

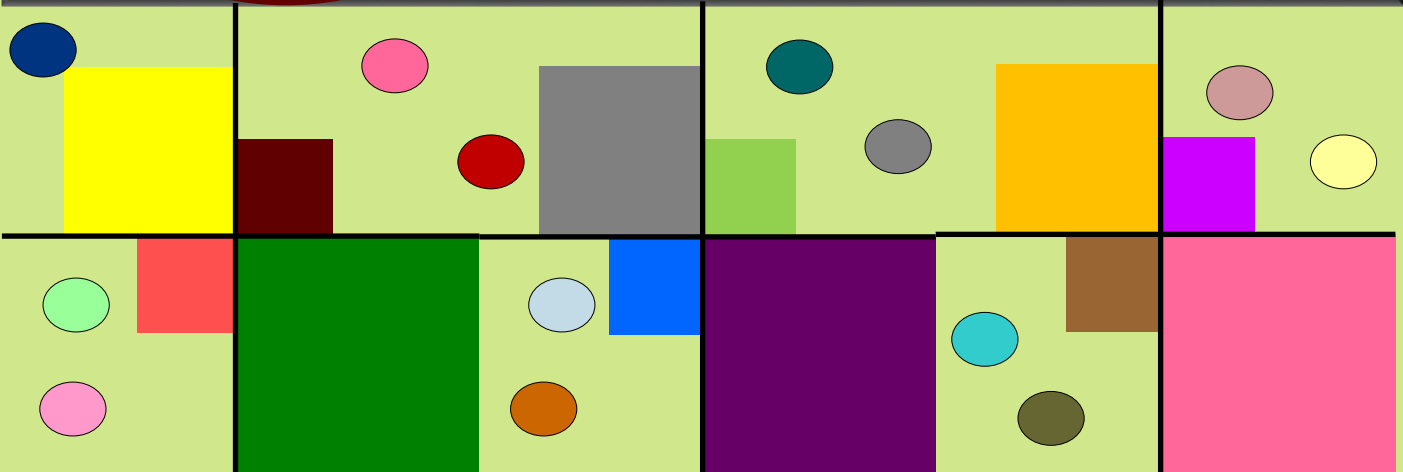


ADMINISTRATION & MAINTENANCE

NEWSLETTER

APRIL TO JUNE 2021

EDITION 5



MESSAGE FROM THE TEAM DESK

The three months that went by (April , May and June) was like a competition between the COVID 19 pandemic, the summers and the storm. The pandemic kept changing colors as the virus kept mutating and left the world wondering what step to take next; summers made all-out-efforts to show off its heat; and the frequent heavy winds and storm were in no mood to be left behind – they showed all their might. But that in no way could affect the pace of work of the teams of Administration and Maintenance.

Where there's a will, there's a way and the support services continued.

You would agree with me that cleanliness and maintenance needs to be ensured in routine for upkeep of the campus infrastructure. The Administration and Maintenance teams did its best to achieve the set standards!!

Presenting to the readers, a gist of the various activities initiated by the teams of Administration and Maintenance, in the second quarter of 2021.

This is our fifth edition of Quarterly Newsletter.

Happy Reading

Sqn Ldr Rina Angel

Team Administration & Maintenance



*“Winners are willing to go longer, work harder,
and give more than anyone else.”*

Vince Lombardi

Chitkara has always given importance to cleanliness and hygiene so that the stakeholders are comfortable. Care has been given to environment sustainability and in proper management of solid waste too.

The efforts of the campus has been appreciated by the Municipal Council, Rajpura, Punjab. An “AWARD OF APPRECIATION” was made to the university for the standards of cleanliness maintained and for the management of solid wastes. President and Executive Officer, Municipal Council, Rajpura appreciated the efforts while handing over the award and certificate of appreciation.

On behalf of the university, the award was received by Mr. Sudarshan Pal Singh, Director OAD, Sqn Ldr Rina Angel, Director Administration, Mr. Sanjeev Bhardwaj, Project Manager, and Mr. Harbans Singh, Sr Admin Officer.

