



**NEWSLETTER**

**ADMINISTRATION & MAINTENANCE**

**SEP 2020 – DEC 2020**



*“A world which sees art and engineering as divided is not seeing the world as a whole.”* — Professor Sir Edmund Happold

Art and Engineering go hand-in-hand in our campus to create state-of-the-art, unique and beautiful infrastructure. Once created, it is put to use.

All infrastructure undergoes wear and tear. All problems start out small and then it escalates. Hence arises the necessity for timely attention towards **maintaining** the infrastructure. As the saying goes, *“a stitch in time saves nine”!!*

The teams that strive relentlessly towards maintenance of infrastructure, mostly perform without the users being aware of the actions..... and that exactly is the beauty of the teams Administration and Maintenance.

We proudly present our third edition of Newsletter (for the period Oct – Dec 2020).

*Happy reading.....*

# INTERNATIONAL AFFAIRS

Ms. Rina Angel, Director Administration, was invited as a keynote speaker to address the participants, from various parts of Asia, in the International Conference for Non-Academic Staff organized by ITS, Surabaya, Indonesia. The topic was **Career development Plan for Non-Academic Staff**.

She was also invited to attend the 60<sup>th</sup> Anniversary Celebrations of ITS, Surabaya, Indonesia.



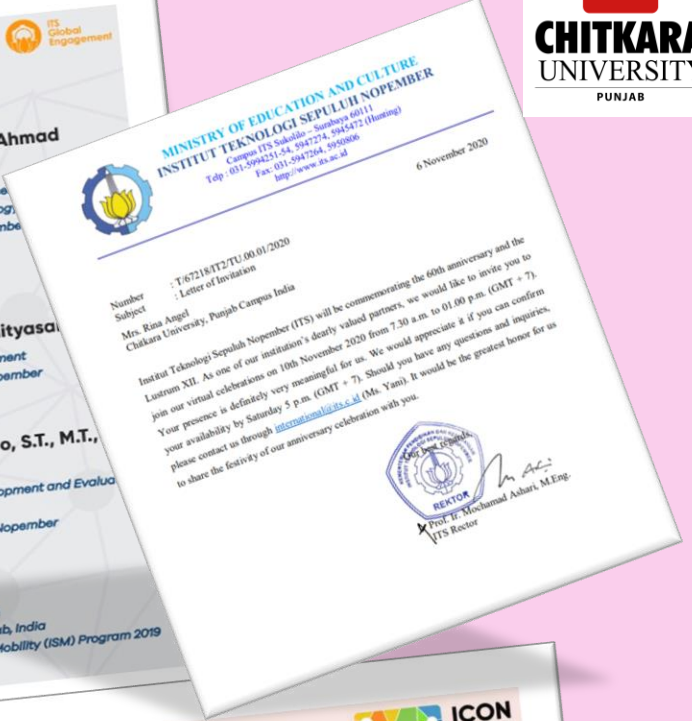
**ICON Staff 2020**  
International Conference for Non Academic Staff

**"EXALTING UNIVERSITY'S SUPPORTING TEAMS : CELEBRATING NEW IDEAS"**

**2-5 November 2020**  
Virtual Presentation

**WELCOMING REMARKS**  
Assoc. Prof. Dr. Eng. Ir. Ahmad Rusdiansyah, M.Eng.  
Vice Rector III for Human Resource and Information System Technology, Institut Teknologi Sepuluh Nopember Surabaya, Indonesia

**KEYNOTE SPEAKERS**  
Assoc. Prof. Maria Anityasari  
Director of ITS Global Engagement, Institut Teknologi Sepuluh Nopember Surabaya, Indonesia  
Dr. Adithya Sudiarno, S.T., M.T., ASEAN Eng.  
Head of Organization Development and Evaluation Sub Directorate, Institut Teknologi Sepuluh Nopember Surabaya, Indonesia  
Mrs. Rina Angel  
Director of Administration, Chitkara University, Punjab, India  
Alumni of Inbound Staff Mobility (ISM) Program 2019 at ITS Surabaya



