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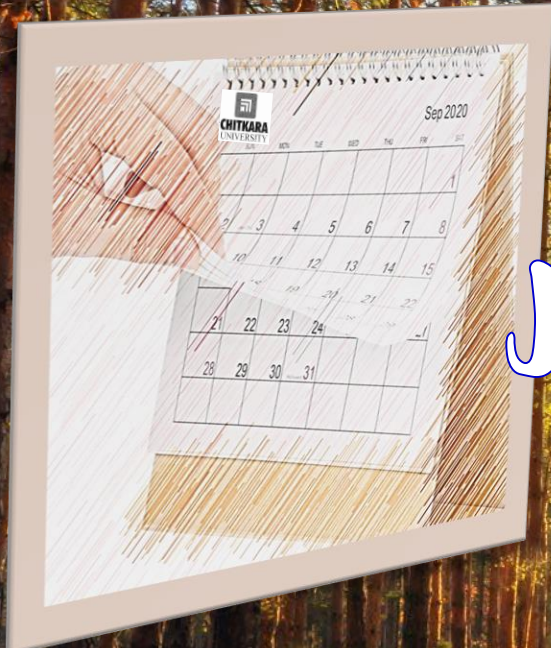# NEWSLETTER
Jul, Aug, Sep 2020

ADMINISTRATION & MAINTENANCE

"Education is what is left after you have forgotten everything you have learned ."

Albert Einstein

Being part of a team where most members may not be highly educated, but who are impeccably dedicated and are highly experienced, I have always been able to add value to my experience. The teams of Administration and Maintenance have always been willing to give their best to the organisation. We believe that we grow with the organisation and we shall always stand steady and tall in extending all support to our stakeholders. We feel pride in contributing towards keeping our campus clean, well maintained and beautiful and in keeping our stakeholders comfortable !!!

We proudly present the activities undertaken in the campus in this quarter (Jul, Aug & Sep 2020).

Proudly and happily at your service !!!

Rina Angel

Director, Administration

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MAY HER SOUL REST IN PEACE

We lost Jaspal Kaur to cancer on 30 Sep 2020. A smart, cheerful and intelligent worker, she was our team member since Sep 2012. Her last tenure was in the De Morgan Block. Her demise is a huge loss for the team.

We shall miss you dear !

READINESS FOR VIRTUAL CONVOCATION

Convocation ceremonies are GRAND occasions for all the scholars!!

But with the restrictions of lockdown in the country, the convocation ceremony was done virtually.

We missed our students, we missed their laughter , their posing for group selfies, the questions of *"refreshment kahaan milega Mam"*, their continuous peeking into the mirrors every now and then, and their hugs and touching of feet of their faculty.

But we wanted to make sure we could make our students feel special. Hence, we tried to decorate the venue as grand as it should have looked if they were here!!

THE ARMY TANK

We are proud of the battle tank from the Indian Army received at campus. Maintenance and Administration teams too contributed in proving a facelift to the tank. Welding works and painting of the complete tank after it was given a through "pressure wash".

Yes….we really feel happy and proud !!!

VIDEO WALL

Venue was required for **Virtual Interactive Sessions.** A Digital Lobby was to be created by IT. This involved various support works by Maintenance, Administration, Electrical and Branding. A huge video wall to be made. Design provided by OAD.

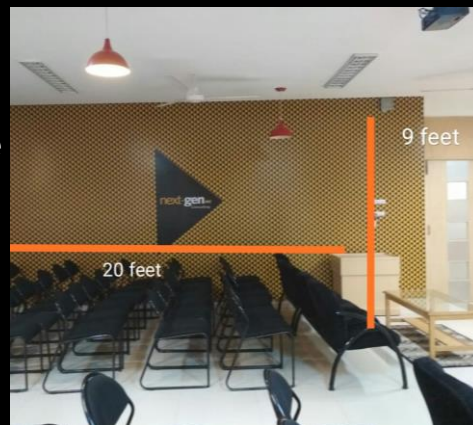### MAINTENANCE SUPPORT

Frame made

Fixing of frame in Faraday Hall

Fixing of wooden frames in metal frame

Whitewash of room /ceiling

Painting of frame for LED

Frames for branding (flexes)

REJUVENATED BLOOM BLOCK

Bloom block is one of our oldest blocks. It was rejuvenated in the last quarter. Maintenance and Administration teams contributed in redoing the storeroom, refurbishing of notice boards, whitewash /paint, masonry & carpentry repairs, providing additional honor boards etc.