CONGRATULATIONS to one and all !



ACTIVITIES FOR THE STAFF

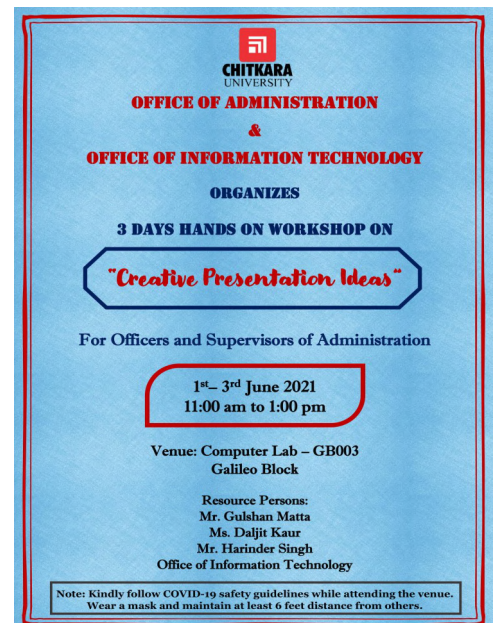



HANDS-ON WORKSHOP—IN COLLABORATION WITH IT DEPARTMENT

01 to 03 June 2021

A three days , hands-on workshop on **Creative Presentation Skills** for the administrative staff was organized with the support of IT department . The class was conducted by Mr. Gulshan Matta, Network Administrator, who did an excellent job in connecting with the audience ad giving them a lot of tips and notes so that they could present their work more skillfully. After classes for 3 days, the attendees were tested for their understanding too. They scored well . We would like to express our heartfelt gratitude to Mr. Pawan Mehta, Director OIT, for the prompt support provided, as always !!

- Understanding and working with presentations and slides
- Slide layout and themes
- Slide templates
- Adding images and effects in slides
- Custom animations of contents
- Graphics, shapes and diagrams
- Working with audio and video
- Creating overall effective presentation




CHITKARA UNIVERSITY
OFFICE OF ADMINISTRATION
 &
OFFICE OF INFORMATION TECHNOLOGY
 ORGANIZES
3 DAYS HANDS ON WORKSHOP ON
"Creative Presentation Ideas"
 For Officers and Supervisors of Administration
 1st- 3rd June 2021
 11:00 am to 1:00 pm
 Venue: Computer Lab – GB003
 Galileo Block
 Resource Persons:
 Mr. Gulshan Matta
 Ms. Daljit Kaur
 Mr. Harinder Singh
 Office of Information Technology
 Note: Kindly follow COVID-19 safety guidelines while attending the venue.
 Wear a mask and maintain at least 6 feet distance from others.




CHITKARA UNIVERSITY
CERTIFICATE OF PROFESSIONAL TRAINING
 This is to certify that
Harbans Singh (E2902011)
 has successfully completed training program from **1st - 3rd June 2021** on
Creative Presentation Skills
 conducted at Chitkara University, Punjab
 Gulshan Matta Sqn Ldr Rina Angel Pawan Kumar Dr. S.C.Sharma
 Program Coordinator Director, Administration Director, OIT Registrar

ACTIVITIES WHERE THE STAFF PARTICIPATED

All work and no play makes Jack a dull boy.... and we do not want our Jacks or Jills to be dull.

The staff is encouraged to participate in different activities. Various activities organized in the campus was attended by (with full enthusiasm where they enjoyed) the staff of Administration & Maintenance . These included the celebrations of World Bicycle Day organized under the aegis of National Service Scheme , the drawing competition held as part of celebration of the World Environment Day and the session attended to by the staff on Happy Living under the banner of Centre for Wellness.

A few glimpses !!



THREE DAYS SKILL DEVELOPMENT WORKSHOP

For improved performance, continuous training and motivation is a necessary ingredient. This applies for the performance of the HK staff as regards service too. This is a skill that needs to be developed.

On the request of Administration a skill development workshop (on service etiquettes) was conducted for the Service Staff of Administration by CCHM.

