

MID-TERM WORK REPORT



HOSTEL AFFAIRS COUNCIL **2024-2025**

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2024-2025

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EATERIES

Mess Facilities between H13 and H14

- Mess Facility to be added in the wing extension of H14 proposal, design survey has been put up.

LHC Food Court

- Discussions and meets done on the introduction of LHC Food Court based on feedback survey from students.
- Tender Document for Appointment of Food Court Operator has been released.

Dairy Shop


- Amul Dairy Kiosk setup will be introduced in Hostel 18 garden Area.
- Approval from Warden H18, A Dean SA and Dean IPS has been taken.
- Area requirements, exact location is finalised. Agreement to be signed soon.

Cloud Kitchen

- Proposal has been put up in the Eateries Committee Meet.

TRANSPORTATION

Introduction of E-Shuttles and E-bikes

- New buggies are going to be introduced in the campus by the end of October. The construction of the new EV parking lot is going on in front of the DESE.
 - The timing of the buggies is extended to 10 pm where 9 buggies running from 8am to 8 pm and 4 buggies are running from 8 pm to 10 pm. In future, 2 buggies will be running from 10 pm to 12 pm.
 - The battery replacement system is proposed in the new multi-level parking coming in front of Energy Science dept.
 - The Electric scooters are in process and are expected to come soon.
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SECURITY

License plate scanning system

- The initiative is to avoid unauthorized entries in IIT Bombay campus and maintain proper entry exit records, a proposal of License plate scanning system has been put up for the same.

Public Announcement system

- The Public Announcement (PA) system initiative at IIT Bombay hostels aims to improve communication and information dissemination across the campus.
- A proposal for the same has been approved by A Dean IPS III, Fire Department and A Dean SA. Shortly, the installation will start.

Security Drills

- These are being conducted in the hostels equipped with PA alarm system.
- It has been conducted in Hostel 18 and next it is going to be in Hostel 5. Once the PA alarm system will be installed in other hostels, accordingly drills will be organized.

Security Guidebook

- A draft consulting with CSO, Associate CSO, QRT, Vigilance team and officials is ready.
- It has been completed and sent to Dean SA for the evaluation.

Networks and LAN

HA Website

- Updated the whole website and worked on content correction while maintaining it.

MRSP (Married Research Scholar Portal)

- All proposed changes to the MRSP have been successfully incorporated. The website is currently under review by HA council members and will launch it soon. Once it is launched, continuous monitoring will be conducted to ensure that it meets the evolving needs of the student community.

Institute Eateries Portal

- The Institute Eateries Portal is currently under active development. The project has implemented its core functionalities, including integrating various canteens, an administrative dashboard, and detailed menus. Our current focus is on enhancing user experience and optimizing system performance. Additionally, we are planning to incorporate new features, such as a feedback system, to gather insights from users.
- The first phase of testing and deployment is scheduled for the second/third week of October. During this phase, we will open the portal to a selected group of students and canteens. This targeted rollout will allow us to collect relevant feedback, which will be invaluable for improving before the wider launch.

MyIITB

- The development of MyIITB is nearing completion, with only a few UI adjustments remaining. We anticipate that the portal will be fully ready by mid-October. Following this completion, various other portals will be integrated directly into MyIITB, streamlining user access. We expect MyIITB to be available for student use at the beginning of the next semester.

Hospital Feedback & Complaints Portal

- The initial phase of the Hospital Feedback and Complaints Portal is almost nearing completion. An anonymous feedback form will go live on the HA Website as the first step. Following testing, this portal will be extended to other student projects, including MyIITB and InstiApp, ensuring broader accessibility and engagement from the student body.

Wireless Installation

- IITB wireless has been successfully installed in Hostels 1 through 10, as well as in Hostels 12, 13, 14, 15, 16 (excluding the girls' wing), and 18. This expansion of wireless connectivity across the institute's hostels aims to improve internet access for students, providing better infrastructure for academic and personal needs.

