



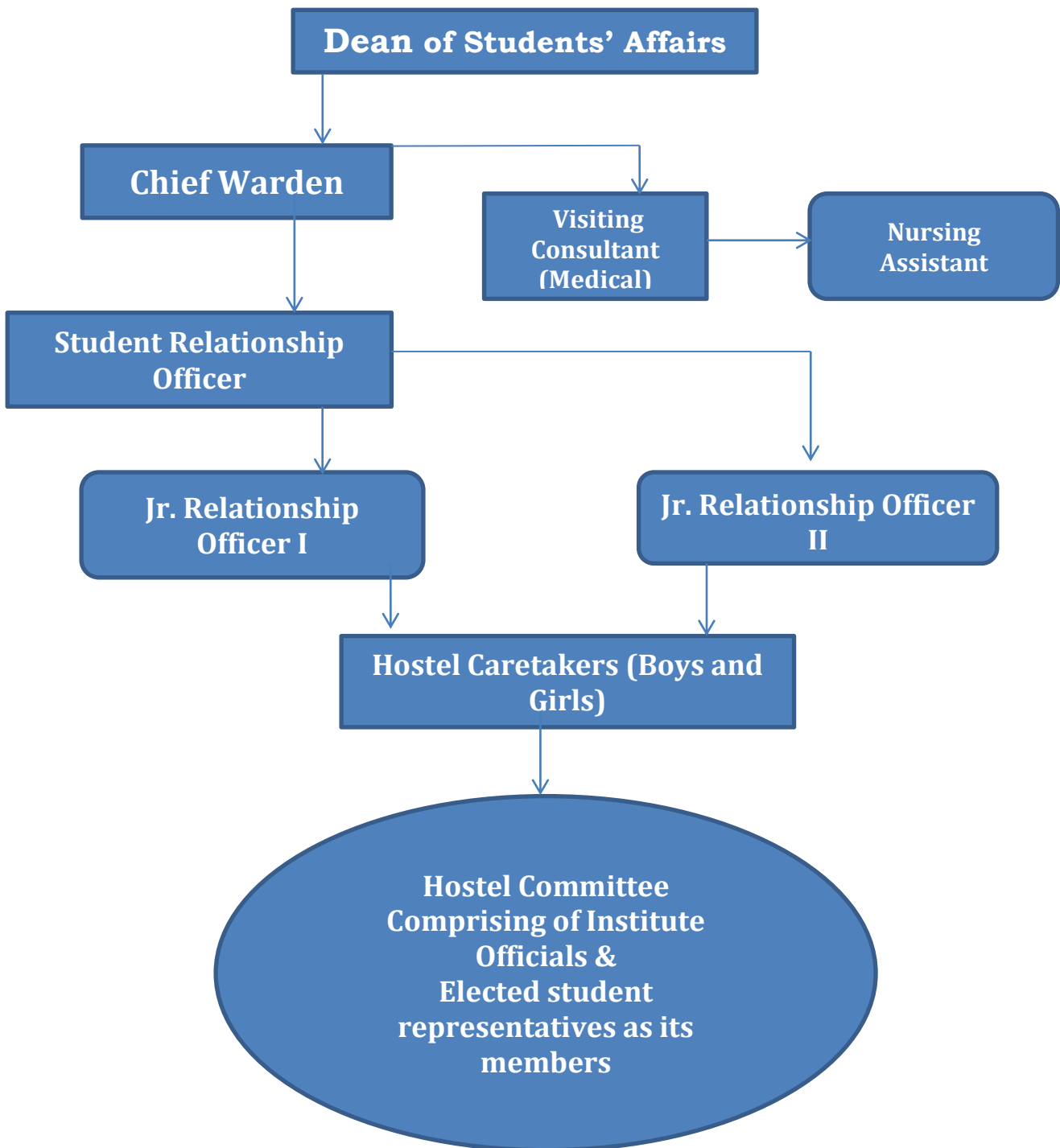
INDRAPRASTHA INSTITUTE *of*  
INFORMATION TECHNOLOGY  
**DELHI**

Hostel Management and Mess/Canteen Management

**(Last Updated: July, 2017)**

OFFICE OF THE DEAN OF STUDENT AFFAIRS  
(INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,  
DELHI-110020)

## The Organization Chart



## Hostel Management and Mess/Canteen Management

**Warden-in-charge** will have the overall responsibility for all aspects of management of hostels, including maintenance and discipline in the hostels. Associated services of Mess, Student canteen, juice shop, eateries to be invited from time to time will also be overseen by the Warden. Furthermore, inviting tender, evaluating and allocating contract will be under the responsibility of the Warden-in-charge.

**Student Relationship Officers (SRO's):** Besides the Warden, there will be two student relationship officers, one each for boys and girls hostels at student affairs office. The student relationship officers will be on regular rolls of the institute will also be assisting the warden in administration of their respective hostel.

**Caretakers:** Apart from Warden and SRO's, there will be a caretaker at each hostel to assist warden and SRO as per requirements. The caretaker will be responsible for daily maintenance of hostels and other tasks assigned from time to time.

**Hostel Committee:** There will be a hostel committee for each hostel, which will have besides the Warden, student relationship officers and one representative from each floor. The representatives of each floor will to be elected by residents of that floor. One of these students may be appointed as the secretary of the committee and the contact point for student hostel representatives. Wing-wise elections will be done every August soon after the start of the semester, and the elected member will serve on the committee for the year. The Hostel Committee is mandated to meet at least twice a month. The committee may meet more often if the situation warrants it.

**Mess/Canteen Committee:** It will comprise of 8 student members nominated by SC, Chief Warden, student relationship officers. The secretaries of each hostel committee will also be in this committee.

