

NEWSLETTER –
Mar/April /May/June - 2020

Administration & Maintenance



INTERACTIVE SESSION

As a practice, once in a quarter, the staff is addressed and reminded of the behavior they need to display, the work etiquettes and the discipline to be maintained. Incidences that happened are quoted and corrective actions discussed. The concerns that the staff may have, are given a hearing and solutions considered. In March too, the interactive session was conducted.

INFORMATIVE SESSION ON COVID -19

Media was abuzz about the Pandemic and it was evident that there was panic arising in the country. Strict measures were being introduced at Airport and Railway Stations. Information that there were a lot of people returning from abroad in the State was also adding to the concern. We needed to be sure of what actions were to be initiated to stay safe. . It was felt that we should train our support staff on the Dos and Don'ts. With the help of Chitkara School of Nursing, an interactive session was organised for all the support staff of Administration & Maintenance





MAINTENANCE SUPPORT ACTIVITIES

MAINTENANCE COMPLAINTS



Maintenance complaints are received online or through F(29) and these are handled by the various tradesmen in the Maintenance team.



To monitor the progress of the work there is a joint effort by Administration and Maintenance teams. While data is continuously monitored, meetings are also held so that the records are tallied and concerns if any, discussed and closed.

MAINTENANCE COMPLAINTS –MAR TO JUNE 2020

Team	Carry forward till Feb 2020		Rec Mar to Jun 2020		Closed Mar to Jun 2020		Pending till 29th Jun 2020	
	Online	F29	Online	F29	Online	F29	Online	F29
Carpenter	2	3	862	15	819	13	38	5
Glass	4	0	217	11	167	10	49	1
Mason	25	1	288	1	107	1	85	1
Paint	313	0	277	6	62	7	421	1
Plumber	3	0	423	2	399	2	26	0
Tailor	0	0	132	4	129	2	3	2
Welding	2	1	216	5	197	5	16	1
Whitewash	277	0	408	5	106	3	408	2
Total	626	5	2823	49	1986	43	1046	13

DETAILS OF A FEW MAINTENANCE WORKS HANDLED

12 MS stand -wooden top stools for Boys Hostel Mess – Vegetable Cutting Area
Painting of desert coolers in hostels (Nos 1034- Feb to May)
Pi C hostel – Paint & Whitewash complete ,
Pi B & NGH Whitewash completed –Paint in progress
Glass windows stairway of Pi A, sliding window and 3 glass shelf for ADRS residence
Galileo – 1-4 floors washbasins changed; Room No. 401 new workstation & table prepared
Brochures display stand/ 2 footrest / Pin up boards for CSN
Central Library - 28 Rack stands & 400 book stands (In progress)
8 pcs Pot Stands – Prepared and painted
Wooden Door / *Chaughat* for SquareOne Terrace – RO area (In progress)
Beauty Lounge Sofa – Refurbishing
Curb stone repair - Fleming block road
Doors replaced B Ed & Babbage
Pinup board for DRC, CBS
B Ed pantry storage replaced
Curtains for IHM corridor provided
Repairs in HK Lab 1 & 2 of IHM Block –tiling/ carpentry/paint
Change of broken acrylic sheets of light poles of Hello Future entrance
Manhole covers for Boys Hostel Mess rear
Picasso stair way windowpanes changed
Residential Services - Residence - Blinds fixed



Kota stone fixing work at food court kitchen



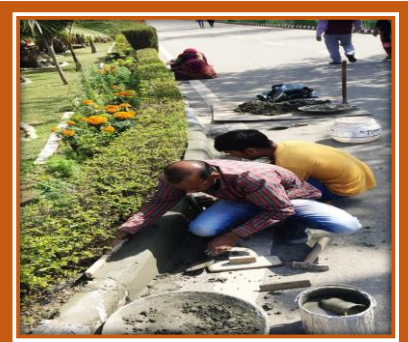
Flower pot stands prepared



Whitewash in hostels



Hello future light poles glass changed



The curb stones had worn out and had patches Hence these were repaired by the Maintenance Team (Mason Work) April-May 2020. The work is in progress.