The session was conducted for three batches, each slot accommodating 10 to 11 members and each slot being of 3 days. Thirty Six service staff benefitted from the session. It was an engaging session and a great learning experience for the participants. A refresher course is also planned for the staff who had undergone the training session earlier.

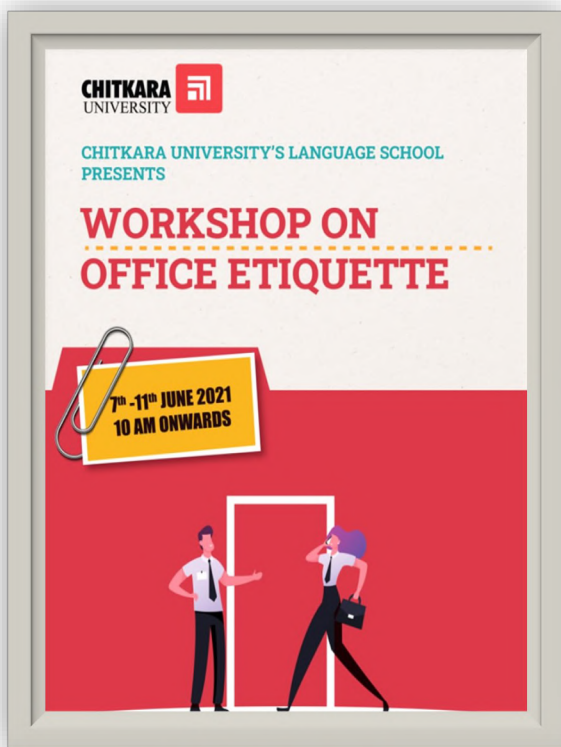


FIVE DAYS WORKSHOP ON OFFICE ETIQUETTES

Based on request from Administration, Chitkara University Language Centre (CULC), organized a 5-days workshop (7 to 11 June 2021), on Office Etiquette for the Admin and Maintenance team officers and supervisors, to enable them learn a set of implicit rules for professionalism and courtesy practices. Resource person was Ms Ayshwarya CN.

The session was very informative. The Administrative staff were provided training on greetings, formal conversation, interpersonal skills, body language, power dressing, and email etiquettes. This would surely enhance their confidence and performance.

Thank you team CULC !!



TWO DAYS WORKSHOP ON SERVICE ETIQUETTES

On the same lines as mentioned in the previous page, a workshop was organized for the staff of the transport team too. These staff are most of the times the first point of contact of the guests and many a times the last point of contact too. Hence they play a very important role and their behaviour and etiquettes speak for the organisation. The aim behind the workshop was to train the staff on the etiquettes and behaviour they should display. Ms Tarandeep Kaur from CULC was the Resource Person.

Once again thank you CULC Team !!



CHITKARA UNIVERSITY

Chitkara University Language Centre
organizes

SERVICE ETIQUETTE & BEHAVIOUR

Resource Person
Tarandeep Kaur
Assistant Professor
Chitkara University Language Centre