**Hostel Disciplinary/Honor's Committee:** This committee will decide on punishments to be given in case of violation of any discipline and/or code of conduct in hostels. This committee will comprise of:

1. Warden --- Chairman
2. Student Relation Officers --- Members
3. Hostel committee secretaries (1 x 2) --- Members
4. Two students (residents of hostels) nominated by Dean

## Roles and Responsibilities of Committees/People

### Warden:

1. Responsibilities for contracting out (for Mess, Student Canteen, Juice Shop and CDX and any other commercial establishment as may be required) and also take a call, in consultation with DOSA, about termination or extension of contract. The Warden will also impose penalties as per stated policies and practices.
2. Ensure that rules and regulations of the Hostel are respected and adhered to by the students.
3. Chair the Hostel Disciplinary Committee to look in to the various issues detailed out in the section on Hostel Disciplinary committee.
4. Arrange for and participate in periodic visit to the hostel to ensure maintenance of proper discipline in the hostel.
5. Hold regular hostel committee meetings to discuss and resolve issues, and to regularly communicate about policies, code of conduct, etc.
6. Take a call on special request for Hostel accommodation for students who may not get hostel accommodation based on the existing norms for hostel accommodation.
7. Take care of the security arrangements in the Hostel and the Students' Activity Centre.
8. Receive and act upon complaints and suggestion received from students on the email [hostel\\_committee@iiitd.ac.in](mailto:hostel_committee@iiitd.ac.in). Where needed the anonymity of the complainant may be respected by the Warden with only the warden being privy to the identity of the complainant.
9. Ensure implementation of policy of zero tolerance to substance abuse in the hostel. In the event of a resident being reported to be of "abnormal" or "subnormal" behavior recommend the name to DOSA for possible reference to the counseling service.
10. Any other issues and details that may arise relating to the running of the hostel and student behavior in the hostel.

### Student Relationship Officers:

1. Allotment of Hostel rooms, each year, will be carried out at the end of each Monsoon Semester, for the continuing students based on the

rules decided by the Institute. Allocation for the new entrants will be carried out in the month of July each year after Registration.

2. Exceptions to rules on allocation can be made only on recommendation of the warden.
3. Request for exception has to be addressed to the warden only. Any application for exception to the rule, if submitted to the Caretaker, should be first routed to the Warden and no dialogue should be started with the applicant.
4. Keep track of payment of Mess fee and report defaulters.
5. Keep track of hostel reimbursement to be made and make the case for the same.
6. Conduct regular meetings of the mess/canteen committee.
7. Be on hand to help the students in arranging for stay of day scholars when required in connection with Institute activities like, ESYA, Odyssey, Triquetra etc.
8. Suggest improvement plans for Student welfare, up-gradation of Student's Facilities and hostels & facilitating the execution of the same.
9. Any other responsibility assigned from time to time.

#### Roles and Responsibilities of Caretaker:

1. Take stock of the equipment associated with students' extra curricular activities and ensure their proper maintenance.
2. Aid the warden/FMS in tracking maintenance issues and oversee cleanliness in both mess and canteen.
3. Join the warden in surprise checks to be scheduled by the warden in the Issuance of sports equipment's and its records.
4. To report any non-compliance of hostel regulation by students.
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6. To take regular rounds in the hostel, cafeteria, sports area and Gym etc.
7. To maintain reports/record sheet related to required facilities.
8. Responsible for maintaining upkeep of hostel Guest Room.
9. Maintain Mess Exemption records and inform mess vendor.
10. Responsible for monthly reconciliation of Mess Bill, and promulgate to all students.

#### Hostel Committee:

1. Report all maintenance needs in the Hostel and also follow up the steps to implement the necessary action.

2. Manage and update the hostel webpage.
3. Report all misdemeanors to the Warden for further action. The misdemeanors referred to here would also include not following proper cleanliness procedure both in the mess and the canteen. A more detailed list of misdemeanors will be presented separately.
4. Report violation of policies by students on motorized vehicle including parking.
5. Report issues with running of mess and canteen to the mess and canteen committee for discussion and final action.
6. Take decision on the request of day scholars to stay in the hostel as a guest for a short period, not exceeding three days at a stretch.
7. The hostel committee will maintain an email id [hostel\\_committee@iiitd.ac.in](mailto:hostel_committee@iiitd.ac.in) to be operated by the warden or his nominee. The hostel committee will look in to the complaints or suggestion received by way of an email and take necessary action. In the event of the complainant wishing his name not to be publicized, the information will rest only with the warden and his nominee who operates the account. No anonymous mails will be entertained.

#### Hostel Disciplinary Committee:

The committee is empowered to impose punishments in certain category of violations of hostel code of conduct as will be detailed later. Their scope will be limited to punishments relating to hostel code violations, and the punishment will be restricted to removal from the hostel. For other/more serious offenses, or offense that may need more severe punishment, the committee should refer the matter to DOSA.

#### Mess/Canteen Committee

1. Meet regularly to discuss and evaluate performance of mess and canteen (including the juice stall, and any other food stall commissioned on campus)
2. Arrange/conduct regular inspections to check (i) quality of food, (ii) cleanliness and hygiene, (iii) appropriate staff assigned for tasks, (iv) price change without the approval of the warden. Based on the observations made during inspection, levy fines, if needed.
3. Prepare monthly report on the performance and issues connected with the various establishment connected with the committee. (This will form a part of the monthly report of student's office)
4. Manage the webpage for mess/canteen
5. Fix the menu, arrange for it to be publicized to students; take spot decisions on menu, when needed.

6. Arrange for temporary vendors who can visit for limited durations (after due permission from Estate Officer) for special foods for the campus residents, e.g. thela/food-cart for Chaat, Corn, ice-cream, etc,