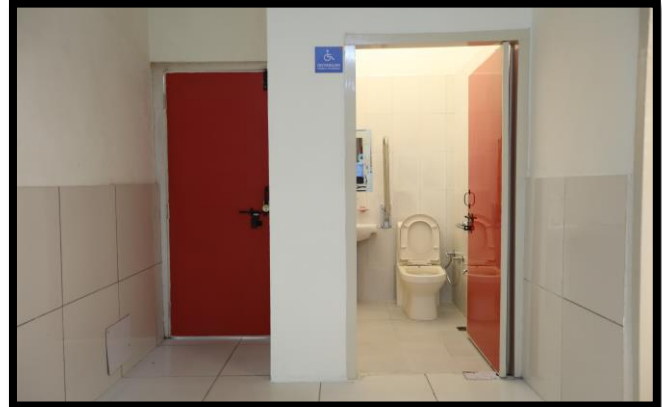
MAINTAINING STPs & SURROUNDINGS

Both the STPs of the campus, and their surroundings were given a facelift with clearing grass/whitewash/paint and setting of pathways.



DIVYANGJAN WASHROOMS

- The following Divyangjan washrooms were revamped
 - Le Corbusier Block
 - Newton Block
 - Edison Block
 - Escoffier Block
 - Picasso Block
 - Turing Block



URINAL PARTITIONS

- To ensure social distancing, urinals in washrooms are being provided partitions. This necessitates 70 partitions to be fixed. This work has commenced and is in progress.





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TILING & PLUMBING WORK –
DIVYANGJAN WASHROOM OF PICASSO BLOCK

WORKS – WITH CONTRACTOR SUPPORT

● WORKS DONE

- Exterior Walls of Nightingale, Fleming (Patch)
- Painting of Marco Polo Hostel & Armstrong (Interior & Exterior)
- Paint of Uniform Bldg & Gate No. 4 wall for Workshop of Design School
- Repair of false ceiling of DRC, CBS
- Repair of false ceiling of Galileo 501
- Repair of Main Water Motor
- ❖ Pest Control – Termite treatment
- Tactile Flooring and Signages -Babbage and Hello Future
- Blinds for IHM HK Labs 1 & 2
- Plumbing work in IHM Lab

● WORKS PLANNED

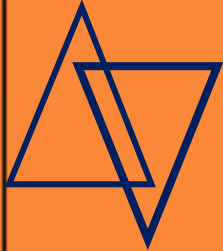
- Repair of Main Overhead Tank Leak & Exterior Walls paint
- AMC – Water Filters (To be consolidated in Sep 2020)
- Paint Exterior Walls – Hostels (Pi ABC, VDG Hostel, Columbus) and Academic Areas
- IHM HK Lab ceiling repair, Galileo, Tesla, SquareOne, Turing (ACP Sheet/ Silicon works)
- Checking of Valves of Water Supply Lines (Approvals Awaited)
- Revenue Road Manholes Clearance (Malba)

- Maintenance
- ❖ Administration



EXTERIOR WALL PAINITING THROUGH CONTRACTOR IN THE HOSTELS





SUPPORT IN
VARIOUS
MINOR
PROJECTS



- Paint in Circle One, Creche,
- Dismantling fixtures, doors of Picasso Block (3 floors)(Plumbing and Carpentry works) and ceiling of ground floor + Fixing fasteners into ceiling
- Glass work – Tesla New office (Removal and new fixing), Picasso offices
- Window glass removal Old IT Office.
- Fixing Workstations – IT Office (In progress)
- Library racks 100pcs – Cutting to correct height.
- Cushions for various settees/bed (Creche / Civil office/ Picasso)
- 14 Pinup Boards for Picasso Block



PAINING OF CIRCLE ONE

Support of maintenance is provided for various minor projects and the support of painting was provided for the much-awaited Circle One. This work requires applying of putty with hands to give a rough look for many areas. And some areas were painted with vibrant colors as per the design.

