

Minutes : First HEC Meeting

Date : 08th August 2017, Tuesday

Venue : Conference Room

Members Present:

Dr. Anshu Gaur (Chairman), Dr. Ark Verma, Dr. Shankar Prawesh, Mr. Abhishek Singh (Convener), Mr. Siddharth Srivastava, Mr. Gajendra Meena, Mr. Nilay Tiwari, Mr. Adhip Garg, Mr. Chitral Gupta, Mr. Kalpraj Choudhary, Mr. Suryansh Agrawal

Special Invitee : Ms Prachi Kulkarni, Ms Bidisa Barik

Members Absent without information : Mr. Md. Sharique

Members absent with information : Mr. Nitin Kumar

Meeting commenced at 5:52pm.

Announcements

-The Warden in Charge announced that the Hall Guardians will start their work and requested the President to inform the Hall residents about the timings, as soon as they do so.

-The President announced that Hall 12 had won the General Championship event "Fresher's Inferno".

Independence Day

-The Warden in Charge proposed that the flag hoisting be conducted at 9:30AM, given that the institute flag hoisting programme will end by 9:15AM. This proposal was agreed to by everyone present.

-He also requested the HEC to ensure that all students should be present, including the seniors.

-He also proposed that the guest invitees this year be the Dean of Student Affairs (DoSA), Assistant Dean of Hostel Affairs (ADHA), Assistant Dean of Student Affairs (ADSA), Mr Rajeev Garg (Superintendent, IWD), Mr VP Singh, Mr RK Verma and the President of the Students' Gymkhana. Every guest invitee was to receive a personal mail requesting them to come.

-The itinerary for the event is as follows:

- Flag Hoisting by the Chief Guest. (In case Chief Guest does not come, Warden in Charge and President will hoist the flag)
- Speech by the Chief Guest.

- Charge Hand-over to the incoming HEC. Hall 10 HEC will handover charge.
- Meeting in the conference room.

-The Mess and Canteen Secretary informed everyone that the mess will give out Laddus during the flag hoisting ceremony. There will also be a special Lunch. It was also requested by the Mess Warden that some option be available for dinner as the hall canteen is not open.

Mess and Mess Committee

-The Mess and Canteen Secretary stated that the nominations had been called for and interviews had been taken. Three Y17 students and one Y16 candidate was found. No satisfactory candidates from Hall 13 were found. So re-nominations will be called for representation from Hall-13 in mess committee.

-He also informed everyone about the poor quality of tables, and it was directed that the HEC talk to VP Singh Chauhan in this regard.

-He also requested for a few extension boards, and was directed to find out the exact requirements and either buy extension boards, or request the IWD to have new sockets made.

-The Mess and Canteen Secretary informed everyone that of the 3 grinders, 2 are not working. He was directed to find out what is the problem with them and have the IWD informed about this.

Budget

-The President stated that bill clearance for Fresher's Inferno and the first GBM will be done by 10th August.

-The Warden in Charge also enquired about the availability of the non-consumable components purchased last year for Takneek and was informed by the President that they are the property of Hall 10. He was directed to see if it was possible to bring those components to Hall 12 as they would be of little use in Hall 10.

-He enquired about the funding the Students' Gymkhana used to provide for General Championship events and was informed that they have stopped due to financial constraints.

-He also requested that there be a detailed breakdown of the budget for each head, and that the budget be divided into consumable and non-consumable items.

-He then requested the final budget be sent to the Wardens and that the final budget will be discussed over the mail.

Hall Constitution

-The Maintenance Warden proposed that the provision for HEC meeting to be open for all General Body Members meetings be changed to only allowing General body members by invitation.

- He also proposed that the number of HEC members required to impeach an HEC member be changed from $\frac{1}{2}$ of the current HEC members to $\frac{2}{3}$ rd of the HEC members.
- These proposals were accepted unanimously.
- The Warden in Charge also proposed that any policy decision should be approved by the Wardens.
- The President was also directed to send the final constitution by the 15th of August.