**MINISTRY OF EDUCATION AND CULTURE**  
**INSTITUT TEKNOLOGI SEPULUH NOPEMBER**  
Campus ITS Sukolilo - Surabaya 60111  
Telp. 031-594721-44, 5947274, 5944772 (Hunting)  
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http://www.its.ac.id

6 November 2020

Number : T:67218/T2/TU.00.01/2020  
Subject : Letter of Invitation

Mrs. Rina Angel  
Chitkara University, Punjab Campus India

Institut Teknologi Sepuluh Nopember (ITS) will be commemorating the 60th anniversary and the Lustrum XII. As one of our institution's dearth valued partners, we would like to invite you to join our virtual celebrations on 10th November 2020 from 7.30 a.m to 01.00 p.m. (GMT + 7). Your presence is definitely very meaningful for us. We would appreciate if you can confirm your availability by Saturday 5 p.m. (GMT + 7). Should you have any questions and inquiries, please contact us through [international@its.ac.id](mailto:international@its.ac.id) (Ms. Yuni). It would be the greatest honor for us to share the festivity of our anniversary celebration with you.

REKTOR  
Prof. Dr. Moehamad Ashari, M.Eng.  
ITS Rector



**ICON Staff 2020**

**CERTIFICATE OF APPRECIATION**

This certificate is awarded to  
**Rina Angel**  
in recognition of valuable contribution as the  
**KEYNOTE SPEAKER**  
in International Conference for Non-Academic Staff (IconStaff)  
held on 2-5 November 2020

Director of ITS Global Engagement

Assoc. Prof. Maria Anityasari, Ph.D



Honorable Pro Chancellor lighting the lamp for Diwali get-together 2020



Gifts packed for further disbursement



Gifts received and being taken in stock

# DIWALI CELEBRATIONS

Diwali, the festival of lights, is celebrated with fervor in our campus. All staff and guests are given Diwali gifts personally chosen by the Hon'ble Pro Chancellor.

There are some activities that are initiated for the smooth celebrations. These include reconciling the staff and guest list, receiving the gift, storage & packing of the gifts, sending to all within stipulated time, rechecking receipt, readiness of the venues for the Diwali celebration, lighting of "diyas" on the auspicious day, etc.

The tasks are many; but with a smile on their faces and "josh" in their mind, the Administration staff handled their tasks to spread the happiness of the season!!

## RENOVATED VENUES

- Renovated venues are handed over to Administration and then these venues need to be maintained.
- It's like a newborn baby. After the first cry, it is bathed with care, checked for any physical deformities, treated accordingly and then the upkeep and care is a continuous process !!
- The venues that were taken over in the quarter include the Curie Hall, the computer lab in Bloom block, the Placement area and lounge as well as the fifth and sixth floors of Picasso block, and the Beauty Lounge.



Pierre Placement Conference Room



Pierre Placement Reception Area



New Look of Curie Hall



Computer Lab at Bloom Block

# CHITKARA ART GALLERY

Students and staff of our campus have always displayed creativity in diverse kinds of works and various venues have been used to showcase these creative works.

The Art Gallery took shape in this quarter. The Administration and Maintenance staff had contributed immensely towards the readiness of the venue.

The **Art Gallery**, would be the rendezvous of the admirers and creators of art. A perfect area for the display of the creative works of our imaginatively gifted and talented staff and students, as they **EXPLORE THEIR POTENTIAL !**





A colorful setup, a few flowers, some pieces of decoration..... all these could brighten up a venue and thus, add some happiness to the user!

Efforts were made by the Administrative team, to enhance the appearance of some venues like - the setup for the webinar for MoU signing of Global MBA with University of Wisconsin- Parkside, US, or setting up the lounge at Faraday Hall or the setup at Exploretorium for the Orientation of cadets of CUSMS or decorating the Christmas tree at Corporate office.



## MECHANICAL WORKSHOP FACELIFT

Mechanical Workshop of our campus was recently taken up for a facelift. It included tasks that involved contributions from departments of Administration & Maintenance, and Mechanical Engineering. It was a combination of some shifting tasks; maintenance and repair work, as well as some rearrangements.

