

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
- ❖ 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 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