

## HOSTEL 5 COUNCIL 2024-25

- **Maintenance Secretary(3 Positions)**
- **Mess Secretary(2 Positions)**
- **Cultural Secretary(5 Positions)**
- **Sports Secretary(4 Positions)**
- **Technical Secretary (4 Positions)**
- **Media & Design Secretary(2 positions)**
- **Web And App Secretary(4 Positions)**
- **Events Secretary(3 positions)**

### **General Duties**

- Participate actively, engage fellow residents in all the hostel events like festivals, Penta-fiesta, PAF, and GCs.
- Assist other secretaries in publicizing the hostel events and the GCs
- Attend all the council meetings and work harmoniously with all the council members

### **Cultural Secretary**

- Enhancing engagement in events and general championships.
- Developing an extensive cultural interest database for hostel residents
- Must provide regular updates regarding the work allotted to him by the Cultural Councillor
- Ensure that all the cultural GCs are publicized, conducted and should familiarize the format and the rules of GC to the participants beforehand

### **Sports Secretary**

- Conducting intra hostel sports events and encouraging all the enthusiastic hostel residents
- Enhancing engagement in hostel events and general championships.
- Conducting weekly assessments of indoor and outdoor facilities to ensure well-maintenance of inventories and equipment.
- Developing an extensive sports interests database for hostel residents

### **Web and App Secretary**

- Updating and maintenance of Hostel 5 Gymkhana website.
- Developing a mobile app for Hostel for digitizing mess and adopting a system of online issuance of keys.
- Incorporating sports equipment management feature into Hostel 5 App.
- Developing a full stack website for Hotel 5 Night Canteen.
- Coordinating with the CC in the maintenance of the LAN and WiFi.

### **Maintenance Secretary**

- Ensure that the students' grievances are addressed related to the maintenance as soon as possible.
- Ensure proper maintenance of electrical-related equipment in the hostel which includes floodlights, TV, home theater system, and tube lights in common areas.
- Will supervise the execution of the maintenance complaints addressed by EMD, needs to talk to EMD officials in case of improper addressing by them.
- Ensure the timely maintenance of the washing machine, watercooler and aqua guard.

- Will do maintenance scouting in all the wings of the hostel as scheduled by the maintenance council

### **Technical Secretary**

- Responsible for the performance of the hostel in tech GCs
- Increase the participation of inmates in GCs enhancing tech culture in the penthouse.
- Assist to revamp the tech room and ensure that there is no shortage of any tech equipment for GCs and other technical projects

### **Mess Secretary**

- Responsible for making a well balanced nutritious weekly mess menu, and updating it on the insti app.
- Organize special lunches/dinners, tea parties & gala dinners and negotiate for menus with the caterer.
- Responsible for ensuring food quality and hygiene levels of both the mess and canteen premises are up to mark through multiple surprise checks and certification of raw materials used .
- Stay receptive to all suggestions, address every mess-related complaint.
- Coordinate with the maintenance council for the maintenance of the mess equipment.

### **Event Secretary**

- Responsible for the organization of the hostel events like Pentafiesta, PPL, PentaClick etc..
- Smooth execution of festivals in the hostel like Holi, Diwali etc.
- Assists in all events and General Championships of sports, cultural, and technical activities

### **Media and Design Secretary**

- Responsible for proper publicity of events, festivals and General Championships in the hostel
- Smooth handling of social media accounts of Hostel five
- Assists in all events and General Championships of sports, cultural, and technical activities