Room Retention Portal

- Active development is ongoing in collaboration with ASC. This project consists of two separate portals: one for internal accommodation (for students currently enrolled at IIT Bombay) and another for external accommodation (for students coming from outside to IIT Bombay). Both portals are nearing completion, with the core functionalities in place, though a few minor fixes and error resolutions are still required.
- Link for External Portal: <https://stagemy.iitb.ac.in/intacco-ext/>
- Link for Internal Portal: <https://stagemy.iitb.ac.in/intacco/>

PHO Digitalization

- It's a cleaning management application for students at IITB. The main objective of this application is to improve cleaning management and facilitate communication among students and PHO. Unique QRs are to be generated for supervisors of respective hostels, simplifying the process of maintaining data for cleaning tasks and complaints while making it hassle-free for students and PHO workers.
- The PHO Digitalization project has reached the deployment stage and is now available for testing at the IP address <http://10.198.49.31:8000/> (make sure you are on the IITB Network to access the website). This platform is open for feedback from students and PHO workers, allowing us to assess its functionality and usability. Once we gather feedback and make the necessary adjustments, we aim to officially launch the project across all hostels by mid-October.

Networks

- Compilation of Network Packet, a digital folder with relevant network, SSO, and other key documents and guides for various digital platforms. This was created primarily to ease the transition for freshers but was later made available for everyone. (See https://drive.google.com/drive/folders/1AvzadcgP2Zh1lwZyfomY3S1UZmwFmqP6?usp=drive_link).
- Fixed various LAN issues for the incoming fresher batch by directly taking the responsibility of internet in H16 and H1.
- Conducted a comprehensive sys ad training session, which included basics of networks, command line tools necessary for troubleshooting, and common troubleshooting methods.
- Created a checklist for hostel system administrators for reporting various network related issues.
- Streamlining the process of addressing complaints by creating a three-layer escalation system. This was done in order to improve the efficiency of resolving problems with the limited CC staff.
- All the complaints raised by the inmates of the hostel (in cc helpdesk or otherwise) will be first troubleshooted by Hostel System Administrators.
- The complaints, if not resolved, would be escalated to Institute System Administrators.
- Once all student interventions have been exhausted, the complaint would be escalated to CC.

Gymkhana Servers

- Routine maintenance of Gymkhana Servers (regeneration of certificates, maintenance of SSO, authorization of applications using SSO, etc.).
- Developing a snap-shot-based backup system for Gymkhana Servers. Exploration of the feasibility of an offsite backup of databases in CC or in the new data center being built.
- Also planning on bringing in new Gymkhana servers for more computationally intensive software and AI tasks.

Miscellaneous

- Freshers Room Allotment - Revamped the existing algorithm to accommodate the feature change in the data received from JOSAA. Improved documentation and readability of the scripts.
- Providing access to the election's portal for various elections throughout the institute.

PHO

Hand Dryers Installation

- Hand Dryers were installed in Hostel Messes last year as a trial phase. The proposal to put hand dryers in each Hostel washroom has been put and approved by Dean SA and PHO Head.
- A total of 800+ hand dryers will be installed in the hostel area itself.

Sanitary Napkin Vending Machines Installation

- Sanitary Napkin Vending Machines were installed in Hostel 10,11,15 last year as a trial phase.
- Phase 1 of the installation will include installation of 15 Vending Machines in Female Hostels and Academic/Administrative Areas.
- The proposal has been sent to PHO through A Dean SA and has been approved.
- The installation will be done through tendering process which will initiate soon.

Sanitary Napkin Incinerator Installation

- Sanitary Napkin Incinerators is a sustainable need for the IIITB female community.
- Phase 1 of the installation will include installation of 100+ Incinerators in Female Hostels and Academic/Administrative Areas .
- The proposal has been sent to PHO through A Dean SA and has been approved.
- The installation will be done through tendering process which will initiate soon.

PHO Handbook

- The first draft of the PHO handbook is prepared and changes based on suggestions are under process.
- The Handbook will be a guide for Students and Hostel Council about working and scope of PHO.

Animal Policy

- New policy on stray animal is prepared by Human-Animal conflict committee.
- Dog feeding location map has been prepared to insure feeding of stray animals as designated areas.