ADMINISTRATIVE SUPPORT ACTIVITIES





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THE CRECHE'

The campus creche' was restarting after a long gap . It would be the second home to many children of the Chitkara Family and should be the best where the children are safe, happy and healthy. ! The venue was made ready in March just before the lockdown was announced and then equipped with toys in May 2020.

5/17/2020



Message From The Pro Chancellor



Dear Family ,

The COVID 19 pandemic has literally changed our way of living, thinking, and the way we worked. But every experience teaches us something new, and so has this pandemic!

We have accepted online teaching and learning as part of our new routine ; we have learnt to meet and greet each other in a different manner, but with the same regard and respect; we have learnt to be more empathetic to the requirements of the needy and will strive to do much more than we did earlier!

When the going gets tough, the tough get going!

Let's continue to march ahead, with all precautions required, to achieve all that we had planned, and much more !!!!

Stay Safe, Take Care.

Dr. Madhu Chitkara
Pro Chancellor
Chitkara University




CORONAVIRUS



**LET'S
PREPARE
TO FIGHT
CORONA**

Various SOPs, video and guidelines were prepared so that the support teams and employees would have clarity as regards Post Lockdown support and working

FACELIFT - THE SPECTACLES

The Chitkara Spectacles, one of our pride possessions, is being given a facelift and this required rearrangement of a lot of the information that was displayed.

This was done in April 2020. The work requires the joint effort of Administration and Maintenance as these frames need to be identified, aligned and then placed on boards as per the planned layout.

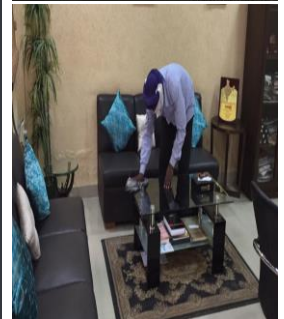


MAINTAINING CLEANLINESS



The task of maintaining the cleanliness of the campus continued throughout April and May with minimal staff . Keeping the regulations in mind and with requisite approvals from the Government, the staff were detailed for the tasks of maintaining the campus.

Administration & Maintenance



CAMPUS REOPENING !

The COVID -19 pandemic and the orders of lockdown by the Central Government had put the vibrant, bright, chirping, campus into a “pause mode” from March 19th. With relaxations of lockdown in May 2020 the staff could join back. This required readiness which included cleanliness and sanitization. Hygiene was a very important factor with the concern of the Pandemic. The necessity to maintain social distancing also arose. **It was indeed a NEW BEGINNING !!!**

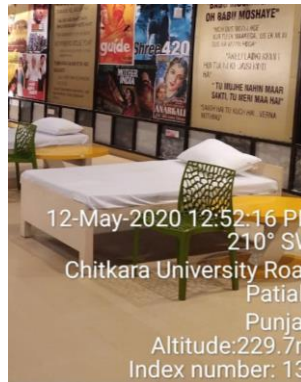
It was necessary to understand what were the dos and don'ts; prepare SOPs and train the teams; and communicate to the employees about the changes in the support services that would be provided and what was expected out of them.

Support manpower was advised to report to campus in batches (with due permissions of the Government Authorities). **SOPs** were prepared and training provided online. They were further trained in batches as and when they reported for duty. Equipment for sanitization were procured, schedules were prepared for sanitization and staff trained on the sanitization process.. Isolation room was also made ready.