Scan for Register

14th - 15th June 2021
Monday & Tuesday
10:00 am - 11:30 am
Pulitzer Hall



WORLD ENVIRONMENT DAY - FIVE DAYS SESSION FOR THE SUPPORT STAFF

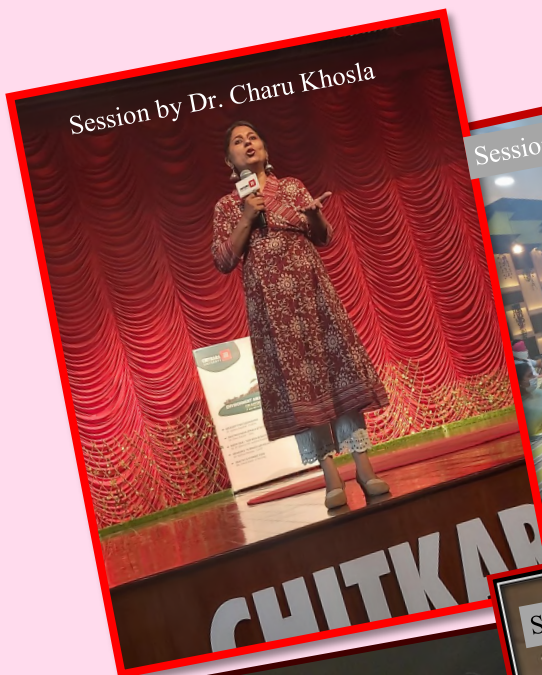
Contribution to a clean, safe, and hygienic environment is the responsibility of one and all. It was felt that the support staff of the campus should be made aware of the necessity to maintain the environment clean and to also understand their role in this endeavor. Hence a 5-day awareness session for the support staff was organized. Support staff from Administration, Maintenance, Transport, Student Services and Hostels attended the sessions. This session enabled staff to be sensitised about the concerns of air, water and environment pollution and be made aware of simple ways to control it.

Dr. Jyotsna Kaushal addressed the staff about the importance of clean water and the need for testing water that was consumed. She showed them the Centre for Water sciences and demonstrated to them how water was tested. **Dr. Charu Khosla** enlightened them with various methods of waste management. She had various videos screened and explained how waste management played an important role in our

lives as well as for the world.

Er. Sanitya Mahajan spoke to the staff about how air gets polluted with various day-to-day actions, including use of exhaust fans in kitchens, need to reduce use of AC, how generators, machines and vehicles pollute the environment, why crackers should be avoided etc. “Dilution is the solution for air pollution” he said. **Ms. Ankita** addressed the staff and advised them on the

need to have hygienic and healthy food. Health is wealth and we should take care of what we eat—she emphasized.



RADIO TALK - ACTIVITY AS PART OF WORLD ENVIRONMENT DAY

https://m.facebook.com/story.php?story_fbid=1878416575650760&id=315931825232584&sfnsn=wiwspmo

Continuing with the five days workshop for the environment week , on the fifth day, a radio talk was organized. The aim was to reach out to the listeners which would include our employees, nearby villagers of our adopted villages and people from the community. We wanted all to be aware of the concern of Environment Pollution and to know how each one could contribute in reducing the pollution and in improving the environment .The moderator was Lt Col Rakesh Sharma. He raised pertinent questions on various aspects of pollution and made the talk very interesting. While the Respected Registrar brought out the initiatives of the university towards reducing the pollution be it air ,water, noise or in waste management. Dr. Jyotsna Kaushal brought out the concerns of water pollution and suggested solutions possible in daily life." Keep water clean" she urged the audience . Dr. Charu Khosla explained the necessity for proper waste management. "Wealth from waste" and "keep plastic out" were her messages. Er. Sanitya Mahajan emphasized on the problems and causes of air pollution. He suggested actions to reduce air pollution. A young engineer, he was confident that the present generation would contribute whole heartedly. "*Sabhyata na bhoolna*", and reduce use of AC were his requests to the youth. Sqn Ldr Rina Angel was the organizer of the Radio Talk.



VACCINATION DRIVES

With tremendous efforts and liaison of the Office of University Affairs with Government authorities, vaccination drives were organised in the campus for the Chitkara employees .

While the team members of Administration supported the event with all the required set up of venues as well as with manpower support for the drives, many of the staff of the Administration and Maintenance teams also got vaccinated in the comfort of facilities offered in the campus.

Mr. Balwinder Singh, Mr. Pramod Chandra, Mr. Davinder Singh and Mr. Charan Singh were also part of the team that handled the documentation for the drives.



ENCOURAGING THE UNWILLING

Like every coin has two sides, the reaction of the staff towards vaccination was also different. While some were willing and desirous to get the vaccination at the earliest, and were very happy about the services being provided within campus as well as in the village dispensary (in liaison with Chitkara University), some were worried and unwilling to take the jab. They had no reasons to give, but were simply not willing !!

