



**NEWSLETTER - EDITION 4.0**  
**ADMINISTRATION & MAINTENANCE**  
**(FOR THE QUARTER JAN - MAR 2021)**



*“These teams handle tasks, and no one may know,  
but if their work delays or falters, problems will show”,*

Yes, it’s mundane work. And the works need continuous monitoring, with a lot of discipline. A little delay or lethargy can lead to serious concerns. And as a university on the path to globalization, the standards of service and maintenance needs to be at par.

As the team leader, it is pertinent for me to boost the morale of the team members and to make each aware of their importance and their roles.

We are proud to be part of **CHITKARA**, and to contribute towards providing a cozy and beautiful campus for the stakeholders.

We pledge to continue to “serve with a smile”!

Presenting the “**milestones**” that we covered, in the quarter that went by (Jan to Mar 2021).

Happy Reading !

*Yours truly,*

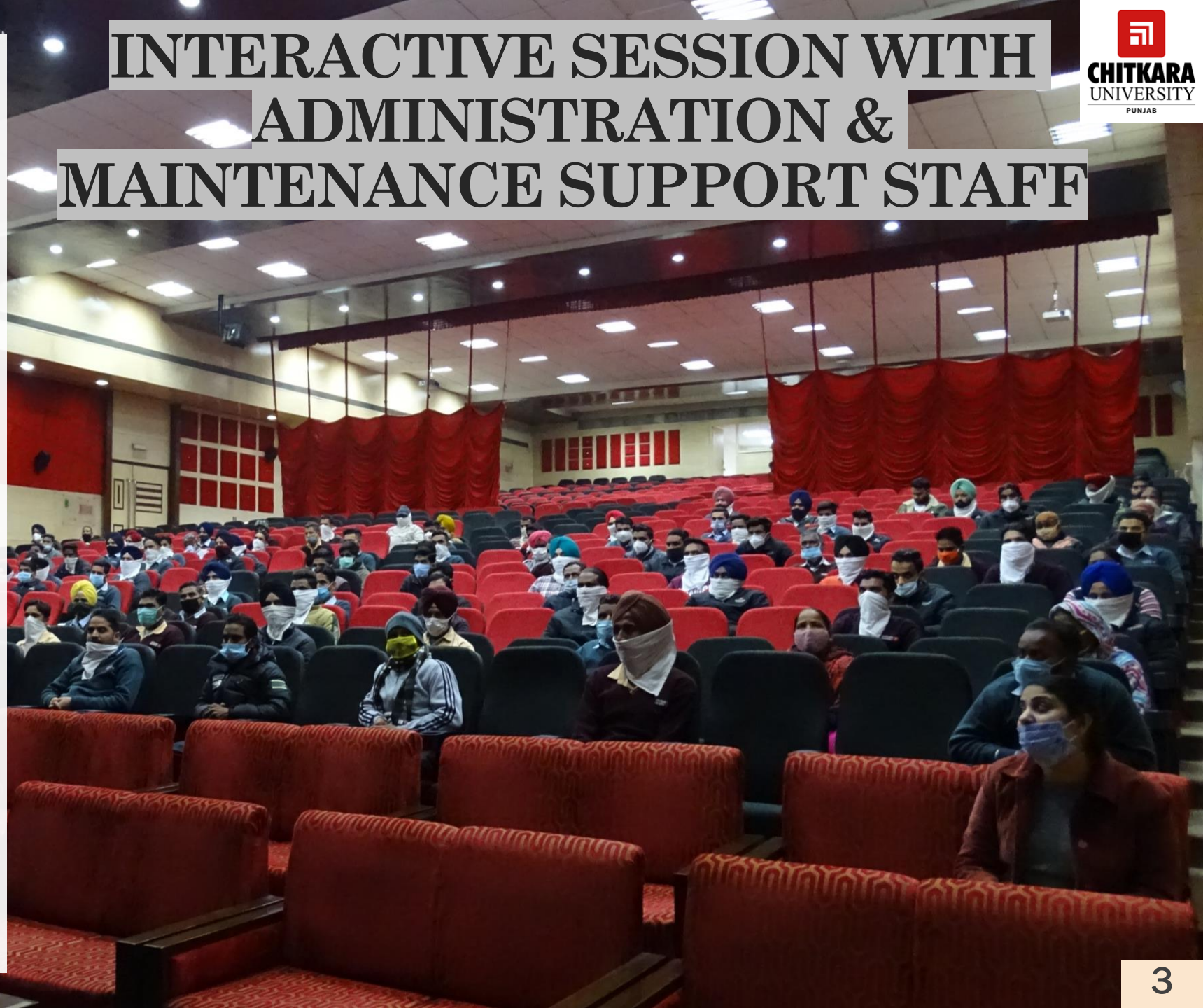
Sqn Ldr Rina Angel

(Director, Administration)

