its discretion, may levy a punitive charge, and residents of the hall will bear the cost. The mode of asset management will be as follows:

- (a) Every resident of the hall is fully accountable for the infrastructure handed over to him, e.g. electrical fittings, fans, furniture, internet points, doors, windows, curtains etc. It is the responsibility of the student to check the resources handed over to him at the time of taking over a room. Every summer, the hall authorities will inspect the rooms and identify the flaws introduced by the student, if any. Examples of such flaws are –

broken electrical fittings, broken or missing internet ports, newspaper pasted on glass windows, torn or soiled curtains etc.

The hall will normally charge an estimated repair or replacement cost with a 100% overhead charge. Since it is not feasible to conduct a survey in the presence of every student, a student must accept the decision of the Warden in such matters.

- (b) In the case of missing or damaged Common-use items, e.g. toilet fittings, common room or gym constituents, computer network components or major electrical fittings, the repair or replacement cost, along with 100% overhead charges will be charged equally to all residents of the hall or of a portion of the hall as per reasoned judgment of the Warden or Chief Warden.

7.6 Fiscal responsibility

The halls of residence are expected to operate financially independent of the Institute. The financing system shall not only match revenue earning and expenditure, but shall inculcate spirit of fiscal responsibility among the students. The following shall be some of the measures to be taken in that direction.

1. Electricity Charges: Every student shall pay a fixed electricity usage charge per year as fixed by the Board of Governors from time to time. In Academic year 2008-09, the fee is Rs.800/- per year.
2. The fixed electricity charges shall cover 20 units per student per month. Any additional consumption of electricity will be billed to the hall at a standard rate [Rs.5.00 per unit in AY 2012-13]. The extra charge will be divided equally among all residents of a hall, added to the establishment fee every month.
3. Maintenance of electrical, furniture and plumbing items shall normally be done by the office of Chief Warden. This will take care of normal wear and tear. But expenses on replacement of stolen or vandalized items, or other losses not classified as "normal wear and tear" will be billed to the hall. Decision of Chief Warden shall be binding on all concerned. The cost will be calculated on monthly basis and added to the establishment fee of every student.
4. The halls will maintain a list of fittings and other facilities in every room. At the end of an academic year, and when a student changes his room, the hall will identify lost, stolen or damaged items and bill to the student. It will be the responsibility of the Warden to carry out an end-of-the year check of every room at the beginning of summer vacation, have the room repaired and cleaned, and keep it ready for next session.
5. While hanging a poster or a calendar on the wall is a normal practice, excessive damage of the walls by nails or tapes and pasting of paper on window glazing will be considered as damage to Institute facilities. Repair of such damages will be charged to the residents of the rooms individually. In multi-seater rooms charges for damages of a room will be divided equally among the residents. It is often not practical to get the rooms checked in the presence of the residents. The decision of the warden in matters of lost or damaged items shall be binding on all students. When a student receives a room, he must check every item and report any lost or damaged item while taking over.

7.7 Establishment Fee

The Institute will collect an “Establishment Fee” from every student on semester basis and make it available to the Chief Warden. While the Chief Warden’s office will meet the major expenses e.g. security and cleaning out of this fund, it will pass the remaining amount to the halls. The Warden will meet all expenditures, except food bills from this head.

In addition to the regular expenses paid from Establishment Fee, a hall, on decision of the General Body and concurrence of its Warden, may make additional expenditures.

At the end of every semester, the Warden will compute the expenses made during the semester and announce it over physical and electronic notice boards. The total additional expenditure will be divided equally among all residents. The claim will be charged to every student’s account along with the “Establishment Fee”. Maintenance expenditure will explicitly include –

- a) Books, periodicals, sports consumables etc.
- b) Cleaning of building interior (floors, walls etc),
- c) Maintenance of lawns and gardens,
- d) Social functions and programmes
- e) Excess electricity bill
- f) Replacement of lost, stolen, damaged and vandalized building elements, crockery, utensil, sports equipment etc.

The Establishment Fee will be claimed by the Warden from the Office of the Chief Warden. A set of forms to be used for the purpose are given in Annexure - III.