The works are still in progress

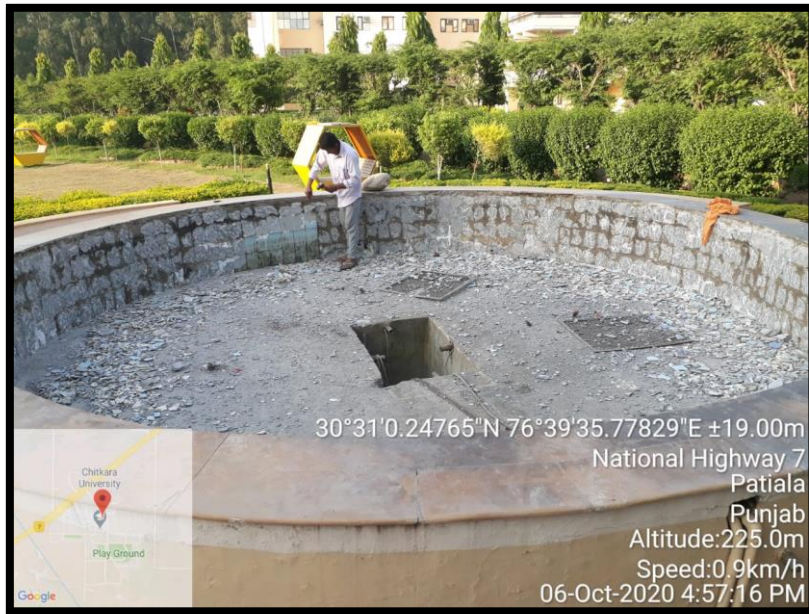






# MAINTENANCE ACTIVITIES





## WATER FOUNTAIN – ALPHAZONE

*Many of our stakeholders may not be aware that the water fountain in Alpha zone has undergone massive repairs.... Well, they don't need to !! They should be able to enjoy the giggling and sparkling of the water fountain.*

*The fountain had undergone many a repair of tiles, at different time periods, and it led to different shades of tiles in the fountain. This was adversely affecting the appearance of the fountain.*

*The fountain was rejuvenated with new tiles and the plumbing system was changed to improve efficiency. These included works of masonry, plumbing and painting. It is a pleasure to ensure that the infrastructure undergoes timely beautification and efficiency enhancement and is maintained clean.*

## MAIN OVERHEAD TANK – WHITEWASH, PAINT & WATERPROOF WORKS

*The Main Overhead tank of the campus with a storage capacity of 4 lakh liters of water too needs regular maintenance. These include cleaning of the tank from inside and whitewash maintenance of the exterior walls and the interior stairway.*

*In this quarter, the tank was cleaned and treated for leakages. This is a task that involves planning. The work needs the tank to be emptied for cleaning and the waterproofing works; and the works take time. This should not hamper the water supply to the campus. Hence the Maintenance Team plans the water supply channels and is on high alert to monitor the water demands of various buildings.*

*The exterior whitewash of the tank is done with spiderman support. Not the spiderman in the movies.....but the spidermen of real life !*





## WATER LEAK IN VIP ROAD

*It was just the tip of the iceberg when a water leak was noticed in the VIP Road, between Beta & Delta zones. Little did we realize what was deep under. When the world celebrated Christmas, the Maintenance team was daring the cold and tracing the cause of the leak. After digging an "L" shaped trench of a length of 13' , width of 3' and depth of 5' on the road, the fault was found. The road had to be fixed before 26<sup>th</sup> Dec as it was a working day. The fault was rectified, and the road done up in the given time period of one day. Kudos to the efforts of Er. Arvind Bedi, with a team of plumbers and Mason! Support of vendors was availed in the fixing of the "D"-Joint.*