Being aware of the necessity for the vaccination, the Administration team addressed the unwilling staff and made them understand the benefits of vaccination. All the officers and supervisors of Administration lead by Sr. Admin Officer Harbans Singh spoke to the staff. They were made to understand that while the precautions of the face mask and social distancing should be adhered to, it is in the interest of the people and their families that they should take the vaccination. He mentioned that he had also been vaccinated and when the facility is available at our door step we should not let the opportunity slip away , but make best use of it.



EVENT SUPPORT & INITIATIVES



Picture Courtesy—Brig PS Siwach (Retd)

INAUGURAL OF THE OPEN HAND & UNVEILING OF SCULPTURE OF LECORBUSIER

The **Open Hand** which is a symbol of prosperity, peace, and unity was prepared for our campus and installed at the Le Corbusier block. by the Office of Architecture & Design. This was inaugurated by the Honorable Chancellor and Pro Chancellor . The unveiling of the sculpture of Le Corbusier was also done in the building lawn. The readiness of the venue and the arrangements for the event was handled by Administration and Maintenance teams. When we say readiness of venue, the readers may not be able to comprehend the kind of activities that goes on. To meet the Chitkara standards for an event , however small or big the event be, there is a huge amount of effort. There is a lot of fun element too!!

To inaugurate the Open Hand, (April 2021), it was decided to have balloons take off when the Honorable Chancellor and Pro Chancellor released the string. The heavy winds and the scorching sun made the task challenging. Accepting the challenge and achieving results is fun !!

The sculpture of Le Corbusier (prepared by our very own CDS team) was also unveiled.



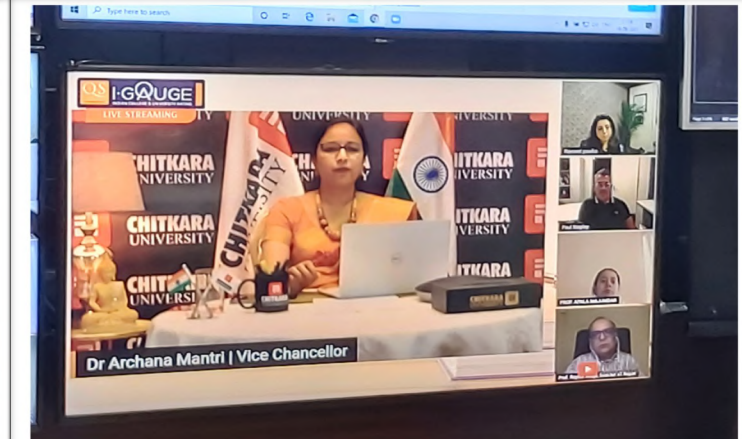
GREENER WASTE YARD

- The campus Waste yard is the place where the general solid waste is dumped and segregated. The waste is cleared on a daily basis. It was felt that the area wore a dull look.
- As part of the activities towards the Environment sustainability, it was proposed that the waste yard area be made more green and beautiful.
- Hence actions were initiated by staff of the Administration and Maintenance teams.
- The area was cleared and cleaned for a few days. with manpower pooled in from various Academic buildings
- Scrap material from site was used to create “*kyaari*” and entrance path.
- A stand was created from scrap material for hanging plant baskets at the entrance of incinerator shed. Plants were obtained from the Horticulture team.
- A door (used old sheet) was provided for the waiting shed and flooring was provided in the shed from waste material at site.
- Have a look at the pictures. The earlier pictures have a maroon border and the new pictures have a green border. The wasteyard now wears a greener look !!