# INTERACTIVE SESSION WITH ADMINISTRATION & MAINTENANCE SUPPORT STAFF

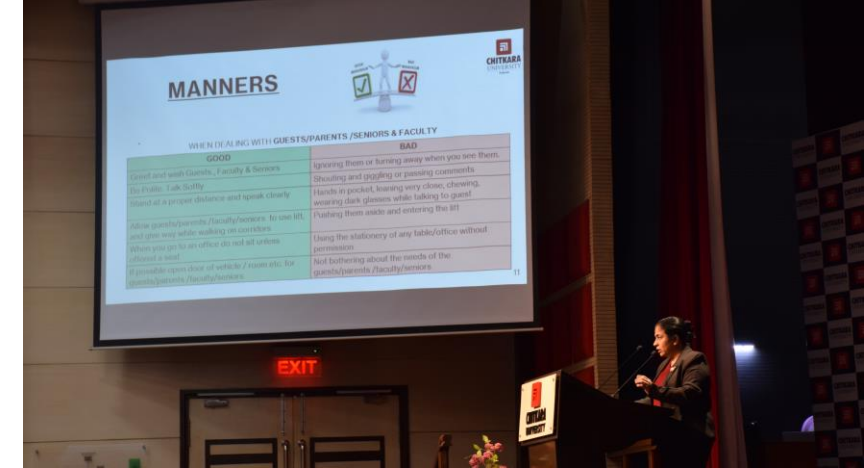


- Continuous reminders of the key result areas, the permitted behavior and the discipline standards to be maintained, are given to the staff.
- While classes are conducted for the teams, group wise, combined sessions are also conducted, periodically.
- For this quarter (Jan-Mar 2021) the combined session was conducted in Jan 2021.



# CAMPUS SUPPORT STAFF EXPLORE THEIR POTENTIAL

- Chitkara University encourages all its staff to **EXPLORE THEIR POTENTIAL** ! This of course includes the support staff of the campus!!
- This year there too a session was organized, where some points on expected behaviour, etiquettes and policies were explained, they were enlightened with precautions to be ensured when using social media, and they were provided a stage to showcase their talent.
- Keeping in mind the pandemic COVID-19, and the safety precautions, the session was conducted in 2 parts so that all support staff could be involved, and maximum participation could be encouraged.
- Both the sessions were organized in Feb 2021 (on 5<sup>th</sup> and 19<sup>th</sup> Feb).





# EXCELLENCE AWARDS

- The Excellence Awards function this year, was organized on 27 Feb. To be in sync with the occasion, Admin and Maintenance team set the stage with an "idea bulb" and created morale boosting photo booths.
- We thank team OAD for their support.
- THE BULB LIGHTED WITH "OUT OF BOX COLLABORATION" & "EXPLORING POTENTIAL" - All the disciplines in our campus, explore their potential, work as a team, and think out of box .... which helps light up the bulb of ideas..... And these ideas fly high up and help in filing innumerable patents. These ideas are being represented by the birds....
- THE PHOTO BOOTHS - One in a million stars / Believe in yourself /Think out of box differently. / At Chitkara ..you board the train to success. / *"Mile sur mera tumhara"* /Teamwork @Chitkara is fun.



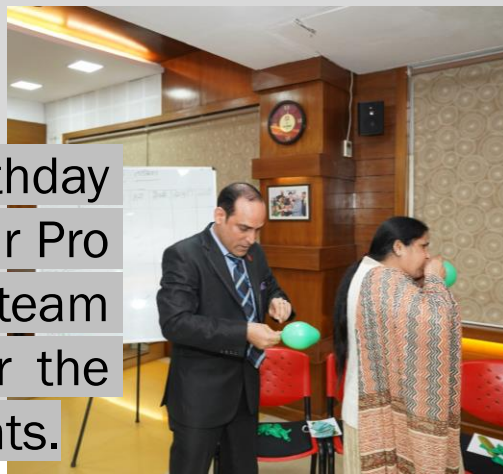
# PHOTO BOOTHS @EXCELLENCE AWARDS FUNCTION





Team Admin and Maintenance, not only decorated the stage, but utilized the opportunity to perform on stage too. Fun times indeed!!





