Manifesto

I, Hanisha Nagati (150070054), if elected for the post of Maintenance Councilor of Hostel 10, propose to do the following:

Initiatives and Follow ups::

❖ Water coolers installation in D-wing
❖ Installation of 1 dryer for 3 floors both on A side and C side
❖ Setting up 24*7 common room
❖ Canteen expansion by getting one more shed constructed
❖ Getting chimney for canteen
❖ Numbering the washrooms so that complaints can be easily recognized without any confusion
❖ Getting the old wing washroom main doors repaired and get spring system installed
❖ Providing white boards for placement students during placements
❖ Getting the Fire exits closed
❖ Xerox shop shifting
❖ Following up with Cycle shed construction
❖ Follow up installation of extra light and fan in box rooms
❖ Following up Lowering of fan height in mess
❖ Follow up installation of Hostel Name board
❖ Follow up installation of benches in lawn and new mess roof top
❖ Follow up installation of bird nets
❖ Follow up of emergency lights installation

General Duties as a Maintenance Councilor:

❖ Publicizing all the available facilities and rules so that every hostelite is aware of the existing facilities and rules
❖ 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 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 ensure proper maintenance of garden 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 twice a day and common areas of the hostel and men’s washroom twice a day
❖ 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 Hostel Fest

Credentials:
❖ Maintenance Secretary, Hostel 10  (2016-2017)
❖ Events Coordinator Techfest , 2016
❖ Coordinator Abhyuday ,2016