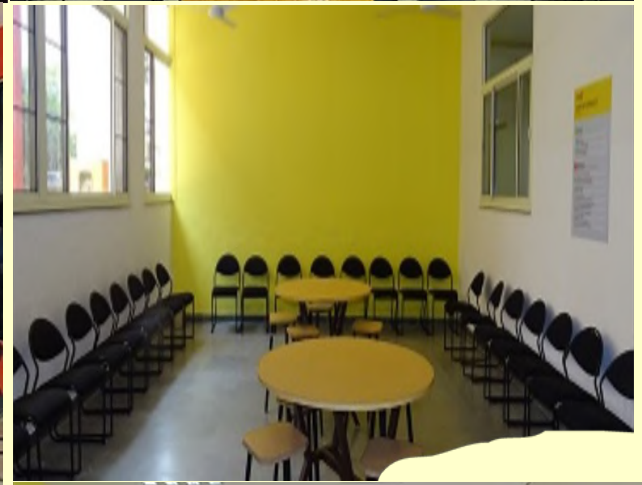


READY.....GET SET.....SHOOT.... AT THE E-LOUNGE !!!

With the pandemic having made online classes and webinars the new normal, one of the **most availed facilities in the campus, is the e-lounge !** Of course the net connection and access is handled by the IT team. The event could be an address to students or an event for signing of a MoU or a webinar or an interview. Team Administration contributes its support and strives to keep the e-lounge ready as per the requirement of the event. For various improvements in the setup, maintenance team also contributes with certain works.

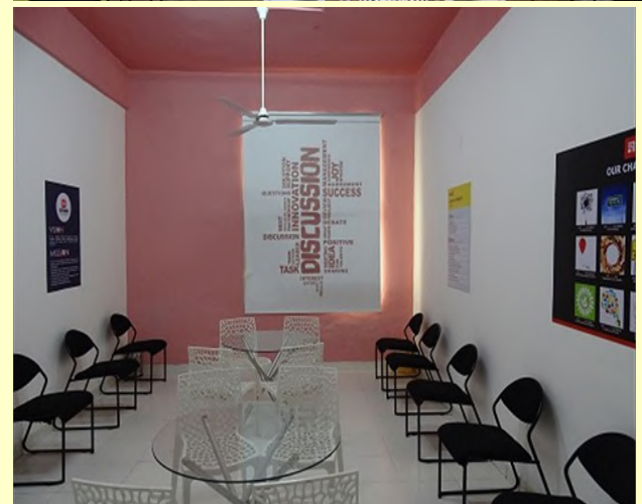


COMMON ROOMS IN ACADEMIC BLOCKS



Common rooms are provided in most academic buildings.

The common rooms of the campus were repaired and provided an improved look in this quarter. Efforts were made to provide preventive maintenance for the furniture and to repaint the walls and improve the look of the venues.



INFRASTRUCTURAL GENERAL MAINTENANCE SUPPORT



MAINTENANCE COMPLAINTS HANDLED IN THE QUARTER APR 2021 TO JUN 2021

TYPE OF WORK	CARRIED FORWARD FROM MARCH 2021		RECEIVED APR TO JUN 2021		CLOSED APR TO JUN 2021		PENDING AS ON 30 JUN 2021	
	Online	F-29	Online	F-29	Online	F-29	Online	F-29
Carpentry	84	11	1224	39	1189	40	119	10
Glass Work	18	4	413	32	363	31	68	5
Masonry	351	1	841	3	876	2	316	2
Painting/Polish	49	1	406	0	432	1	23	0
Plumbing	28	1	552	8	563	8	17	1
Tailoring	3	0	239	2	231	2	11	0
Welding	10	8	378	11	355	15	33	4
Whitewash	12	0	358	3	351	3	19	0
Total	555	26	4411	98	4360	102	606	22

Maintenance In-Charge - Mr. Rupinder Singh / Maintenance Supervisor - Mr. Darshan Singh

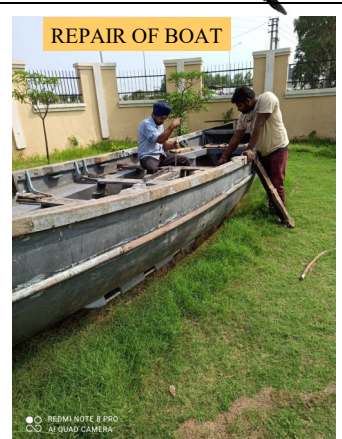
CARPENTRY

The team of carpenters have handled **1229** complaints in this quarter.