On 16<sup>th</sup> February, as we celebrated the birthday of the most caring and powerful mentor, our Pro Chancellor Dr, Madhu Chitkara, Admin team ensured the venue readiness, support for the event as well as in the organisation of events.



# INTERNATIONAL WOMEN'S DAY CELEBRATIONS

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This year's theme was "Women: - Gratified and Statured", and the color code for the day was **Red, Orange and Pink**.

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The Admin & Maintenance team strived to bedeck the Exploratorium, according to the theme.

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We thank OAD, Branding team and CDS for their support. Teamwork pays !!

# INTERNATIONAL WOMEN'S DAY CELEBRATIONS





# MECHANICAL WORKSHOP

- The works for facelift of Mechanical workshop had started in the last quarter. The works spilled over to this quarter too.
- The works included masonry, carpentry, painting, shifting, plumbing etc.



## BOSCH LAB

Material received was assembled to create one of the industry-academia collaboration labs of our campus – the **BOSCH Lab!!**



# GENERAL MAINTENANCE OF CAMPUS

- To enable general upkeep of the campus, team administration and in some cases the user teams, raise the requests for complaints; and the maintenance teams (electrical and general) provide solutions. The complaints could be of routine, urgent or of emergency.
- The general Maintenance team handles complaints pertaining to carpentry, painting, welding, whitewash, glasswork, masonry, tailoring, plumbing and operation of the STP.
- Manpower management and assigning tasks to the tradesmen based on the priority needs to be ensured. As the manpower is on rolls, replacements are not feasible; and hence strict monitoring of absence and leave of manpower is required.
- Fresh water extraction, recycling of treated water etc., along with maintaining all concerned records, are all tasks of the General Maintenance team.



While all the tradesmen have contributed with full zeal and enthusiasm, they have been led by Mr. Darshan Singh !

# MAINTENANCE COMPLAINTS HANDLED

MAINTENANCE COMPLAINTS HANDLED IN THE QUARTER JAN 2021 TO MAR 2021								
TYPE OF WORK	CARRIED FORWARD FROM DEC 2020		RECEIVED JAN TO MAR 2021		CLOSED JAN TO MARCH 2020		PENDING AS ON 31 MAR 2021	
	Online	F-29	Online	F-29	Online	F-29	Online	F-29
Carpentry	94	3	1434	50	1444	42	84	11
Glass Work	13	0	228	47	223	43	18	4
Masonry	270	3	847	7	770	8	347	2
Painting	238	3	324	13	513	15	49	1
Plumbing	19	2	606	4	600	4	25	2
Tailoring	13	1	206	6	215	7	4	0
Welding	14	0	682	29	686	21	10	8
Whitewash	191	4	196	1	375	4	12	1
<b>Total</b>	<b>852</b>	<b>16</b>	<b>4523</b>	<b>157</b>	<b>4826</b>	<b>144</b>	<b>549</b>	<b>29</b>

A separate Google sheet was opened to handle Maintenance works that were of NAAC priority.



# ADDITIONAL “*DIVYANGJAN*” TOILETS

Our campus believes in inclusivity. All out efforts have always been made to ensure all facilities provided are inclusive.

This quarter we added 2 toilets to the list of “*divyangjan*” toilets.

One was a prefabricated whereas the other was made ready by the Maintenance team. **The works include joint efforts of Mason/ Plumber /Carpenter and Painter**