7.8 Financial Procedure:

Every student shall deposit a fixed amount (Rs.10000/- for B. Tech. and M.Sc. students and Rs.10,000/- for M. Tech and Ph.D. student in 2012-13) at the time of admission. The money will remain in Institute account and be released by the Finance Officer to the Account of the Chief Warden or to individual hall account if so directed by Chief Warden at the end of every month on receiving a utilization certificate from the Chief Warden. Every hall will start with a standing advance of Rs.50,000/-. The expenditure over one month will be reimbursed by the Chief Warden on receiving the claim from the Warden. The claim will cover maintenance expenses of the hall, payment for common room services etc. but not mess dues and expenses on outsourced services paid by the Chief Warden office.

Payments made to caterer running the hall messes will be made by the office of the Chief Warden, on receiving certified bills from the Warden. Payment for outsourced services such as security, cleaning, plumbing and electrical maintenance etc. will be made directly by the Chief Warden’s office and billed equally to every student.

7.9 Auditing of Hall Accounts:

Accounts of the office of Chief Warden will be audited by the representatives of C&AG of India. The accounts of the halls will be audited by chartered accountants appointed by the Chief Warden, the cost being borne by the hall. It is the responsibility of the Wardens to make all documents available to the auditors. Normally, auditing of hall accounts will be done in the month of June. The Wardens should be kept fully aware of the financial records of the halls so that they can function without the support of student secretaries and ministerial staff.

8. COMPETITIONS, MEDALS AND PRIZES

Halls of Residence are expected to conduct competitions among its students on literary, cultural, sports and organizational activities. It may institute any number of medals and prizes and distribute them on the Annual Hall Day.

Three top prizes, however, will be standard in every hall:

- The Best of the year
- The Best Sportsman or Sportswoman Artist of the year
- The Most Valuable Boarder (MVB)

The Best Artist of the year will be selected on the basis of a student's achievement in all forms of artistic and cultural expression – music, dance, drama, painting, photography, poetry, literature etc. The MVB award, given to someone making exemplary contribution to the corporate life of the hall through organizational work or making the hall proud through extraordinary achievement in academic, cultural, sports or any other field need not be given every year. This prize is to be decided by a committee consisting of the Assistant Warden (Chairman) and 4 student members nominated by the Warden, 2 of the 4 being serving secretaries. The Hall will display names of the winners of the 3 top prizes on the walls of the common room or a similar prominent place.

9. ILLNESS OR ACCIDENT IN THE HALLS OF RESIDENCE

In spite of all precautions, students will often fall sick and be admitted to hospitals. They may also be involved in accidents either within or outside the hall. The following procedure shall ordinarily be adopted by the students and the Wardens to manage cases of illness and accidents:

1. On knowing about a case of illness or accident, residents should first inform the Warden or Asst. Warden immediately.
2. In case of illness, doctors in the dispensary (or at their residence if required) should be consulted first before moving the patient to hospital. In case of emergencies, the patient may be taken to the hospital directly and the requisition from dispensary may be submitted to the hospital at the next opportunity.
3. In case of accidents, Security officer and/or Registrar must be informed both by the students and by the Wardens.
4. A friend of the patient or a ward girl may be requested to stay with the patient in the hospital at night, if permitted by the hospital.
5. Providing sick meals to the patient is the responsibility of the Mess Secretary. The Mess Secretary and the caterer should be informed about the specific requirement of the patient, like hot water, bread, health drinks like Horlicks, soup, juice, khichri etc. It is also the responsibility of the Mess Secretary to be proactive in collecting information on sick students admitted to hospitals and arranging delivery of food to them through other students or the caterer. The food should be delivered to the patient by the caterer. Students may carry food for the patient to the hospital, but the caterer shall be responsible. Non-availability of a student to carry the food cannot be cited as a reason for not delivering food to a student in a hospital bed.

6. Students must maintain decorum while visiting their friends in the Hospitals so that unnecessary disturbance to other patients is avoided.
7. It is the responsibility of the Wardens to monitor the well being of students admitted to hospitals. They must speak to Institute doctors, hospital doctors and ensure that proper food and medicines are made available to the patient. The Warden should also visit the hospital depending on the duration and seriousness of the illness. Depending on the seriousness and duration of illness or the severity of the accidents the parents of the students concerned, Chief Warden, Dean (SA) and Director should be kept informed.

NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

HALL MANAGEMENT COUNCIL (HMC)

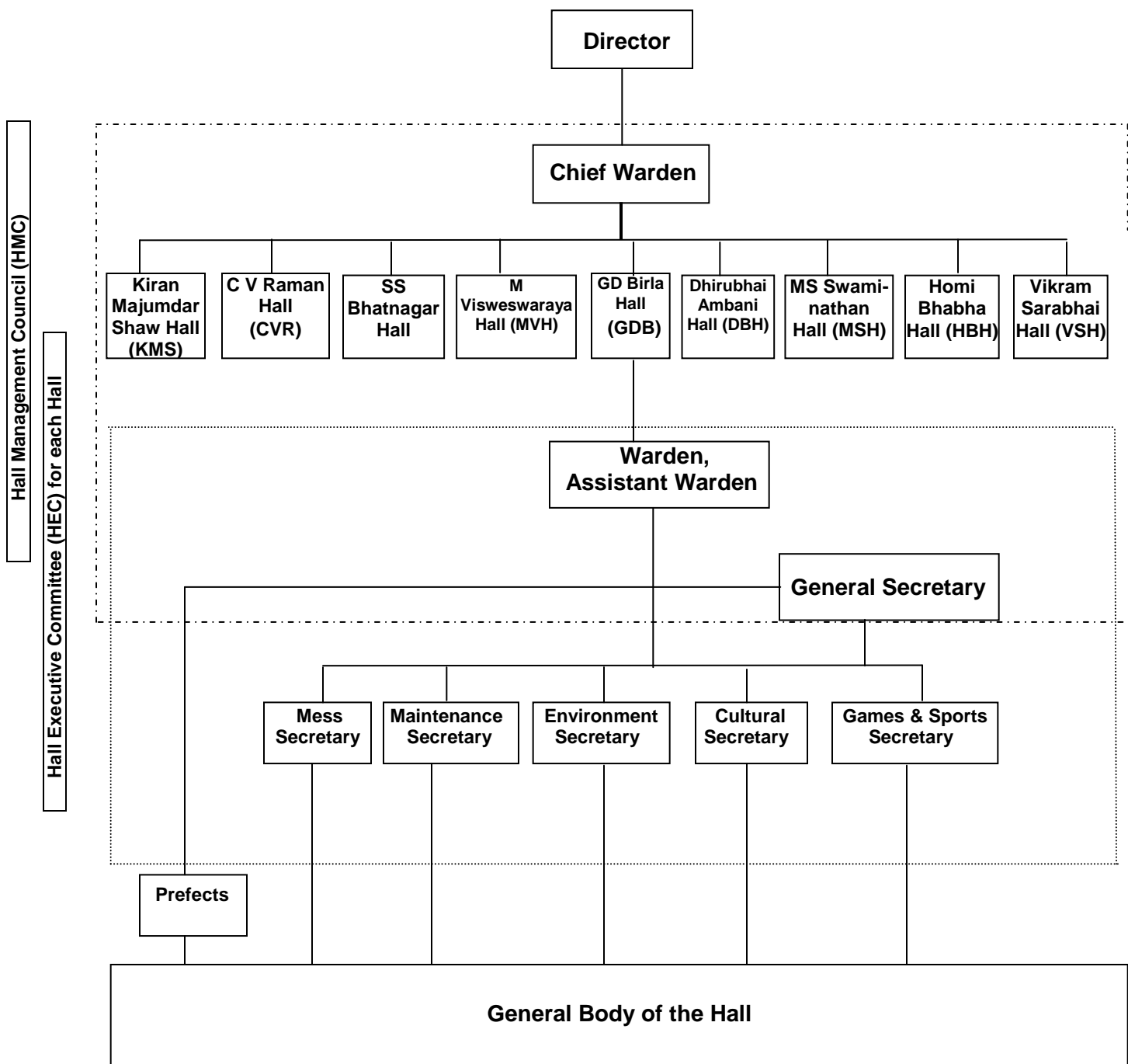



Figure 1 : Basic Structure of the Hall Management System

Sample Ballot Paper

Ballot Paper No : _____

|  NATIONAL INSTITUTE OF TECHNOLOGY Rourkela | |
|--|----------|
| <u>NAME OF HALL OF RESIDENCE</u> | |
| Election to the Hall Executive Committee | |
| Please Tick against Preferred Candidate's Name Using Blue/Black Pen | |
| A. General Secretary | |
| Name, Course, Year, Branch, Room Number | |
| <input type="checkbox"/> | 1. _____ |
| <input type="checkbox"/> | 2. _____ |
| <input type="checkbox"/> | 3. _____ |
| <input type="checkbox"/> | 4. _____ |
| <input type="checkbox"/> | 5. _____ |
| B. Mess Secretary | |
| Name, Course, Year, Branch, Room Number | |
| <input type="checkbox"/> | 1. _____ |
| <input type="checkbox"/> | 2. _____ |
| <input type="checkbox"/> | 3. _____ |
| <input type="checkbox"/> | 4. _____ |
| <input type="checkbox"/> | 5. _____ |
| C. Maintenance Secretary | |
| Name, Course, Year, Branch, Room Number | |
| <input type="checkbox"/> | 1. _____ |
| <input type="checkbox"/> | 2. _____ |
| <input type="checkbox"/> | 3. _____ |
| <input type="checkbox"/> | 4. _____ |
| <input type="checkbox"/> | 5. _____ |
| D. Environment Secretary | |
| Name, Course, Year, Branch, Room Number | |
| <input type="checkbox"/> | 1. _____ |
| <input type="checkbox"/> | 2. _____ |
| <input type="checkbox"/> | 3. _____ |
| <input type="checkbox"/> | 4. _____ |
| <input type="checkbox"/> | 5. _____ |
| E. Cultural and Entertainment Secretary | |
| Name, Course, Year, Branch, Room Number | |
| <input type="checkbox"/> | 1. _____ |
| <input type="checkbox"/> | 2. _____ |
| <input type="checkbox"/> | 3. _____ |
| <input type="checkbox"/> | 4. _____ |
| <input type="checkbox"/> | 5. _____ |
| F. Games & Sports Secretary | |
| Name, Course, Year, Branch, Room Number | |
| <input type="checkbox"/> | 1. _____ |
| <input type="checkbox"/> | 2. _____ |
| <input type="checkbox"/> | 3. _____ |
| <input type="checkbox"/> | 4. _____ |