Swachhata Pakhwada

- Swachhata Pakhwada was organised by the Hostel Affairs Council in collaboration with various Institute Bodies and Councils.
- Hygiene and Cleanliness Awareness Events such as Cyclothon, Nukkad Natak and Waste to Art Competition were organised.
- Hostels participated in the Swachhata Pledge, Zero Food Waste Week, Plant Adoption Program.
- A comprehensive report has been made of the Swachhata Pakhwada Week.

HOSTEL CO-ORDINATING UNIT (HCU)

HOSTEL ALLOCATION

Managed the Hostel Allocation/Reallocation of over 7000 UG+PG Students.

Following are the details :

- Old-Hostel Allotment was done to UG-2nd year males. All the UG-2nd year males were allotted and shifted to the Old hostels of 2/3/5/6/9 from Hostel 16 & 1.
- Hostel allotment of UG final year boys was done to hostel 17/18. All the UG final year boys were allotted and shifted to the Hostels of 17/18.
- Hostel allotment of UG final year females was done to Hostel 10/11. All the UG final year females were allotted and shifted to the hostels 10/11 from hostel 15.
- Hostel allotment of PG-2nd year boys was done to the hostels of 12/13/14/17. All the PG-2nd year boys were allotted the hostels of 12/13/14/17 from Hostel 17/18/Tansa/Hostel 4.
- Fresh Hostel allotment was done to the PG-New entrants of Batch 2024 in the hostels of 17/18/Tansa/H4/H15/H10.
- Fresh Hostel allotment was done to the UG-New entrants of Batch 2024 in the hostels of 16/1.
- PhD second year females were provided with single occupancy rooms in hostel 10/11.

HCU Handbook

- The first draft of the HCU handbook is prepared and changes based on suggestions are under process.
- The Handbook will be a guide for Students and Hostel Council about working and scope of HCU.

New Furniture for Hostels

- New furniture for Hostels is under procurement as per the requirements.
- The vendor is final and the model of furniture is being finalized after taking our inputs.

Canteen Tendering

- Night canteens setup in H3, H9, H16 and Tansa are approved and tender has been floated.
- Retendering of night canteen of H2, H6, H10 and H15 is approved and tender has been floated

Mess Retendering

- Messes of Hostel 2, Tansa, Hostel-6, Hostel 9, Hostel 10, Hostel 12-13-14, Hostel-15 and Hostel 16 has been approved.
- The tender of the same will be floated soon. Changes and suggestions are being discussed in Eateries Committee

ESTATE

Construction of entrance at H-3 Juice Shop

- The original entrance to the juice shop was inside Hostel 3, causing crowding and inconvenience for hostel residents.
- To resolve this, we submitted a proposal to move the entrance outside the hostel to reduce congestion.
- The proposal was approved and forwarded to the Dean, Assoc. Dean IPS-1, who conducted a feasibility study with site visits.
- After approval, the new entrance was constructed, significantly improving traffic flow and reducing disruption for residents.

Hostel Room Painting

- A comprehensive proposal for hostel room painting was submitted to the authorities, outlining the rooms that required painting based on data received from the hostels.
- We received approval for the proposal and completed painting work in some hostels, with others in progress.

Dustbin holders

- A detailed proposal for installing dustbin holders was submitted to the authorities for approval.
- After receiving approval, the proposal was forwarded to the PHO Office for estimation and review.
- Installing dustbin holders will prevent dogs from knocking over the bins, reducing litter on the ground.
- By controlling the spread of garbage, the solution aims to improve cleanliness and overall hygiene for residents.

Repairing works in H1 and H16

- Collaborating with the Hall Manager, we conducted a thorough drive to identify and address issues in H16 and H1 hostels.
- Plastering work was initiated, and the goal of resolving these issues was achieved before the arrival of residents, ensuring their comfort and safety.

Anti-fungal painting

- There was an issue of fungus growing on the washroom walls due to the consistently humid weather.
- Data from all hostels was collected, and a comprehensive proposal was submitted to the authorities.
- The proposal was approved and forwarded to the Dean, IPS-1, for further action.
- After investigation, the suggestion to use anti-fungal paint was recommended to address the issue.

