

MANIFESTO

I, **VIDUSHI VINOD** (160100082), contesting for the post of **Maintenance Secretary**, aim to enhance the facilities in the hostel for the comfort of hostel residents in the vision of achieving well maintained hostel.

Initiatives and follow ups:

- Developing new system in which hostelites who receives parcel will be notified
- Follow up for installation of hooks in new wing windows
- Follow up for Installation of extra fan and light in box rooms
- Follow up for Construction of cycle shed
- Follow for Lowering fan rods in mess
- Follow up for installation of Name board
- Follow up for installation of bird nets
- Follow up for installation of emergency lights in new wing corridor
- Follow up for Shifting of Xerox shop
- Follow up for installation of baskets in new wing drying area
- Follow up for canteen expansion and provide chimney

General Duties as a Maintenance Secretary:

- 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 cleaning of the rooms, wings and proper maintenance of the common area outside the building

- Ensure proper functioning & maintenance of Lifts, Water Coolers, Aqua Guards and Washing Machine.
- Will ensure regular and proper cleaning of the washrooms twice 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 updated 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
- Will train PHO workers what to clean in the washrooms

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 Hostel fest

Credentials:

- Coordinator, Techfest, 2017-2018
- Organiser, Techfest, 2016-2017
- Organiser, Mood Indigo 2016-17