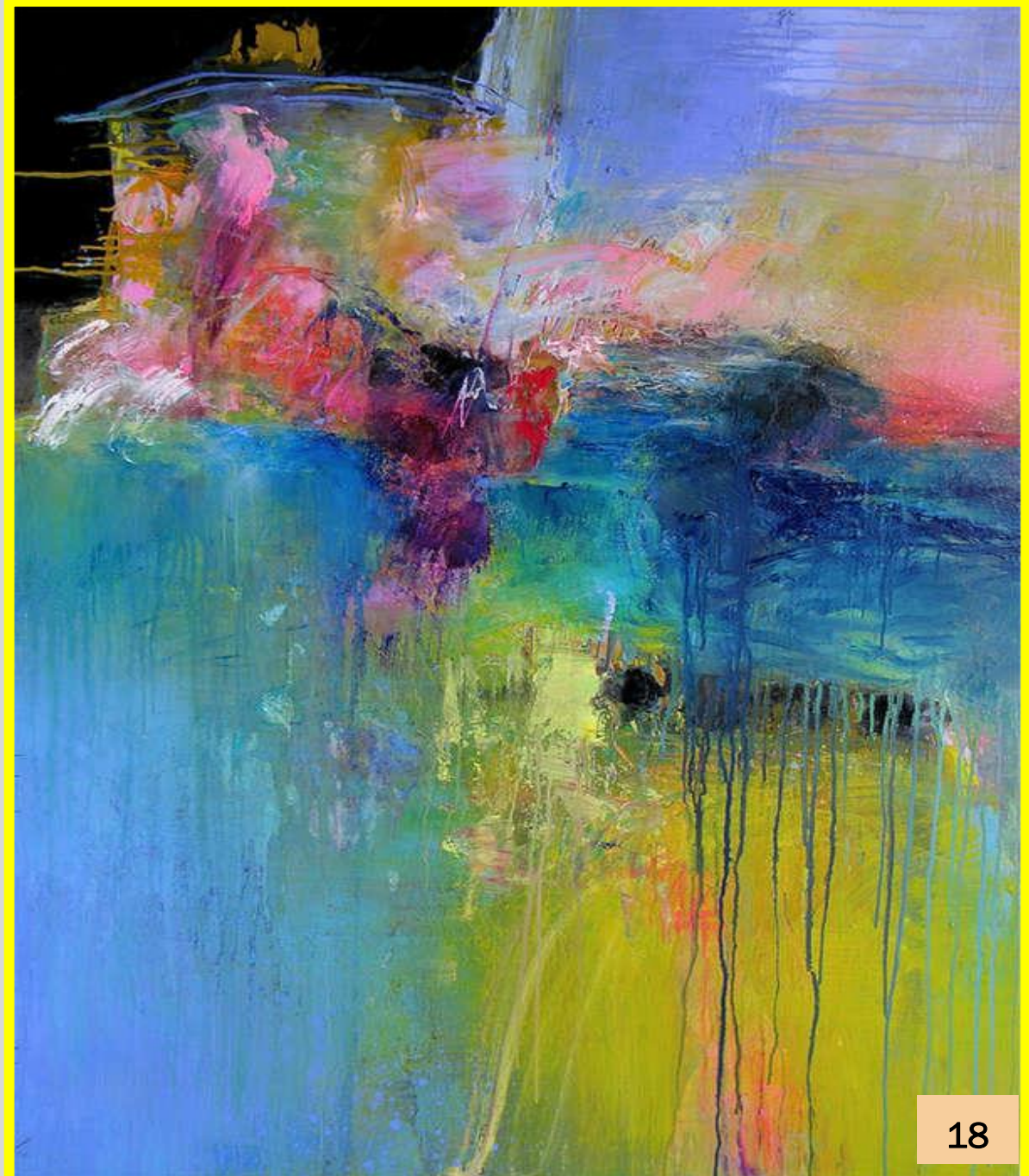
Sr. No	BUILDINGS	DIVYANGJAN FRIENDLY RESTROOMS
1	Babbage	1
2	Le Corbusier	1
3	Edison	1
4	Escoffier Block	1
5	Galileo	1
6	Newton	1
7	Picasso Block	1
8	Sportorium	1
9	Turing	6
	<b>Total</b>	<b>14</b>

# PAINT POLISH & WHITEWASH

Makeup can make you look beautiful; and good maintenance and painting, gives a building its looks !!

The maintenance team handles painting and polishing of the furniture and fixtures, of the campus and whitewash and paint of walls. The paint of exterior walls are mostly monitored by the Maintenance and work done through contractors.