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Sitting areas

- The campus lacks sufficient sitting areas for discussions and relaxation, and there are no designated EV stops.
- We combined both issues and identified locations across the campus for sitting areas with EV stops.
- A comprehensive proposal was created and submitted to the authorities for approval. The proposal was approved and forwarded to the Dean, IPS-1, who is now reviewing the feasibility of the locations.

H-16 Mess and TV room

- There was a roof leakage in the H-16 mess, and we submitted a proposal to the Associate Dean, SA, for renovation.
- The proposal was approved, and a tender was passed for proper waterproofing of the H-16 mess.
- Renovation work has begun, and half of it has already been completed.

Estate Guidebook

- We consulted various estate officials and gathered useful information for students.
- Work began on summarizing this information to create a proper guidebook for students.
- The guidebook will contain all the essential details related to estate services and processes. The first draft is ready, and we are working on further improvements.

Logo with bushes

- We proposed writing hostel names with bushes, similar to the existing designs in H 15 and H-16.
- After discussing this idea with all the General Secretaries, we created a comprehensive proposal.
- The proposal was submitted to the Dean of Student Affairs (SA) for approval. We received approval, and the proposal has now been forwarded to the Dean of IPS 3 for further action.

INSTITUTE WIDE FACILITIES

Centralized Laundry Services -

- The availability of specialized laundry services will ensure that delicate and high maintenance garments are properly cared for.
- The proposal for the same has been approved by A Dean Sa and Dean IPS.
- The Space Committee will be allocating the space for the Centralized Laundry Services. Thereafter the set up will be done and service can be availed.

Vending Machine

- The first phase of installation was successfully completed in four hostels: Hostel 10, Hostel 14, Hostel 16, and Hostel 17.
- We collected feedback from the residents and students, and the responses have been overwhelmingly positive.
- Our next goal is to expand the installation to more hostels as well as department buildings. Requirements have been gathered from Hostel and Department General Secretaries, and they have been proposed to the Eateries Committee for further action.

Convex Mirror

- We have identified all the necessary locations for the installation of convex mirrors across the campus.
- In the initial phase, we are installing mirrors at RH T-point and NCC T-point for better visibility. All required permissions have been obtained and forwarded to the Estate Office for processing.
- The Estate Office has requested the materials from the vendor, and the installation will be completed soon.

Signage Boards

- The first phase of the signage boards implementation has been successfully completed.
- Several new signboards have been installed along the road from VMCC to the main gate.
- The second phase, which includes ideation and installation, has already begun.
- This phase will focus on covering additional paths to improve campus navigation.

Cycle Shop

- The tender for the cycle shop near H-3 was officially terminated on 22nd September.
- A new tender has been allotted to a different vendor for running the shop.
- Renovation work is currently underway to update and improve the cycle shop.
- The shop will be operational soon, once the renovations are complete.

Hair Salon

- The construction of the hair salon has been fully completed.
- The tender has been prepared, and the services have been reviewed by Hostel Affairs.
- The salon is expected to be operational by the end of this month.

Boathouse Renovation

- The renovation of the boathouse has been fully completed.
- A beautiful seating structure with a bamboo shed has been constructed as part of the renovation.

Digital Display Board

- To reduce poster usage and make the campus more sustainable, approval for digital display boards was granted.
- We have identified key locations and installed six digital display boards around the campus.
- The locations include: VMCC, In front of SAC, Near LHC, Near Academic Building, YP Gate, and Near Café 92.
- A policy for content display on the digital boards has also been established.

GENDER CELL

Gender Cell Orientation

- Orientation about Gender Cell and its role on campus in promoting awareness and advocacy for gender issues on campus was conducted for fresher UG & PG students. These were conducted in an offline mode in the Convocation Hall.

POSH trainee workshop

- The POSH trainee workshop is being conducted for the gender cell office, ICC members and other associated students. The trainee aimed at providing knowledge about the POSH rules and its procedure. It also aimed at promoting awareness and engagement on gender issues.

Events & website

- The event was conducted on the topic “Sexual Harassment and its impact” by Dr. Chayanika Shah. The event was open for all the resident of the campus with the objective for make them aware about types of sexual harassment and what are legal protection for it.
- Website updated for Gender Cell to provide updated resources and information on ongoing initiatives and the events



HOSPITAL

Hospital Digitalisation

- A new committee was proposed in the HHAC meeting and Registrar has agreed and the committee has been formed.
- The project has been passed in the new committee and discussion to implement through E-Shushrut is going on.
- Work on finalizing the software and the tendering process is going on.