MARINE SCHOOL SHAPING UP

MANHOLES FILLED WITH MALBA

The team had proactively checked the manholes and realized that some manholes had stayed open leadind to accumulation of *malba.* Such blockage could cause rainwater to clog. Keeping in view the rains, it was urgently required that the manholes be cleared.

Such maintenance activities are not demanded by any user. **These are predictive maintenance activities undertaken by the Maintenance Team.**

Maintenance Support

COMPLAINTS CLOSED - JUL- SEP 2020

Team	Carry forward till Jun 2020		Rec Jul to Sep 2020		Closed Jul to Sep 2020		Pending till 30 Sep 2020	
	Online	F29	Online	F29	Online	F29	Online	F29
Carpenter	2	0	1240	54	**1047**	**36**	195	18
Glass	3	0	275	22	**248**	**18**	30	04
Mason	4	0	859	12	**655**	**04**	208	08
Paint	332	1	986	14	**570**	**08**	748	07
Plumber	3	1	543	07	**509**	**07**	37	01
Tailor	0	0	213	0	**203**	**0**	10	0
Welding	3	0	326	15	**306**	**11**	23	04
Whitewash	247	2	1229	03	**887**	**03**	589	02
Rainwater Case	0	0	0	24	**0**	**10**	0	14
Total	594	4	5671	151	**4425**	**97**	1840	58

PAINT, POLISH& WHITEWASH

One of the major demands received is that of whitewash, paint and polish. Walls make up the most visible parts of the campus buildings; and the fixtures and furniture too have their share of wear and tear and need to be painted!
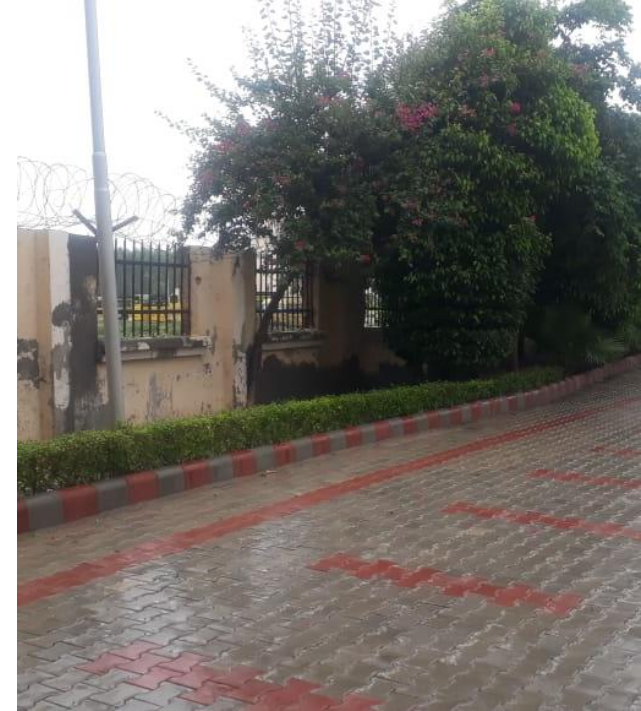
And for the readers to please note, a repair work on the roof leads to a painting demand on the roof top too.

Whitewash + Paint Polish Works
Works Closed –1468

HOSTELS	Paint Polish (Furniture, Beds, Chairs, Tables, Almira)	Paint Polish (Fixtures, Chaukhat, Windows, Doors, Railing)	Whitewash Interior(Room, Balcony, Common area, Washrooms)	Whitewash Exterior (Outer walls)
Nightingale	Complete	Complete	Complete	Complete
Pi "A"	Complete	Complete	Complete	Complete
Pi "B"	Complete	Complete	Complete	Complete
Pi "C"	Partially Done	Complete	Complete	Complete
Armstrong			Complete	Complete
Columbus		Complete	Complete	Partially Done
Marco Polo			Complete	Complete
Magellan	Partially Done			

Whitewash and Painting of all Academic Buildings have also been scheduled and are already in progress. The boundary walls are also scheduled for repairs and whitewash. All curbstones, grouted dustbins, fire pipes have also been scheduled for painting. Most of them have been completed. Work is in progress.

