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
➢ 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