

ARRANGEMENTS –
DIWALI GIFTS DISTRIBUTION
AND CELEBRATIONS - 2021

Diwali is a time we thank each other for all the good times and wish each other a lot of progress and happiness....

For **DIWALI**, at Chitkara University, each and every employee is given a gift , filled with love from the CHITKARA family!!

This calls for some work at the background.

- The list of gifts to be distributed (with head count) is prepared and provided to Administration.
- The gifts are sent to Administration .

TASK of ADMINISTRATION –

Ensure that the gifts reach each and every employee /stakeholder listed...reconcile ..,

Venue readiness of Office of Pro Chancellor for the Diwali celebrations with the heads/Deans/Directors..,

Collect as many pictures as possible to make the album **as memorable as possible !!**

is:sent from:(rina.angel@chitkara.edu.in) to:(archana.mantri@chitkara.edu.in,ha

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DIWALI GIFTS (2021) FOR EACH OF US !!!

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Rina Angel <rina.angel@chitkara.edu.in>

Sat, Oct 16, 2021, 12:51 PM

to bcc: Harkiran, bcc: Sandhir, bcc: Amit, bcc: Meenu, bcc: Shivani, bcc: Anoopkumar, bcc: Jaiteg, bcc: Mohit, bcc: vijay, bcc: Dhana, bcc: Ambuj, bcc: Atul, bcc: Dr, bcc: Parthasarathy, bcc: Parthasarathy,

Dear Sir / Ma'am,

Greetings of the day !!!

Once again we are all excited to celebrate the festival of lights ...DIWALI !!!

As has always been the practise, this year too Respected Pro Chancellor Ma'am has sent the Diwali gifts for each and everyone of us to the campus.

These are being placed at all departments/schools/colleges so that the concerned heads can distribute the gifts to the team members. Kindly do the honors of distributing the gifts.

(Hon'ble Pro Chancellor Ma'am shall handover gifts of the College/DepartmentHeads personally. Date shall be confirmed separately). In case a gift of any head has been received in the department/school/college , the same may kindly be returned to Admin.

PICTURE - Kindly do not forget to send us group pictures of the heads with all faculty and staff with the gifts.Adding an element of fun is always welcome 😊😊 !!

For any ambiguity in the count of gifts (falling short or received extra) or any other query related to gifts, please do revert to us immediately

Wishing you a very Happy, Safe, Green and Prosperous Diwali in advance !!!

Regards

Sqn Ldr Rina Angel

Sqn Ldr Rina Angel Director (Administration)



Gifts are received at the campus, accounted for and stored. This is a task done along with the Central Stores department .



Diwali Wishes Stickers being pasted on each gift...



Gifts are stacked neatly, safe from any damages...

Based on the list received , these gifts need to be distributed to the various colleges/departments/schools/offices etc.

Hence these are first made into lots as per the list and then sent to each location with the necessary handover /takeover formalities.







The gifts are then distributed to the staff/employees as per the list by the concerned heads.



Chitkara
isn't just a

University
it's a spirit!

Hon'ble Pro Chancellor distributes the gifts personally to each and every Head/ Dean /Director over a small celebration at her office. The venue is decorated for the occasion by Administration