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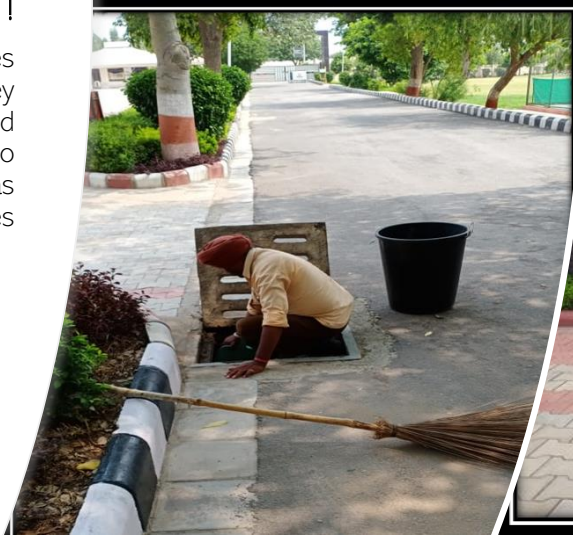
TRAINING FOR SUPPORT STAFF



CLEANLINESS

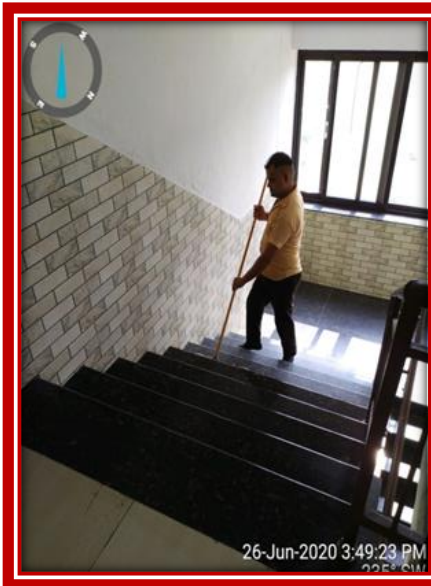
A beautiful , clean and well-maintained campus makes us feel proud. Cleanliness comes at a price – hard work of members of the Chitkara family, who **may be lesser educated; but truly dedicated !**

They follow the guidelines and schedules provided, they maintain the rosters provided and they try their best to keep the campus as clean as possible. Some pictures attached -



CLEANING HOSTELS

As the campus yet awaits the students, the HK staff could be utilized optimally for the hostels also. After discussions with hostel team, the same was finalized and the HK team is now handling the deep cleaning of the hostels' common areas and surroundings since 18 June 2020.





PAPER RECYCLING PLANT

The demonstration class for the paper recycling plant was conducted with the support of the team from HP campus. Manpower was provided hands-on training.

One more step towards a Greener Environment !!

FURNITURE SHIFTING

Furniture shifting has been done for various venues in this period.

From Contractor Workshop to – Picasso 2nd floor, Picasso 4th floor, Galileo 4th floor, Tesla Ground floor, Fleming 3rd floor, Tesla 4th floor, Edison 2nd floor. SquareOne 2nd floor,

Shifting furniture and setting up of the Isolation Rooms

Shifting in Picasso block – Media Library area/ LH

Shifting in Picasso block – SRM School (Staff shifted temporarily to Fleming)

Shifting in Tesla block for Maritime Engineering

Unloading and stocking (furniture received from Chandigarh in 4 trucks)

...and many more !

This includes the physical shifting as well as updating the records .

SKILL DEVELOPMENT FOR STAFF



- When Mr. Sushil Kalra from School of Hospitality offered skill development course for the service staff, it was exactly what was desired, and the offer was accepted immediately !
- The training of the batches has already commenced, and the staff is also very excited and happy.... More knowledge ... better confidence.... better performers.
- A win-win situation indeed!



One team of staff is attending a FDP on language building and communication skills development.. This is with the support of CULC under guidance of Ms. Sovia RJ Singh.

OTHER POINTS

- DATA COMPILATION FOR NAAC
- SHC –MODULE being prepared– prototype ready – would be introduced shortly
- PART OF COVID TASK FORCE
- SCRAP DISPOSAL COMMITTEE – resumed waste pick up and starting scrap sale
- CHECK OF PANTRIES



As we gear up for the rains and wish our students come back soon, we wish them a safe and healthy stay at home !!