## MAINTENANCE COMPLAINTS HANDLED IN THE QUARTER SEP 2020 TO DEC 2020

TYPE OF WORK	CARRIED FORWARD FROM SEP 2020		RECEIVED OCT TO DEC 2020		CLOSED OCT TO DEC 2020		PENDING AS ON 31 DEC 2020	
	Online	F 29	Online	F 29	Online	F 29	Online	F 29
<b>Carpentry</b>	67	5	1327	45	<b>1340</b>	<b>30</b>	54	20
<b>Glass Work</b>	10	2	229	29	<b>227</b>	<b>18</b>	12	13
<b>Masonry</b>	47	6	867	17	<b>653</b>	<b>6</b>	261	17
<b>Painting</b>	189	5	369	29	<b>492</b>	<b>17</b>	66	17
<b>Plumbing</b>	17	1	620	20	<b>601</b>	<b>10</b>	36	11
<b>Tailoring</b>	5	0	279	12	<b>277</b>	<b>6</b>	7	6
<b>Welding</b>	8	0	472	14	<b>468</b>	<b>12</b>	12	2
<b>Whitewash</b>	91	0	218	9	<b>130</b>	<b>4</b>	179	5
<b>Total</b>	434	19	4381	175	<b>4188</b>	<b>103</b>	627	91



# CARPENTRY

## Closed 1370 Complaints

The furniture that we use in our campus are mostly of wood. The routine wear and tear necessitate many carpentries works. Further, the carpenters contribute to making a few furniture and fixtures also.

Some of the works of the quarter mentioned below -

- 5 Honour boards made for Galileo Block
- 46 CPU stand made for Turning Block Lab
- 52 CPU stands prepared and laminated for Labs in De Morgan block
- Wooden dustbin cover laminate fixed, and new covers were made
- Sun mica changed for student desks in Escoffier and De Morgan block
- 60 chair handles changed
- Indoor Stadium- score table box prepared
- Fixed of more than 600 sun boards fixed in various buildings
- At Picasso Block basement wooden flaps of 20 chairs changed





Sun mica change of door in Le Corbusier Block

21-Dec-2020 10:00:03 AM

Repair of Wooden Flooring in Tesla Block



CARPENTRY WORKS



Sun mica change of desks in Escoffier Block



Making CPU stands



Repairs at GoGlobal



Showcase for Skeleton



Repairs at Escoffier



## GLASS WORK

*"sheesha ho ya dil ho.... aakhir  
toot jaata hain"*

And ..... when the glass windowpanes or glass doors break, the glass workers step in.

In this quarter, 285 complaints were handled by the glassworkers.







## PAINT, POLISH & WHITEWASH

It could be the normal wear and tear or the harsh weather or the careless footstep of a casual person or the scribbling of a bored person, that adversely affects the look of a beautifully painted wall. And this would affect the look of any venue adversely.

Whitewash is required for the interior as well as exterior walls and the painting is required for the exterior fixtures, curb stones, interior fixtures, machines as well as furniture, and polishing is required for wooden fixtures and furniture. The task is huge. **509 cases of paint/polish and 134 cases** of whitewash were handled in the quarter.

Some works were handled with support of vendors which include paint of overhead tank, exterior walls of buildings etc.

# PAINT & WHITEWASH



## LIST OF SOME WHITEWASH WORKS

- De Morgan Block complete whitewash
- Main Gate Parking-out side wall whitewash
- Explore Hub whitewash
- Animal House whitewash
- Escoffier Block rear
- Boundary Wall Whitewash
  - Main Gate to Babbage Block
  - Turing Block rear and Staff parking rear
  - Columbus-front side boundary wall whitewash
  - Gate No.2 to Gate No. 4
  - Omega Zone
  - Galileo block to Mechanical Workshop in progress
- Fleming Block whitewash initiated - in progress





30°30'53.91395"N 76°39'35.83713"E ±10.00m  
Chitkara University Road  
Patiala  
Punjab  
Altitude:205.0m  
Speed:0.0km/h  
10-Oct-2020 10:40:44 AM

