



## Minutes - 2nd Hall Executive Committee Meeting (2018-19)

**Date: 15 November 2018**

**Venue: Conference Room, Hall 12**

### **Members Present:**

1. Dr. Anshu Gaur, Warden-in-charge
2. Dr. Ark Verma, Mess Warden
3. Dr. Shankar Prawesh, Maintenance Warden
4. Mr. Yadu Sharma, President
5. Mr. Yash Raj Singh, Accounts Secretary
6. Mr. Shrey Gaur, Mess and Canteen Secretary
7. Mr. Nipun Goyal, Mess and Canteen Secretary
8. Mr. Nachiket Deoghare, Maintenance Secretary
9. Mr. Ratnangshu Das, Reading Room Secretary
10. Mr. Siddharth Barwal, Cultural Secretary
11. Mr. Girish Sharma, FMC Secretary
12. Mr. Aviral Khare, SnT Secretary
13. Mr. Nimish Agarwal, Webmaster

The meeting commenced at 6:30 PM.

<b>1.</b>	<b>Announcements and Remarks, if any.</b>
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- The Warden-in-charge announced that a new bank account should be opened separately for the operation of the mess.



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<b>2.</b>	<b>Introduction of the Webmaster to the Wardens.</b>
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The newly nominated Webmaster was introduced to the Wardens present. The Webmaster discussed his future agendas of updation of the hall website and the guest room booking portal. He also stated he will assist the hall office staff and teach them how to use the portal.

<b>3.</b>	<b>To consider the status of purchases and installations.</b>
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The Accounts Secretary updated the HEC members on the status of the pending purchases.

1. The purchase of musical instruments is completed and the goods have arrived with the exception of the Drum Set.
2. The required documentation and formalities for the purchase of the Projector are complete with only the delivery pending.
3. The required documentation and formalities for the purchase of the Speakers are complete with only the delivery pending.
4. There were some problems which have arisen during the purchase of the fogging machine. The vendor had declined to supply the goods without 100% advance payment which is not possible as the purchase was intended from the DCF. The Warden stated that the purchase should be completed by making 100% advance payment from the Hall account and then the DOSA Office will reimburse the hall on the basis of the bill.

<b>4.</b>	<b>To consider the final budget presentation for the present 2018-19 tenure.</b>
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The President and the Accounts Secretary presented the final budget for the present tenure. The following points/issues were raised:

1. It was initially decided that only 75% of the total Hall Development Fund will be used for expenditure, however, the Accounts Secretary stated to use the entire HDF pertaining to shortage of funds. The Warden asked the HEC members to present the quotations for the HALL DAY and then further course of action can be decided regarding the extension of the 75% limit.
2. The following budget has been approved which can be viewed on the hall website.
3. Presently, the hall residents pay Rs. 15 per month for the purpose of RO maintenance but as the amount mentioned in the AMC quotations was much higher than collected, hence, it was decided that from 1 January 2019 onwards, the hall residents need to pay Rs. 25 for the purpose of RO maintenance instead of Rs. 15.

<b>5.</b>	<b>To consider the proposal of removal of Robotics Club from the Hall</b>
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- The President presented the following proposal considering the removal of Robotics Club from the hall.
- As per the official documents, only one room was allotted to the Robotics Club i.e. A3 common room but unofficially they were allowed to occupy the A2 common room also. But due to present requirements, the Hall requires one more common room for the purpose to set up an SnT room.
- It was also decided that the club should pay the rent for the usage of electricity and an electricity meter to be installed outside the Robotics Room for the same.



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- Finally, it was decided that a mail will be sent to the Robotics Club Coordinators on behalf of the Warden-in-charge regarding this matter and then the further course of action will be decided.

<b>6.</b>	<b>To consider the change in the structure of the Hall Executive Committee and to consider the required changes to be made in the Constitution.</b>
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After deliberate discussion on this point, it was decided that as first-year students i.e Y18 students will also be a part of HEC. So this point will later be discussed in General Body Meeting where first years can also give their valuable points.

<b>7.</b>	<b>To consider the selection of Quotations for AMC of ROs</b>
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The quotation with the lowest price was selected. It has also been decided that condition for services need to be made properly by HEC members so that there is no mismanagement of the RO systems installed in the hall.

<b>8.</b>	<b>Furniture for the music room and SnT room</b>
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The proposal was presented by the SnT Secretary and it was decided that as there are used pieces of furniture in the Central Store, the HEC will contact the Central Store for the same and procure the goods as deemed necessary.

<b>9.</b>	<b>To consider the purchase of plants for the hall</b>
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The proposal was presented by the Accounts Secretary. The warden stated that the money to be spent on plants is more than required and hence directed the Accounts Secretary to modify the list, keeping only those plants which are necessary.

<b>10.</b>	<b>To consider the condition of the Washing machine</b>
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The President stated that the service providers from the company were called to have a look at the condition of washing machines and it was found that all the machines were working fine except one. The service provider was asked to state the amount required for the repair and after that only, the further course of action will be decided.

<b>11.</b>	<b>To consider Dispensary establishment proposal</b>
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The proposal was presented by the President on the floor of the committee. The HEC was directed to contact the Head, Health Centre for the establishment of such a dispensary and then draw up a detailed proposal. A point was raised regarding the installation of air conditioners in the dispensary, that the electricity bill had to be born by the hall residents which would be rather costly for the residents. Hence, it was decided that if the proposal is taken forward, then the HEC and Wardens may discuss the possibility of reimbursement of the electricity bill by the DOSA Office.

It was decided that the dispensary will be open for the entire campus junta, as it would be beneficial to many including those living near the Hall like the residents of Hall 9, 13 and International Hostel students.



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12.	<b>To consider the room to be given for the establishment of an SnT Room</b>
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The proposal was presented by the SnT Secretary. After deliberate discussions, the final room assignment was as follows:

1. Music Room - A2 Common Room (I<sup>st</sup>)
2. SnT Room - A2 Common Room (II<sup>nd</sup>)
3. Sports and Dance Room - F2 Common Room
4. TV & Multipurpose Room - F3 Common Room
5. Reading Room - A3 Common Room (II<sup>nd</sup>)

13.	<b>Expected date of completion of Purchases by every HEC member</b>
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It was decided in the meeting that all purchases from the HDF need to be completed by January for all the concerned HEC members.

14.	<b>Other agendas, with the permission of the chair</b>
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- The Warden-in-charge directed the HEC to put up notices regarding the prohibition of dog feeding on the hall premises at various places in the Hall including lift and canteen area.\
- The Warden-in-charge directed the HEC to look upon the matter of the ratification of the Hall Constitution, as it was not ratified by the appropriate body till date.



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- It was decided that an email should be circulated among the hall junta for returning the books of the reading room if they are in the possession of any.
- All the concerned HEC members were directed to bring up the guidelines for the use of common rooms and take the steps for the enforcement of the same.