The teams of painters and polishers handled 379 whitewash complaints and 528 paint/polish works



# WHITEWASH WORK- EXTERIOR & INTERIOR



# PAINT & POLISH WORK



64MP AI QUAD CAMERA  
Shot on realme XT

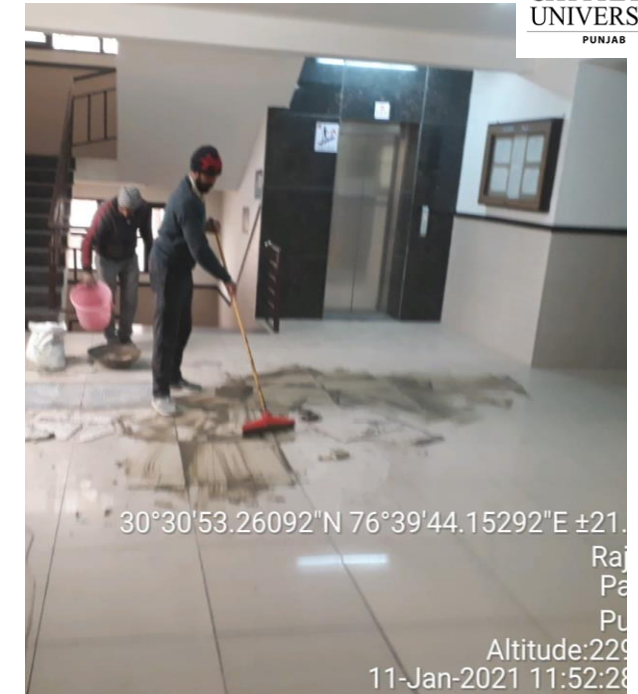
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## PLUMBING

The plumbers have handled 604 complaints in the quarter. They also monitor the AMCs for the RO at SquareOne as well as the water filters in the academic areas as well as the Girls hostels.



# MASONRY

- Masonry is a task that needs precision and patience. Masonry work involves the tasks of analysing the task, obtaining matching raw material (tiles, marble etc.) , carrying the material to site (which is a comparatively heavy task), removing the broken portion neatly (to avoid further damage) and then replacing with new material. The work ends only after the waste (*malba*) at the site is cleared.

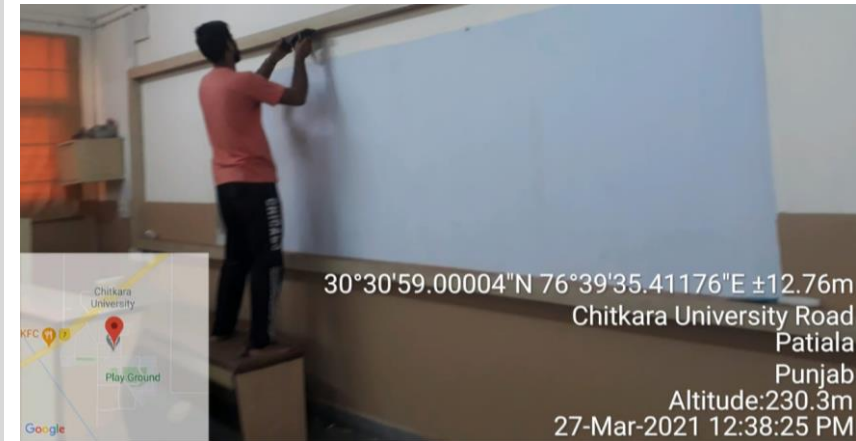
- In this quarter the Masons handled 778 complaints.

# CARPENTRY



The carpenters in this quarter handled 1486 complaints. Some of them were creating new furniture/fixtures and some were complaints like repair of a door or change of sunmica, or providing new green boards for classrooms etc. A few of the complaints are mentioned below -

Babbage 6 <sup>th</sup> Floor Almirah provided
Sunmica changed for various doors , tables and storages and tables in LeCorbusier, Escoffier, Fleming blocks
Creche - New Rack , Bloom block Dustbin cover , LeCorbusier -New door, Workshop -New Tabletop , Turing New Stool Tops - 30 Pcs, Fleming 3rd Floor Notice Boards made 2Pcs
LeCorbusier Ground Floor and Galileo 2 <sup>nd</sup> Floor Lecture Hall doors - Sunmica work done
DeMorgan 1 <sup>st</sup> Floor Conference room and 2 <sup>nd</sup> floor office storages
Central Library – Pantry door sunmica changed/ new door provided
CCTV Control room camera wooden stand
Fleming Block Animal House Terrace New door provided
Edison 1 <sup>st</sup> Floor corridor 3 Almirahs made
Indoor stadium Divyangjan washroom new door fixed
Frames for paintings and mirrors in Picasso & Bloom blocks