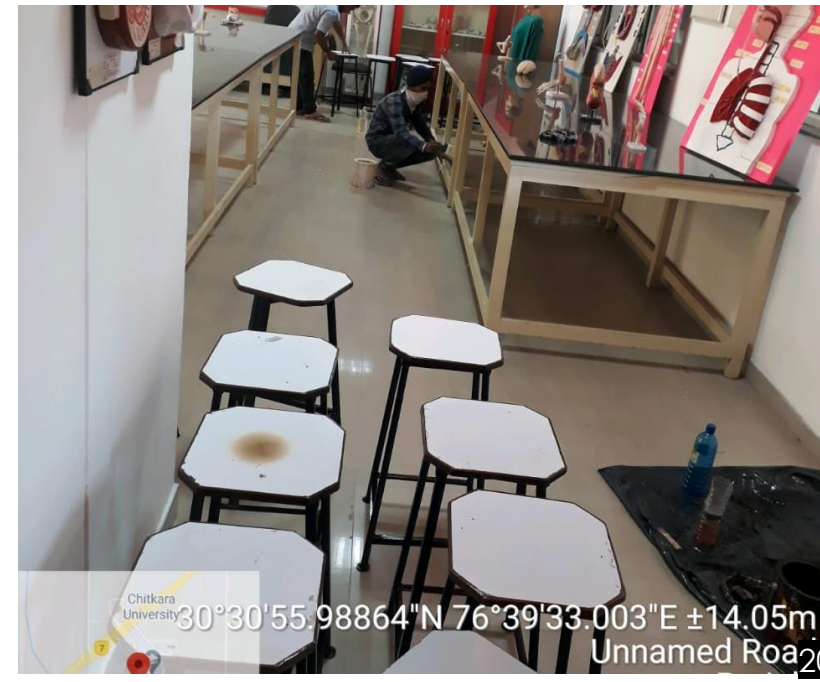
## GLIMPSES OF PAINT WORKS



30°30'37.38204"N 76°39'53.69076"E ±2400m  
National Highway  
Patiala  
Punjab  
26-Oct-2020 11:48:22 AM



30°30'55.97388"N 76°39'33.1002"E ±15.68m  
Unnamed Road  
Patiala  
Punjab  
Altitude:228.8m  
28-Oct-2020 4:43:47 PM



30°30'55.98864"N 76°39'33.003"E ±14.05m  
Unnamed Road  
Patiala  
Punjab



GLIMPSES OF POLISH WORK AT  
EXPLORETORIUM &  
EXPLORELOUNGE





## PLUMBING

As long as we open the tap and water flows, we are comfortable. To make sure that the water is filled in the main overhead tank and the tanks of all buildings for uninterrupted water supply, to make sure that there is no block in the water supply lines or in the water outlet, to help in the water supply to all the fountains, etc., the plumbers perform duties round-the-clock.

In this quarter the plumbers handled around 611 complaints.

## WELDING WORKS

“You are a welder if you have sun burn in the winter.” —Walter

Be it for making and fixing over 250 locks for overhead water tanks of all buildings or making racks for the shelves of the Central library, or for making and fixing over 70 *jaali* in hostels, or changing locks of 60 almirahs, or repair of shutters or making of utensil rack for the Mess - the welders have always melted metal and given their best !

In this quarter they handled 480 complaints.



# MASONRY

- In this quarter, 650 masonry works were handled. A few such complaints have been mentioned here to give an idea about the kind of masonry works that were handled in the quarter.



- Columbus- Front side boundary wall plaster work
- De-Morgan-curb stones in front of dispensary replaced
- Turing-ground floor - road side plastering of curb stones 25 Nos
- Boys Mess Store- outside wall plaster completed (daily wage)
- Columbus Boys Hostel Gate- Pillar and boundary wall plaster
- Outside Square One- 40 tiles changed.
- Gate No. 2 to Gate No.4 - plaster work of boundary wall
- Pie A-7th floor 3 rooms balcony wall tiles fixed.
- Central Learning Resource Centre - 60 floor tiles changed
- IHM hostel to Boys Hostel Gate – 50 Curb stones replaced
- Magellan- 5th floor common area 19 floor tiles changed
- Magellan-6th floor common area 20 floor tiles changed
- Pie B-terrace solar panels cement fixed
- Picasso-ground floor 5 iron dust bins fixed
- CSH-4th floor demo restaurant cementing done.
- Marco Polo-6th floor common area 27 floor tiles repaired
- Marco Polo-5th floor 25 floor tiles repaired
- CCP-ground floor industrial lab 20 tiles repaired
- Babbage-1st floor stack room 15 tiles changed
- Newton-2nd floor pantry side 25 floor tiles repaired