PAINT WORK

These are pictures of whitewash work of Columbus hostel , staff accommodation, painting of Escoffier block terrace and various boundary walls after plastering work, etc.

PAINT / POLISH WORK

Hostel

OSA OFFICE

ARMY TANK

FLEMING ROOF TOP

CLIL

CIRCLE ONE

BETA ZONE

Hostel

B Ed Library

CIRCLE ONE

WHITEWASH

OSA Office

CIRCLE ONE INTERIOR

CSH BLOCK

TESLA BLOCK EXTERIOR

BLOOM BLOCK

TESLA BLOCK INTERIOR

CIRCLE ONE EXTERIOR

EDISON BLOCK

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RAINWATER LEAK CONCERNS

Maybe this is what is in the minds of the Maintenance Team members......
Rain rain go away...
Yet to complete rainwater leak repairs today....
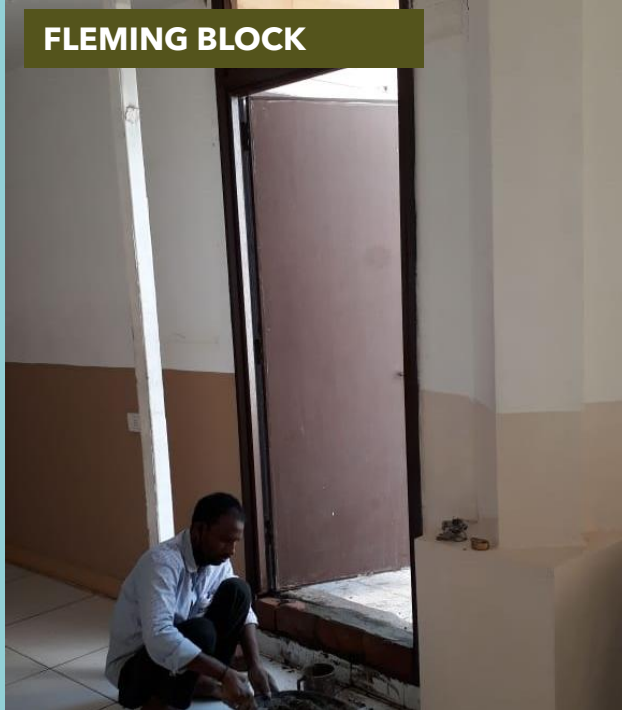When we are ready, do pour and play....
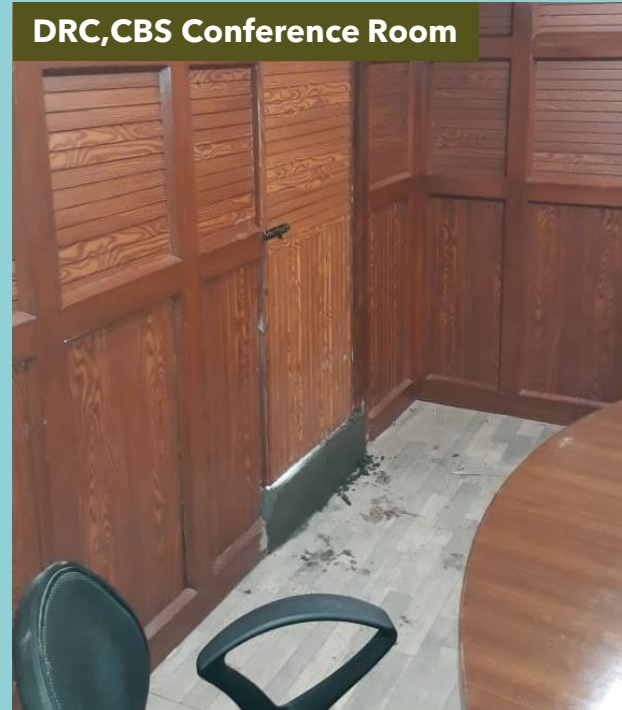But for now, please go away !!!