# CARPENTRY WORKS

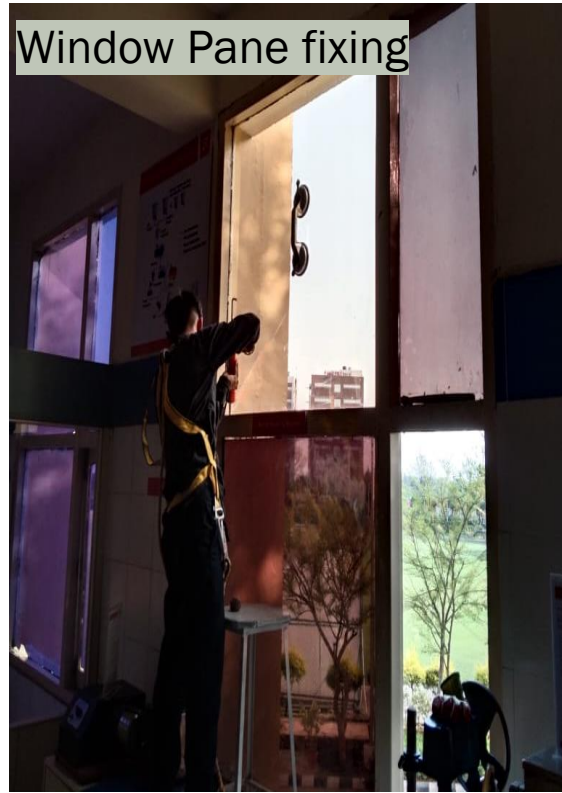




Hello Future



Window Pane fixing



# GLASS WORK

*“Broken glass. It's just like glitter, isn't it?”* — **Pete Doherty**

But for the team at Maintenance, it means action !! Many a times the action required is urgent to close an opening or to ensure there is no danger. In this quarter, the glassworkers handled 223 complaints. Some of them are mentioned below -

- Exploretorium - Looking Mirror provided - 7' x 7'
- Indoor Workstations and glass removal
- Babbage Block 4 New Shelves of 12mm in UPS panel
- Picasso - Aluminum Frame Glass and 3 Windows removed
- Turing Block New Door Fixing 12mm
- Indoor 7 Almirah Glass Fix 14 pcs
- Newton -1 Door and Ventilation Window Glass fixing
- Babbage Block 5 Almirah Glass Fix 10 Pcs
- Bloom Block Glass Fixing 19 Pcs /UCO Bank Glass Fixing 7 Pcs
- Babbage Block 2<sup>nd</sup> Floor Glass fixing 2 Pcs
- Babbage Block Workstations fixing
- Newton Workstations Removed

Fixing glass pane in cupboard



Sportorium – Zumba Room



# WELDING



- There is never a dull moment for the welders. They work with sparks and metal to create furniture and fixtures. They handled 713 complaints in the quarter.
- These works included 8 flowerpot stands , 3 outdoor dustbins, 4 iron racks, scrap tank, base of dosing tanks, sludge tank, fixing of bases for 18 almirahs etc.



Base for chairs



Welders in action



Rack in progress

# TAILORING

- Tailors have handled about 222 complaints in the quarter. They handle tasks of fixing blinds, refurbishing chairs and settees etc. Some are tabulated below.
- One complaint could be refurbishing settees of B Ed LH 3 (as can be seen in the picture). This could include refurbishing 16 settees.



LeCorbusier Chairs 225 Cloth Change
Picasso 4th Aprons- 45 PCs
Indoor Table Tennis Cover Sticking 2 Pcs
CSH - 4 PCs Sofas Repairing Spring and Dory
LeCorbusier 21 Settee Cloth Change
Picasso 1 <sup>st</sup> Floor 6 Settee Cloth Change
Fleming Basement 40 Chairs Cloth Change
Picasso Basement Fixing Black Cloth on Wall
Various Buildings Blinds Curtain Repairing Work Done
Babbage Block 2 <sup>nd</sup> Floor Roman Curtains Fixing
Beauty Parlour 1 Pc Settee refurbishing
Admin Store 14 Chairs Jaali Change
IBN Hostel 76 Chairs Cloth Change
Hostels 120 Chairs Cloth Change
Bloom 16 Settee Cloth Change
Central Library 30 Chairs Cloth Change

# STPs

- Both the STPs in the campus work round-the-clock to treat the black and grey water of the campus. These are handled manually by a team of STP operators who work relentlessly so that the treated water can be used for double plumbing as well as for horticulture.
- Routine work of keeping the machines working, backwashing, sludge clearance, tanks cleaning, maintaining records, etc. happens daily (24\*365).
- With summers setting in, and the expected demand of water increasing, the team made certain changes in the STPs in this quarter, to improve performance like, improved size of the sludge beds, positioned new dosing tanks etc.