# GLIMPSES OF MASONRY WORKS



30°30'50.74167" N 76°39'42.80903" E ±29.00m  
Rajpura  
Patiala  
Punjab



30°30'39.50388" N 76°39'25.1046" E ±1700.00m  
Unnamed Road  
Patiala  
Punjab



Hospital H Gurudwara Ishar parkash Banur  
Chitkara University

Nov 21, 2020 9:31:51



30°30'51.85452" N 76°39'38.01938" E ±13.00m  
Chitkara University Road  
Patiala  
Punjab



30°30'51.2809" N 76°39'38.72034" E ±12.00m  
Chitkara University F  
Pa  
Pu  
Altitude:238E  
Speed:0.3k  
22-Oct-2020 9:23:58



30°30'51.35166" N 76°39'42.06492" E ±18.00m  
Rajpura  
Patiala  
Punjab  
Altitude:238.0r





# TAILORING WORKS

In this quarter, 283 tailoring works were completed. This included repairs of more than 250 chairs, repairs of blinds, change of the NCC Honor board cloth, change of covers of settees, refurbishing of notice boards and pinup boards etc.

S T P

E R L

W E A

A A N

G T T

E M

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T

*Almost 80 percent of the water that we use in campus, is treated and reused. Contributing to reducing pollution to the environment and to maximise reuse of natural resources, the team of STP operators perform round-the-clock to keep both our STPs functional.*





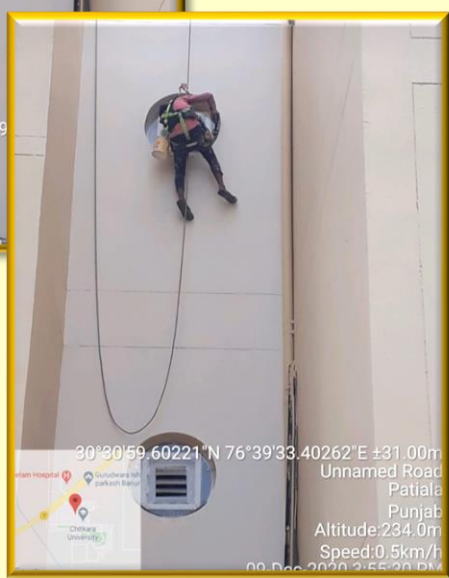
## CREATIVE IDEAS

Maintenance team also had its own share of creative idea.

The pigeons pose a concern to cleanliness and tend to spoil the whitewash of the exterior walls when they land and nest in the external windowsills. We had this concern in Newton Block.

The welders helped prepare an acrylic sheet full of nails (pointed side of nail facing upwards), which was fixed on the curved windowsill, to deter the pigeons from landing or nesting there. This was done along with the paint work of exteriors.

We hope this will help keep the walls clean!!



# ADMINISTRATION SUPPORT

Administration includes a numerous number of activities which include upkeep of campus with routine cleaning and sanitization, deep cleaning, dry cleaning, monitoring of required maintenance works, office support service and facilities, anti-termite treatment, anti-algae treatment, providing anti-pigeon spikes, providing blinds and frosting of windows, readiness of venues for events, coordination for various celebrations, etc.