FLEMING BLOCK

FLEMING BLOCK

DRC,CBS Conference Room

Picasso Block Rear Stage

MAIN GATE

Fleming Block Infra Office Entrance
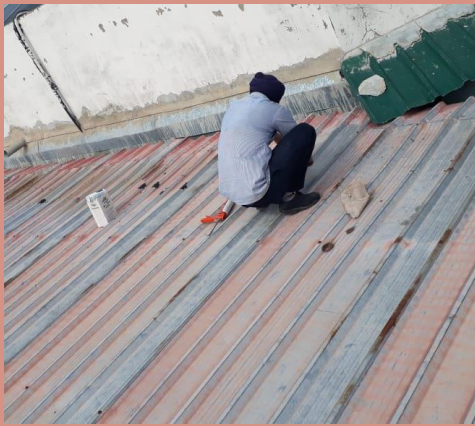
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RAINWATER LEAK CONCERNS (through Maintenance Staff)

The monsoon cools down the summer heat but brings along with it, the concern of rainwater leaks too.

Maintenance and Administration teams made efforts in arresting the gaps that caused the leaks.

RAINWATER LEAK CONCERNS VARIOUS SHEDS REPAIRED (through Maintenance Staff)

RAINWATER LEAK CONCERNS
(Through contractors)

- ACP Sheet concern (Tesla Block)

- E-board concern (Guest Room Teresa)

- Galileo Rainwater concerns

- Repair works were undertaken in Tesla ,Picasso & Hello Future also

Welding Works
Works closed 317

- 400 book stands for Central Library

- 21 aluminium sheet cut for washroom door

- Motor starter box made for Electrical Team

- Vasco Di Gama Hostel washroom 25 hinges changed

- Locks broken for Teresa Hostel

- Tesla smoking machine fitted in container

- 8 Flowerpot Stands made

- Lock "Patti" for overhead tanks – Works started

CAN Area Glass Fixing

MOON Hall Glass Fixing

Tesla Block Glass Fixing

Turing Block Glass Fixing

Tesla Block Plumbing Lab Glass Fixing

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GLASS FIXING
Works closed 266

Glass fixing work arises when there is a breakage. This needs to be completed at the earliest and carefully. Earliest as the gap created by the broken glass pane needs to be closed. The requirement arises in venues being newly constructed also

MASONRY WORKS
Works closed659

Some highlights

- Columbus hostel -Boundary wall repair
- Boundary wall -Gate no 5 to [Columbus hostel gate & Marco polo hostel]
- Vasco hostel -Boundary wall repair
- Columbus hostel gate to Pi gate wall repair
- Turing car parking planter plaster work
- Babbage block Car Porch 17 pc kota stones replaced
- Square One Rear - Single Brick Wall
- IHM Hostel Terrace - Repair of Wall
- Pedestrian Pathway in front of Corporate Office -Electrical trench- 89 pcs red marbles replaced
- Columbus hostel -Boundary wall repair
- Boundary wall -Gate no 5 to Marco polo hostel
- Vasco hostel - Boundary wall repair
- Wall from Columbus hostel gate, to Pi gate, repaired
- Turing car parking planter plaster work
- Babbage block Car Porch repair
- Square One Rear - Single Brick Wall
- IHM Hostel Terrace - Repair of Wall
- Pedestrian Pathway in front of Corporate Office repaired