| <input type="checkbox"/> | 5. _____ |



National Institute of Technology, Rourkela

Expenditure statement for Halls of Residence for the Month of

A. Name of Hall : _____

B. Number of student [B] : _____

C. Mess bill :

a) Basic Monthly rate per student : Rs. _____

b) No. of students : _____

c) Gross Mess bill = (a) x (b) = Rs. _____

d) Mess concession given = (-) Rs. _____
(Detailed statement enclosed)

e) Advance paid : _____

f) Other adjustments (Details enclosed) = (-) Rs. _____

g) Net mess bill to be paid to caterer = [(c)] – [(d) + (e) + (f)] = Rs. _____

Rs. _____ may be paid to the caterer M/s. _____

D. Establishment Fees

a) Books, periodicals, sports consumables Rs. _____

b) Cleaning of building interior Rs. _____

c) Maintenance of lawns & Garden : Rs. _____

d) Social functions & programmes Rs. _____

e) Excess Electricity bill Rs. _____

f) Replacement of lost, stolen or damaged items : Rs. _____

g) Snacks and feasts (meetings, sports and cultural events) Rs. _____

h) Miscellaneous expenses Rs. _____

Total establishment fee = Rs. _____ = [D]

Establishment fee per student = [D] / [B] = Rs. _____

Rs. _____ [D] may be credited to the account of the hall.

Note : A copy of this claim is pasted on Hall Notice Board. Student-wise records have been compiled and kept in hall records.

General Secretary HEC

Warden

Approved for payment : Rs. _____

Chief Warden

Rs. _____ paid vide cheque No. _____ to caterer M/s. _____

Rs. _____ paid vide cheque No. _____ to Warden.

Office of Chief Warden

HALL OF RESIDENCE
N I T ROURKELA

EXCESS ESTABLISHMENT FEE FOR THE MONTH : _____
(We can avoid it, if we take a little care)

Excess Electricity Bill : Rs. _____

Replacement of Lost/Stolen/Damaged Items : Rs. _____

Details

1. Tube lights in common areas Rs. _____
2. Lost utensils, crockery, cutlery etc. Rs. _____
3. Other losses[Details] Rs. _____

Total Rs : Rs. _____

Recovery per student : Rs. _____

Maintenance Secretary

General Secretary HAC

Warden



National Institute of Technology, Rourkela

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