MANIFESTO

I, SHRUTHI JATOTH (150020103), if elected for the post of Maintenance Secretary of Hostel 10, propose to do the following:

Initiative & Follow ups:

➢ will publicize CMS (complain management system) - online complain registration system.
➢ will put a publicize scope of work of PHO workers so that every hostelite becomes aware of it.
➢ will Reduce the height of the drying rods.
➢ Minimize water-jamming near washing machine areas by having a slopy surface
➢ Will place benches in the garden.
➢ will install hydraulic door stopper in a door to every floor to avoid dogs littering the floors.
➢ will install magnetic door closers, door stoppers, curtain rods
➢ will keep the maintenance cupboard equipped with a vacuum cleaner, brooms, first aid kit, iron and other necessary items, which will be issued to students on their id card
➢ will facilitate recharge facility at the hostel Xerox Shop and extension of it as departmental stores.

General Duties as a Maintenance Secretary:

➢ will ensure proper weekly cleaning of the rooms, wings and proper maintenance of the common area outside the building.
➢ will ensure regular and proper cleaning of the washrooms thrice a day and Common areas of the hostel and men’s washroom twice a day.
➢ will ensure proper cleaning of T.V. lounge and take care of the subscription including some sports and regional channel as well
➢ will ensure that PHO’s scope of work is followed properly
➢ will make sure that all the hostel equipment which are under the purview of Maintenance council are properly maintained
➢ will make sure that cloth hangers inside the bathrooms, buckets and mugs inside the washroom are in proper condition
➢ will ensure proper maintenance of grounds and gardens by implementing regular watering and gardening
➢ Will ensure that the **tube lights, fans, switch boards** are working properly in washrooms and corridors and other common areas
➢ will ensure that **mosquito fogging** and **termite treatment** is properly done timely by coordinating with PHO
➢ will ensure that **carpenter, plumber and electrician** visit regularly and rectify concerning problems as soon as possible
➢ will put up important contacts, **schedules of employees** in hostel and also **notices regarding fines** on the notice boards
➢ will regularly **update** the **maintenance board** and keep all hostelites about the current ongoing maintenance work

**Duties as a Council Member:**

➢ will work in coordination with the hostel council for the **proper functioning of the hostel.**
➢ will stay approachable to all and open to suggestions & comments by hostel Inmates.
➢ will actively participate and try to incline hostel inmates to take part in hostel Events like **Valfi, PAF and Hostel Fest.**

**Credentials:**

➢ Tech fest organizer [2015]
➢ Abhuday organizer [2015]