Hospital Guidebook

- All the information and the policies reformation has been discussed with CMO.
- The hospital related information has been updated on the hospital website, along with that work is going on for compiling the guideline book.

Hospital Feedback Form

- All the previous responses were read thoroughly, and detailed form has been made.
- The link of the first draft of the form has been uploaded on the hostel affairs website.
- Consultation students for any improvement and with ISA for the interface and portal has been going.

Medical Kits

- First Aid medical kits provided to the hostels.
- Survey was taken from Gsecs regarding new medicines or materials to be added in the kit.

Policy regarding ACL tear

- Policy regarding the 3 tier ACL has been discussed with the CMO and it will soon be covered under the insurance.

EMD

Institute wide EMD Drive:

- Institute wide EMD drive was conducted. A common meet with all Gsecs, EMD officials, ISHAs and GSHA.
- Inputs and issues from all the hostels were addressed. Work on the same is going on.

EMD Guidebook:

- A draft has been prepared, after the evaluation and final corrections it will be posted for the students

MISCELLANEOUS

Freshers Registration

- The last week of July saw the onboarding of freshers in the institute. The Hostel Affairs Council took many new measures to ensure that the process was smooth for new students, parents, and other instizens.
- SAC parking lot was assigned the designated UG freshers' registration and gathering spot as compared to the H-15 playground until last year. This provided a more concretized and larger area.
- The area also had a food court for parents of the incoming students so as to prevent the crowding of students and saving students as well parents from inconvenience.
- Free of cost transportation for students and their luggage was provided for 2 days via the EVs in campus for ease of commute.
- Direction banners were put up everywhere in the institute to prevent confusion - thus ensuring a seamless start to the freshers' journey on campus.

Open House

- GSHA along with the ISHAs visited the hostels for an Open House Meet.
- This was a great chance for hostel residents to share their thoughts, concerns, and suggestions to help improve our hostel community.
- Some hostels were completed by MidTerm Report and remaining hostels will be covered in near future.

HYGIENE COMMITTEE

Surprise Visits & Documentation

Surprise visits were made at Hostel canteens 2, 5, 6, 12-13-14 ,15, Aromas Dhaba, Library Cafeteria and Amul. Fines have been imposed if the vendor was found to be violating any norms according to the contract.

- Apart from the canteens, the committee was notified of other grievances concerning food quality and hygiene concerning the mess of hostels. With the approval of A Dean SA and HCU Incharge, the committee made a surprise visit accompanying hostel council members to messes of Hostel 1, 2, 5, 6, 9, 15, 16, 17 and 18 and prepared a detailed report on the violations committed by mess operators, which will be presented to ADEAN SA.
- Detailed documentation, including image proofs of a raids helps us track progress, identify areas for improvement, and hold responsible parties accountable.

Feedback system

- New QR Codes for the complaint form is available in every canteen. This form is checked and kept track regularly which helps us gather valuable data to improve hygiene facilities across campus.
- Upon receiving a complaint, our team promptly responds and takes necessary actions. Additionally, we ensure to keep the complainant informed about the steps taken in our work report for the committee
- We have required every canteen to keep a complaint log at the counter in addition to QR codes; failure to do so will result in a fine.

Other Implemented Initiatives

- The committee have formed a group with all the canteen owners where we disseminate any relevant information, also the group is used to track documentation and health records of all the workers
- To build accountability and avoid miss authorization the committee have Hostel Affairs zippers which we mandatorily carry during surprise visits at any eateries.
- Use of polythene bags was discourgaed. Aromas dhaba has successfully implemented the same and other canteens will do it near future.

SUSTAINABILITY

Water overflow protection

- We have developed a proposal for installing an alarm system in hostel water tanks to address the issue of water overflow. The system will provide real-time notifications when tanks are full, allowing timely shut-off of the water supply. This solution is expected to significantly reduce water wastage and improve resource management within the hostels.
- The proposal is approved by dean SA and in talk with H2, H5 and H18 for implementation as a trial basis. Further, it will be implemented in each hostel.