IHM Block Terrace

Square One Rear Wall

Repair of Red Marble on Pedestrian Pathway in front of Corporate Office

Babbage Block Car Porch Repair
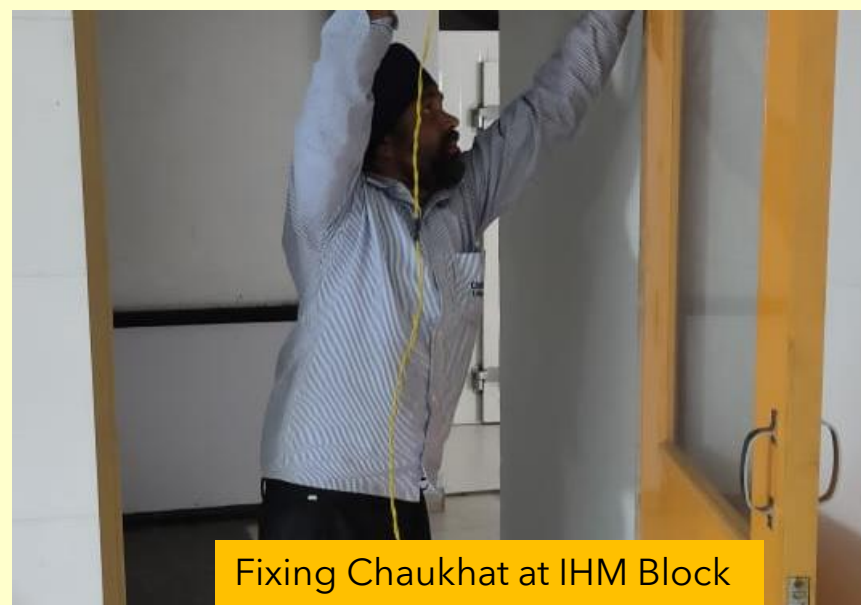
Car Parking Planter

MASONRY

Carpentry Works
Works Closed 1083

Some highlights

- Vasco Hostel Doors Fixed – 52 Nos
- Ibn Battuta hostel Doors Fixed -47 Nos
- Workstations fixed in office of IT
- Wall tiling redone in CLIL
- Auditorium Stage Ceiling- 50 pics
- Faraday Hall –Support for display wall of IT
- 101 Almirah Lock open in 6th & 7th Floor of Picasso
- 18 Pieces of 30" x 1' fixed for AC fitting in Tesla LHs
- Roll of honour Board for CCE, ECE, CSH
- Rack Modified in Picasso Block
- Wooden *chaukhat* changed & fixed in CSH
- Conversion of shelf to locker
- 4 White Board Removed & Fixed in B Ed
- Support at Tesla for CUSMS

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Fixing Chaukhat at IHM Block

Repairing Shelf at Tesla Block

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STPs

The two STPs of the campus are taken care of by manpower in continuous shifts ensuring that the STPs are working 24*365.

Special care is taken to ensure that the machinery is working, the required backwashing is done, and the bacteria growth is enabled for best results of the STPs.

Tailor
Works Closed – 203

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Administration Support

Training to Staff

Training at regular intervals helps improve employee's ability and skills and, in turn, improves the employee's performance, both in quantity and quality.

In this quarter support staff was provided training on Service etiquettes through Chitkara School of Hospitality and Supervisors and Officers attended workshop on language Skill Development, through CULC Team.

Shifting Done

Maintaining records of inventory is necessary for prudent administration. The housekeeping staff contribute in the shifting requirements.

Tabulated here is the sheet that gives an idea of the shifting undertaken in the month of September for the Residential area alone. (This does not include data of shifting carried out in Jul/ Aug for hostels and academic areas or the shifting done in September for academic areas)