# Routine Cleaning & Sanitisation



Watercooler Cleaning



Sanitisation



Dry Clean of Chairs



Manholes Cleaning



Windowpanes Cleaning



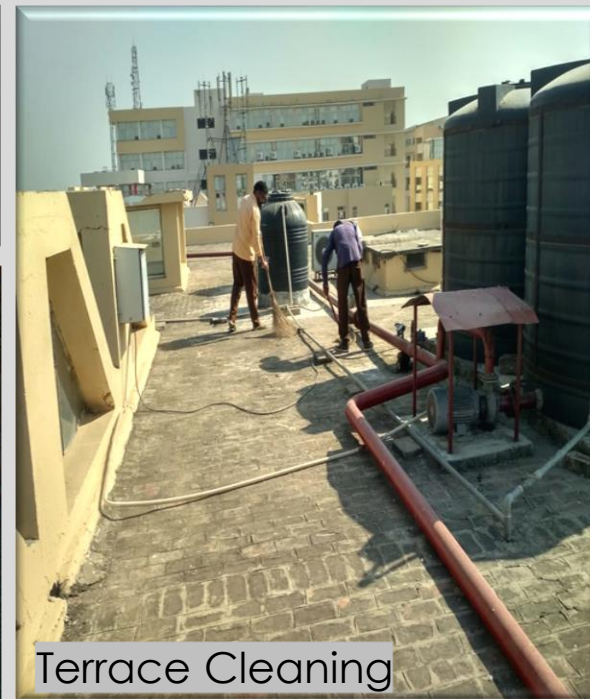
Shutter Cleaning



Waste Yard Cleaning



Fountain Cleaning



Terrace Cleaning

Storeroom Cleaning



Façade Cleaning



Computers Vacuum Cleaning



Swimming Pool Area Cleaning



Deep Cleaning is done in regular periods for the storerooms as well as vacuum cleaning of the computers in the labs, based on demands of the user departments/colleges. The pool area of the swimming pool is also cleaned at regular intervals. The façade of selected venues was also cleaned in the quarter.



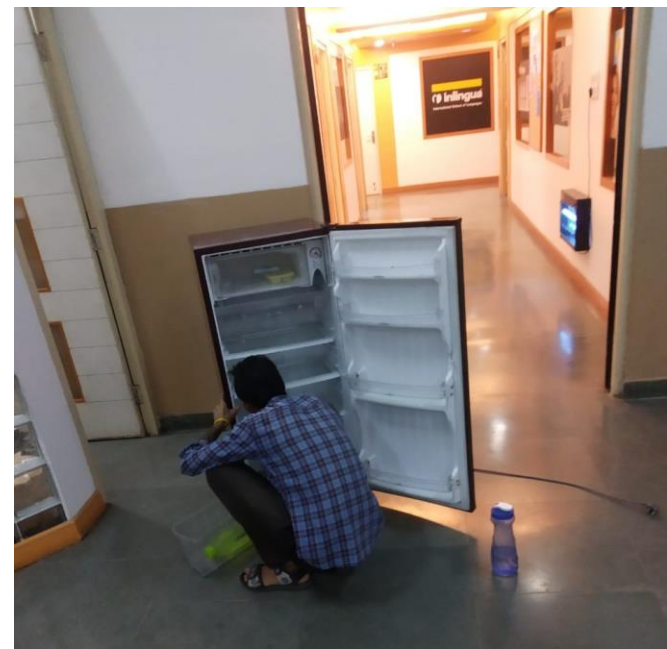
CHITKARA UNIVERSITY  
PUNJAB

# CLEANING PANTRIES

Pantries are the place where we dine or maybe where hot beverages are prepared. The need for hygiene and cleanliness in these areas is very well understood and need not be emphasized on.

Hence efforts are made to keep pantries clean which includes the dustbins, storages, the electrical appliances like microwave/kettle/refrigerator, the crockery and cutlery, the washbasins etc.

There are approximately 65 pantries in the Academic buildings.





# TERMITE TREATMENT



Termite attacks are silent but can lead to huge loss of records and fixtures; and hence it is necessary to keep watch at regular intervals. For better safety precautions, anti-termite treatments are also done before and after sites are renovated, to reduce the chances of an attack.

The venues where anti-termite treatment was carried out in this quarter is tabulated on this page.

We would request all readers to contact Administration in case any such attack is noticed at any time. Regular checks in storerooms and storages are highly recommended for the same.

Block / Venue	Area/ Floor	Where Treatment Was Done
Fleming	Stilt Area	Admin Store, Washroom, Analysis lab, Pantry
Turing	1st floor	Ceiling Area near shutter
Galileo	G/Floor	SPAAK Center
Go Global	G/Floor	Faculty room
Babbage	2nd	CUIQAC Offices
Picasso	Basement	All Studios
Picasso	1st	Faculty Room, Library (New Construction)
Picasso	2nd	Faculty Room , Library , Miyazaki (computer lab), Mc Cay(computer lab)
Picasso	3rd	Dean office , Mr. Rajesh Chandran sir office , Room 311 , Locker room , Computer lab
Picasso	4th	Offices
Fleming	Stilt	Civil office
Newton	G/Floor	Complete
Newton	1st	
Spectacles	G/Floor	

# SHIFTING OF FURNITURE

Various kinds of shifting demands arise in routine. These could include new furniture from workshop to venue, or existing furniture to and from Maintenance for repair, shifting for various events /workshops, replacement of existing furniture etc.