Other Items

- The President enquired about the status of the canteen as he stated it was a major concern for Y17 as they had fresher's and came back late for practice. He also stated that Pandits' had been kept temporarily for 15 days, but the tendering process will now take a month. He suggested we follow Mr Ramkumar's suggestion of keeping someone temporarily.
- The Warden in Charge stated that he had sent a letter to the CEMMC Chairman and the DD. He stated that he will send a reminder to the Chairman and will ask for the details about the canteen.
- The President also informed everyone that in the DoIP meeting, it was decided that the Hall may purchase items less than Rs 10,000. He enquired whether the Hall may start purchases. The Warden in Charge asked him to check the minutes of the DoIP meeting and check whether it's an advance, or if bills have to be submitted.
- The Warden in Charge also stated that two HEC members will be responsible for the tendering. The two HEC members were:
 - Abhishek Singh (President)
 - Gajendra Meena (Accounts Secretary)
- The President also brought to the notice of everyone that some Hall residents have been keeping stray dogs as pets. It was decided that the person should be preferably caught in the act and the people living around him consulted. It was decided that a warning would be given on the first offence and the fine of Rs 1000 imposed on the second offence.
- The President informed the Wardens about the case of a Hall 13 resident who wished to avail rebate for the whole semester. The Warden in Charge informed him the resident will have to get special permission from the Dean of Student Affairs, and heavy fine will be imposed if any resident is found not to be residing in the hall for more than 15 days without prior information. The President was directed to update the guidelines with the clause that the maximum number of days rebate can be availed for is two weeks, with approved leave.
- The President also enquired about whether a Hall resident residing alone in a room meant for two residents would have to pay electricity bill for 1 or 2 people. The Warden in Charge clarified that he would only have to pay for 1 person.
- The President informed that in other Halls, Washermen have a fixed charge for 35 clothes, as opposed to the 30 here. So he requested that this anomaly be fixed. The Warden in Charge also discussed the case of a washerman who works in 3 halls not including Hall 12 or 13, as only washerman who work in 2 halls were hired. It was decided to allow this case as an exception.

-The President raised the issue of Cycle parking, and it was decided that one cycle stand will be placed behind the mess and one behind the canteen. The Maintenance Secretary was directed to see that this was done.

-The President also raised the issue of a Hall Map, and it was decided that the Hall map will be funded by the DCF. The Maintenance Secretary was also directed to ensure that signs be there on the staircase and the ground floor, and that room numbers be properly labeled.

-The President also raised the issue of RO systems, as the quality of water supplied is very bad, as it is not supplied from inside IIT Kanpur. It was decided to research about the possible budgets and features of the existing water coolers and filters. The President also informed everyone present that the COSHA has requested an external company to check the water. It was decided 5 samples will be sent, one from the mess, and four from different wings on different floors.

-The Warden in Charge also raised the issue of the Guest room booking, and stated that the system should be implemented completely and students properly informed about the process. The President stated that it will be done by 10th August.

-The Warden in Charge also discussed the Office Timings, and the following routine was decided:

- Hall Office Manager: 9AM to 6PM on Weekdays, 9AM to 5PM on Saturday, Sunday off.
- Other Hall Office workers: On weekdays on rotation basis, one of them will come from 10AM to 7PM and another from 9AM to 6pm on Weekdays, Two people will come on Sunday 10AM to 5PM. And one person will come on Saturday.

-It was also decided to give a small honorarium to Mr Gopal and the Hall Office Workers. Around Rs 24,000 will be given, of which Rs 15,000 will be given to Mr Gopal, and the rest divided among the Hall Office Workers.

-The Warden in Charge also discussed the coupon rates prevailing in the mess and commented that they were cheaper in other Halls. The Mess and Canteen Secretaries said they will look into this.

-The Maintenance Secretary informed everyone present about the issue related to the filters and the MCB of the water supply pumps, and was directed to write a mail and have the Maintenance Warden forward these mails to the respective authorities in the IWD.

-It was also requested that the Hall Office open the conference room and have it cleaned regularly.

-The Hall Guardian also brought to the notice of everyone present that cycles were regularly being punctured in the E wing cycle stand. It was decided to have the security guard take rounds regularly to catch the miscreant.

-The Hall Guardian also stated that a lot of rooms were not being locked. The President assured everyone that a mail shall be sent in this regard.

-The issue of a compressor was taken up and the President clarified that the IWD will only build the room and the pump will have to be bought using Hall Funds.

With this, the meeting was adjourned at 7:46 PM