SHIFTING DONE FOR HOSTEL

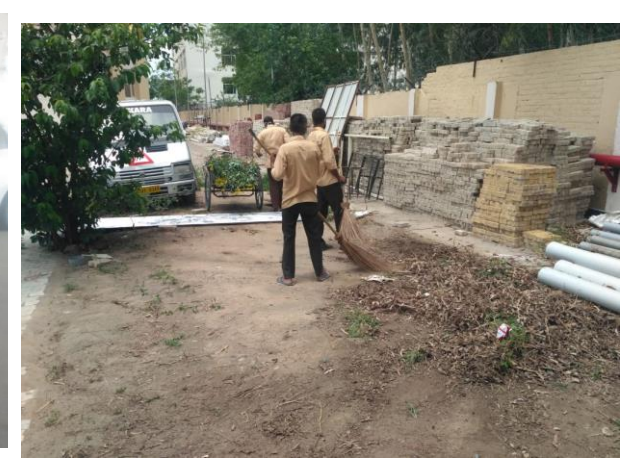| Date	Shifting Details	Date	Shifting Details
1-Sep-20	12 Study Tables & 45 Beds	14-Sep-20	21 Almirahs
2-Sep-20	21 Almirahs & 12 Study Tables	15-Sep-20	14 Tables
3-Sep-20	10 Beds	16-Sep-20	80 mattresses & 21 Almirahs
4-Sep-20	21 Almirahs & 18 Almirahs	17-Sep-20	80 mattresses
5-Sep-20	20 Beds & 24 Table	18-Sep-20	21 Student Desk Shifted to CSPA & 21 Student Settee Shifted to OAT & 1 Podium Shifted to Admin Store. & 8 Almirahs
6-Sep-20	21 Almirahs	19-Sep-20	14 Tables & 25 Computers 2 Newspaper Racks & 1 Bag Rack 1 Rack 5 Tables & 20 Chairs & 11 Racks Shifting & 27 Workstations & 29 Chairs 18 Tables & 18 Settee
7-Sep-20	24 Tables	21-Sep-20	& 1 Table Shifted to Tesla Block (Gr.Fl. Dark Room) 3 Steel Almirahs Shifting & 3 Wooden Rack &1 Wooden Cup Board & 1 Steel Rack & 1 Steel Locker & 1 White Board With Stand & 1 Center Table & 1 Wooden Almirah
8-Sep-20	24 Tables & 20 Beds	22-Sep-20	Departmental Shifting & Official Shifting & 15 Tables
9-Sep-20	12 Tables & Departmental	23-Sep-20	Official Shifting & Nursing Assets Shiftings.
10-Sep-20	21 Almirahs	24-Sep-20	15 Tables
11-Sep-20	20 Beds & 12 Tables	26-Sep-20	15 Study Tables & 360 Mattresses. 20 Iron Racks
12-Sep-20	20 Beds & 21 Almirahs	28-Sep-20	Shifting of 35 Iron Racks
13-Sep-20	60 Beds & 3 Almirahs	29-Sep-20	15 Study Tables Shifting. Shifting for Curin Dept.

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Termite Treatment

Termites have always been silent and ruthless destructors! They need to be stopped at the earliest. But for that , they first need to be identified. Hence, there is a dire necessity for timely identification of termite affected areas.

To ensure safety of records as well as our infrastructure, termite treatment is carried out in routine.

Routine cleaning of stores and deep cleaning of venues enable timely identification of termites

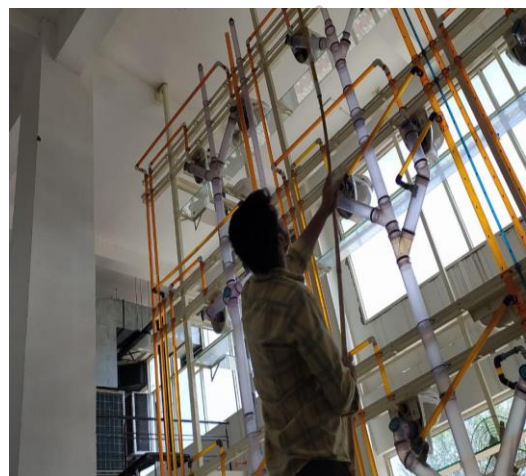| SI No.	Building	Area	Room
1	Turing	First floor	Store(Room No.110)
2	Fleming Block	Ground floor	(Pharmacognosy Lab-1)
3	Fleming Block	Ground floor	Explore Room
4	De Morgan	Ground floor	Pantry(Room No.005)
5	De Morgan	Ground floor	Faculty Room -2 (Room No.003
6	De Morgan	First floor	Staff washroom 9 Room No.106
7	Exploretorium	Ground floor	Complete
8	Uniform Store	Ground floor	Uniform Campus Store
9	Turing	Third Floor	LH 303(Room No.303)
10	Corbusier Block	Ground floor	Pierre Hall
11	Picasso Block	Fifth Floor	Complete (Pre-Renovation)
12	Picasso Block	Eighth Floor	Complete (Pre-Renovation)
13	Picasso Block	Seventh Floor	Complete (Pre-Renovation)

ROUTINE CLEANING & SANITISATION

Routine cleaning schedules are laid for all venues in the campus which are meticulously followed. The coronavirus got us to ad the sanitization schedules too!!

This process includes clearing the Main Entrance area , the grounds and parks as well as all buildings. Support for cleaning was provided in the hostels too during the period.

DEEP CLEANING

Deep cleaning is intended to clean the areas which may not be easily accessible during routine cleaning. These include manholes, fountains, washrooms, terraces and balconies, plumbing lab, etc.

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Awaiting winters and our students!!!

Signing off....
Team Administration & Maintenance