MANIFESTO

I, Sanidhya Pandey (150020061), if elected as Maintenance Secretary of Hostel 7 propose to do the following:

KEY INITIATIVE:

- Installation of hot water dispenser in mess to facilitate 24*7 hot/normal drinking water
- Set up of Plug point in corridor near rooftop to facilitate practice of gyration and other events

FOLLOW UPS:

- Ensure that anti-fungal painting is done on the mess wall
- Ensure that insect killing machines are installed in canteen
- Ensure that plug points are repaired in each room and in canteen
- Ensure that lights at the hostel entrance gets repaired and all AMC are renewed at time
- Ensure that wall is built near Hostel Manager’s office
- Ensure that window panes are repaired in the gym and council room
- Ensure that purifier near Laundromat is repaired
- Ensure that curtain rods are installed in each room

GENERAL DUTIES:

- Ensure that all the wing corridors, washrooms are cleaned according to scope of work
- Ensure weekly regular cleaning of rooms and vacuum cleaning of room once per month
- Ensure regular visits of carpenter and plumber so that problems are solved at the earliest
- Ensure regular spray of mosquito repellent and fogging to control the mosquito problem
- Will ensure that the common rooms are well maintained and are cleaned properly
- Will ensure that proper maintenance of water coolers, washing machines and dryers
- Updating of ROI and BOB boards with awardees and group photograph of council members
- Make sure that maintenance complaints are attended regularly and promptly
- Will spread awareness regarding Complaint Management System (CMS)
- Will ensure emptying of the dustbins daily and washing of the dustbins weekly

AS A MAINTENANCE SECRETARY:

- Will coordinate with my co-secretaries & hostel council to make our hostel a better place
- I will wholeheartedly contribute and coordinate in valedictory function, PAF and 7up
- Will help to increase GC participation

CREDENTIALS:

Organiser in AZeotropy

PROPOSED BY: SaiRam
SECONDED BY: Ritvik Mathur