# STPs



- New Sludge Bed provided for STP 1
- New MS Pipeline fitted
- Aeration in Chemical Tank STP-1 & 2
- Shifting of Dosing Tank STP-1 & 2



## MAINTAINING RECORDS



- Records speak for themselves. Be it the attendance and leave records or the inventory or the details of AMC for equipment, each and every document is important.
- And this can be possible only with persistent efforts of a dedicated team.
- Both the Administration and Maintenance teams have imbibed the habit of maintaining records.
- Cheers to the records team of Admin & Maintenance which is led by Mr. Pramod Chandra !!

## SECURITY POSTS PROVIDED FACELIFT

- Various security posts in the campus were checked and provided a facelift.
- These works included carpentry, masonry, painting , whitewash and further liaison with the electrical team too.
- The process is still in progress





# ADMINISTRATION

The administrative support is handled by a team of 5 Officers and 10 Supervisors. The support includes the general upkeep of campus, continuous liaison with users and the maintenance teams, shifting, manpower management (inhouse and outsourced), management of common venues, event logistics support, etc. Each Officer manages approximately 4 buildings and the connected surroundings and grounds.



## GENERAL CLEANLINESS & SANITISATION

The general cleanliness and sanitization of the campus is done in routine. This includes the daily cleaning as well as the deep cleaning as per the schedules – at regular periods - weekly, monthly etc.

This work requires continuous monitoring. Records for all the activities are maintained to make sure there are no omissions.



# ANTI-TERMITE TREATMENT

Termites are the hidden enemy of infrastructure and hence being extra vigilant is a necessity to safeguard our infrastructure as well the records in stores.

Anti-termite treatment was done for various sites in the academic blocks.

We earnestly request all users to keep a check of the areas where their records are maintained and contact us ( Building Administration Supervisors) immediately, in case they notice any termite infection.



# CLEANING STOREROOMS & PCs

- As mentioned in the last page it is necessary that we clean and thoroughly monitor our storerooms periodically against termites. Cleanliness of storerooms are also done in liaison with the user departments.
- Cleaning of PCs in computer labs, surveillance room and libraries are also ensured, based on availability and user demand. This enables better life for the PCs and better performance too!!
- The team of housekeeping and furniture demands is led by Mr. Harbans Singh , whereas common venues and support for events are coordinated by Mr. Balwinder Singh.
- All officers and supervisors contribute their best for the tasks to be completed within time, while keeping our standards in mind !!

# RENOVATIONS

- When a site needs renovation, team Administration plays a role in support for shifting the material (including furniture /records etc.) at site and handing over the venue for the civil works. Arranging an alternate space for the user to work during the period of renovation, also would be the role of Admin team.
- Maintenance team helps with support, if at all required.
- And once the venue is made ready, the setting of furniture as per the layout and the final cleaning and setup to get the area ready for use is also the role of Administration.
- Renovations in this quarter included works in 2<sup>nd</sup> and 4<sup>th</sup> floors of Babbage, office of OSA, Picasso Basement , opening from Picasso to Bloom and much more....



# OTHER WORKS

- Various tasks of shifting was undertaken in the campus. This included shifting of new furniture to venues, old furniture from venues to store, shifting for departments/colleges, shifting for and after events, etc.
- There were 108 events in the campus where venues were booked – some for routine meetings and some for major events like orientations or awards function.
- Inventory checks were completed in Jan 2021.
- Routine meetings between General Maintenance and Administration helped monitor works. The works that were being raised to handle the inspection were marked separately and monitored.
- Meeting with the Electrical team was also ensured to keep pace of electrical concerns that included loose wires, concerns of electrical appliances etc.



# SHIFTING TASKS



# MOVING AHEAD !

- There is always room for improvement and there is always something to be thankful for.
- As we move on to the next quarter, we shall continue to do our best and contribute to keeping our customers comfortable.

*please follow all the Pandemic  
related safety guidelines ....  
STAY SAFE....!!*

*We may be in different  
boats, but we are all in  
the same storm....!!*

*(Damian Barr)*

*Let's take good care of  
ourselves as well as  
each other !!*

*signing off.....*

*Team  
Admin & Maintenance*



Life is hard, but so  
very beautiful.

Abraham Lincoln