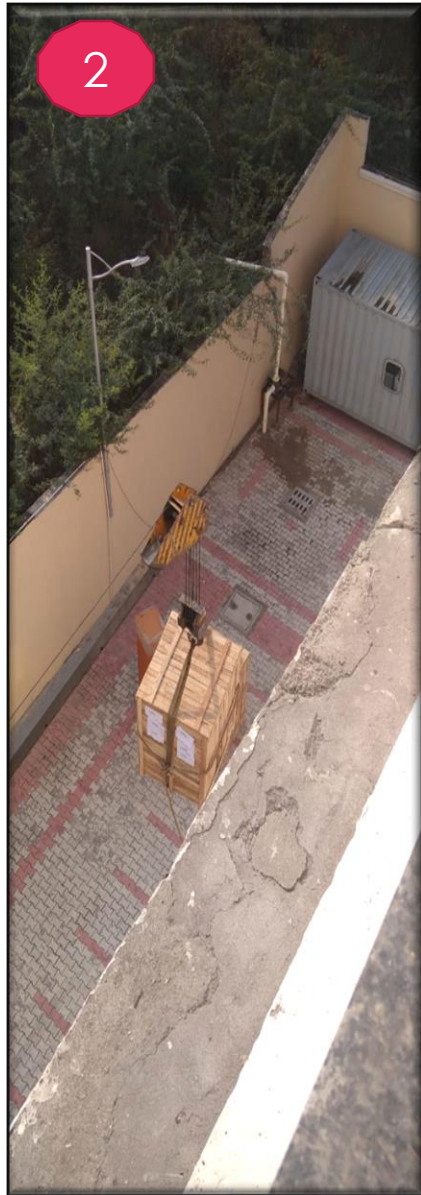
When a venue needs to be handed over for any renovation there is an amount of planning and shifting involved. Some of this would be temporary and some permanent. In this quarter we vacated the old beauty lounge, old Curie hall, some rooms of the Bloom block, fourth floor of Babbage block etc.

Certain shifting of heavy equipment is done with machinery like hydraulic cranes. These include involvement of the users, vendors along with Administration.

All shifting is monitored, and records maintained by the Sr Admin Officer Mr. Harbans Singh and his team.



# GLIMPSES OF SHIFTING WITH HELP OF HYDRAULIC CRANES



# GLIMPSES OF SHIFTING IN CAMPUS



Shifting to Picasso 6<sup>th</sup> Floor



Shifting scrap from Mech Workshop to Scrap Yard



Shifting Machines to Mechanical Workshop from Tesla Block



Shifting of furniture to Picasso Block



Shifting of racks for Store of CDS



Shifting of hostel furniture



Shifting of examination records



# HK TEAM AT CIS PANCHKULA

Teamwork is fun and to be considered part of an amazing team, is a matter of pride!!!

The HK team had the opportunity to extend support at CIS Panchkula , the amazing new addition to the CIS schools !!



# WELFARE ACTIVITIES



Session on Clean Water



Session of HK & Grooming



Eye checkup for staff



# MONITORING

Maintaining infrastructure is a continuous process and it needs a huge amount of feedback, discussions, calculations, permissions and actions.

Be it discussions with the hostel teams or the teams of Administration and Maintenance or with the Electrical team, the results always help improve the work and monitor the progress.

We would also like to thank the various faculty that monitor and give us feedback regarding cleanliness, maintenance or any matter of concern, and thus help us find timely solutions. They are a source of strength to us !!



*To give any less  
than your best  
is to sacrifice a  
gift.*

Steve Prefontaine

We move ahead to 2021 with an aim to continue give our best in taking care of our campus and providing the best of facilities to the stakeholders of Chitkara!!

Awaiting the students and continuously striving to keep the campus sanitized, clean and maintained !!!