I, Himanshu Roy (150040088) if nominated for the post of maintenance councillor, propose to do the following:

**Initiatives:**
- Propose for the renovation of TV room
- Propose for a gate arch and new name board for hostel
- Initiate Scrap removal process for the scrap put near cycle stand

**Follow Ups:**
- Construction of new room over the lounge
- Installation and maintenance of CCTV cameras
- Installation of dustbins in the wings

**General Duties as a Maintenance Councillor:**
- 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 ensure that food is cooked properly and hygiene is maintained in the canteen
- will make sure that all the hostel equipment which are under the purview of maintenance council are properly maintained
- will ensure proper maintenance of grounds and gardens by implementing regular watering and gardening
- will ensure proper monthly cleaning of the rooms, wings and proper maintenance of the common area outside the building
- will make sure that all the existing fire extinguishers are in working condition
- will ensure proper maintenance of T.V. 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
- will ensure proper maintenance of air compressor
- 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 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
- Keep a check on monthly electrical maintenance done by EMU for proper maintenance of electrical equipment
- Conduct maint com session as required to collect general maintenance complaints
As a Councillor:

- Try to attend all HMC meeting and will try to make maximum for the hostel
- Distribute work evenly between the secretaries and monitor the work done by them on the regular basis through meetings and work report
- Cooperate with hostel council and will extend my full support to them for executing various hostel events and PAF
- Ensure proper follow-up of applications in process, so that the work gets complete as soon as possible
- will stay approachable to all and open to suggestions & comments by hostel inmates

Credentials:

- Maintenance Secretary, Hostel 2 (2016-17)