MANIFESTO

I, SHIVANI BANSAL (140040035), if elected for the post of Maintenance Councilor of Hostel 10, propose to do the following:

Initiatives & follow ups:

➢ installation of CCTV cameras in the common areas to avoid theft and damage
➢ will get switches in the new wing for the corridor lights
➢ will get a cycle shed constructed in the new building area
➢ will get all the broken hand showers in the new wing replaced
➢ will install benches in the new garden
➢ will get an air compressor for cycles in the hostel
➢ will follow up on the canteen expansion/shifting & improve the condition of sitting facility in the canteen
➢ will get a snake stick for the hostel
➢ will install electric fly catchers wherever necessary
➢ will get a PA system installed in the new wing
➢ will set up wall hung dustbins in the new wing
➢ will put up curtain rod, cloth hangers, magnetic door closer & door stopper in every rooms
➢ will manage the maintenance cupboard which contains a vacuum cleaner, an iron, a small sewing machine, a broom, Collin, Hit and other necessary things which would be borrowed by the students against their ID Cards
➢ putting up of sheets in the common areas of each floor for complaints regarding the common area
➢ setting up of Name board/ Sign board at the entrance of new building

General Duties as a Maintenance Councilor:

➢ will efficiently distribute work to the Maintenance Secretaries, and will ensure that they are working for the betterment of the Hostel, through regular meetings and updates
➢ will make sure that AMC for aqua guard, water-cooler and washing machine is signed timely and is implemented strictly
➢ will ensure proper maintenance and cleaning of bathrooms, wings, rooms, lounge, and other common areas
➢ will make sure that the water overhead tanks are regularly cleaned
➢ will make sure that food is cooked properly and hygiene is maintained in the canteen
➢ will ensure that proper quality of items is maintained in hostel xerox shop
➢ will publicize the Complaint Management System (CMS) and will make sure that problems registered are timely resolved
➢ will ensure that PHO’s scope of work is followed properly
➢ will make sure that all the hostel equipments 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 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 make sure that all the existing fire extinguishers are in working condition
➢ will ensure proper cleaning of T.V. lounge and take care of the subscription including some sports and regional channel as well
➢ will ensure all the cloth items of lounge (curtains, sofa covers) are washed regularly
➢ will ensure that fogging is properly done once in a month by coordinating with PHO
➢ will ensure proper working of the P.A. system
➢ ensure that the tube lights, fans, switch boards are working properly in washrooms and corridors and other common areas
➢ will ensure that carpenter, plumber and electrician visit regularly and rectify concerning problems as soon as possible
➢ will regularly update the maintenance board and keep all hostelites about the current ongoing maintenance work
➢ will put up important contacts, schedules of employees in hostel and also notices regarding fines on the notice boards
➢ will see that there is sufficient number of dustbins in every wing, and that the wing and room cleaning are done on allotted days

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
➢ Attend Hostel Committee meetings to raise the hostel issues for betterment of the hostel
➢ will actively participate and try to incline hostel inmates to take part in hostel events like Valfi, PAF and Penta Fiesta

Credentials:

➢ Maintenance Secretary, Hostel 10 (2015-2016)
➢ Coordinator Abhyuday, 2016
➢ Services coordinator, Mood Indigo 2015