Vertical Gardens

- The vertical gardens are proposed across the institute to enhance the beautification and sustainability of the campus. We are in talks with horticulture section regarding the structure of the vertical garden in few of the proposed location.

AC optimisation in LHC

- Collaborated with the Electrical Maintenance Department (EMD) to propose a solution for reducing energy consumption in the LHC through the installation of energy-efficient doors
- A pilot implementation in Lecture Hall LA001 successfully demonstrated a reduction in electricity usage, and the proposal has been submitted to the A. Dean (IPS-III) for further consideration.


EV buggy stops

- Prepared and submitted a detailed proposal to the A. Dean (IPS-I) to introduce designated EV buggy stops across campus, similar to bus stops. This initiative aims to optimize buggy usage, extend battery life, and streamline campus transportation. The proposal includes specific stop locations and suggestions for efficient implementation.

Dustbin to separate liquid wet waste

- Identified a dustbin design and vendor capable of separating liquid from wet food waste, thereby enhancing the efficiency of the campus biogas plant. A proposal has been submitted to the Deans, highlighting the potential for improved waste management and increased biogas production through the adoption of this system.

Projects & policies

- **STARS framework:** The Sustainability Cell initiated the institute's first version of sustainability assessment aligned with the STARS certification, covering 500+ parameters across environmental, social, and governance practices. Clear next steps were proposed for further data collection from key stakeholders, including the PHO, EMD, Estate, and academic departments. Additionally, collaboration with the GESH was initiated to support further data analysis, leading the institute towards the STARS certification.
 - **Global Student Sustainability Community:** Established a global sustainability community, comprising over 9 colleges and 50 students, including institutes like IITs, BITS, and DU. The cell conducted personalised onboarding meetings with each of these cells to create a rapport amongst the community. This community aims to serve as a common forum for monthly discussions and collaboration across different institutes. The community has led to many fruitful discussions and possible opportunities on collaboration to make each of the campuses more sustainable
 - **Green Score Calculator:** Developed a first-in-kind IITB-centric student 'green score' calculator to include carbon emissions (Scope 2, 3), water usage and waste generation. Created a detailed model with 100+ parameters to calculate the numbers with minimal data inputs. Parameters spanned electricity usage (using individual device specifications), carbon emissions (from vehicles, LPG, and food), embedded emissions in clothing, water usage (based on faucet specifications), and waste generation (from consumption patterns and packaging waste). The carbon emission, water and waste data were then benchmarked with minimum and maximum values possible to get an aggregate green score for each individual in the institute.
 - **Sustainability Cell Orientation Event:** We are set to host the Sustainability Cell orientation event on October 2, 2024, aimed at introducing the cell's mission and activities to the students of IITB. The event will feature a sustainability-themed treasure hunt, interactive games, and an animated movie screening to raise awareness about the environmental impact of human activities. Participants will have the chance to win exciting prizes, including cell merchandise and green freebies. This event is designed to engage the campus community and encourage students to join the movement towards a more sustainable future.
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INTERNATIONAL RELATIONS

Onboarding of International Students:

- The goal is to smoothly integrate over 35+ international students into campus life. Key tasks include assigning mentors to PhD and Master's students, helping with academic and non-academic registrations (courses, hostel, banking, SIM cards), and working closely with student and department bodies to handle specific issues.

Outbound Program

- To promote international opportunities, the office held an offline session for over 250 + students, featuring guest speakers who shared their exchange experiences. This resulted in increased applications, and more than 15 students were selected for international semester programs.

Delegation Visit:

- A delegation from Bilbao School of Engineering visited the campus, where they were given a tour. The engagement was positive and could lead to future academic and research collaborations.

FGL-IIT Partnership Meeting:

- Assisted the IR Office in supporting the agenda to build and renew collaborations between FGL and various IITs across India by providing student volunteers to facilitate the meeting. The focus of the meeting was to strengthen collaborations not only with IIT Bombay but also with other IITs across the country, with an emphasis on fostering international exchange programs and academic partnerships.

ITB-FGL Meet