A complaint can be as minor as fixing a door handle or preparing frames for paintings and looking mirrors or major complaints like preparing doors and shelves and fixing them. A few of the complaints are tabulated below. In certain cases a huge amount of coordination is required. In this quarter a case of Escoffier block and a case in the Fleming block arose where a lot of coordination was required. The carpenters had to be in sync with the termite treatment dates for best results.



New Door for <i>Divyangjan</i> Washroom in Sportorium
Termite affected Main door and side shelf replaced in Escoffier Block
Frames made 7 paintings for Picasso Block and for Mirrors for Bloom block
Sunmica change (removal and fixing) in Central Library /Admin Store
Soft board cutting & beading fix in CSPA 2nd Floor
Honor Board 6 pcs made for Fleming Block
New Notice Boards made - 11 pcs for all Common rooms / one each for central library and bloom block/ 3 for Ibn Battuta hostel
New Work Stations fixed - Edison block computer lab, Fleming block computer lab, Central Purchase Office, Ibn Battuta Civil Office
New Wooden Chair Flap fix - 36 pcs for Edison Block Basement /66 pcs for Fleming 1-3 Floor / 40 pcs for Turing Block 2nd & 3rd floor / 94 pcs for Galileo Block 1st, 3rd & 5th Floor / 62 pcs for Tesla Block
New Almirahs made 2 pcs for Fleming Block 2nd Floor
New Dustbin Cover made 5 pcs for Newton & Edison
New Side Storage made for Edison 1st Floor Robotic Lab
Boat repair Tesla Block Park (Marine School)



GLASS WORK

The glass workers have handled **394** glass works in the quarter.

This quarter saw frequent storms in the month of June, and this added to the tasks of glass work. But the glassworkers managed to complete the tasks. Some of the tasks are tabulated below.

Glass work	Plain Glass Fix - 7 pcs in Bloom Block / 7 pcs in UCO Bank / 8 pcs of Almirah in Babbage Block
	4 pcs of Door Glass in Picasso 3rd & 4th Floor
	30 pcs of Notice Boards glass fixing in Hospitality School
	Door Glass 6 pcs & Sound Room 2 pcs Glass Fix in Bloom Block
	12 pcs Glass remove in Picasso 3rd Floor Backside
	Light Gold Glass fix 7 pcs in Architecture





30°31'1.04628"N 76°39'32.96952"E ±51.10m
 Chitkara University Road
 Patiala
 Punjab
 Altitude: 229.7m
 12-Apr-2021 4:37:58 PM

TREE HOUSE REPAIR

One of the many storms in the quarter had affected our **tree house** too. These tasks of fixing grass has an interesting tale. The required grass is not available off the counter in any shop. The team members cut the grass from the local village themselves! Also, there aren't any specific tradesmen to handle the work. As can be seen in the picture, a painter is handling the work. This work was handled by 2 painters and 1 Mason /Mason helper under the guidance of the Maintenance Supervisor Mr. Darshan Singh.

MASONRY WORK

A total of 878 masonry works were handled in the quarter. In this quarter the works include tile work, repair of floors, walls, preparing a sludge tank for STP 1 etc.



AT STP 1



FOUNTAIN AT MAIN STAGE



FRONT OF HELLO FUTURE

13 May 2021 9:18:53 am
 Unnamed Road
 Patiala
 Punjab

MAINTENANCE SUPPORT AT SECURITY POSTS

Certain repair works were initiated for the security posts. The security post at Scrap yard which was a little away from the road (as can be seen in picture numbered 1), was shifted towards the road. This enabled better path for the security staff to the post, especially during the rainy season. The flooring was improved. Rainwater would now not enter the post and this curbed the threat of snakes too. A water line was provided for the desert cooler. The security staff could have easier access to water for the desert cooler. Security staff works round-the-clock Aim was to give the security at the post, more comfort during all seasons.



MASONRY WORKS AT SECURITY POST SCRAP YARD



MASONRY WORKS AT MAIN GATE GUARDROOM

The Main Gate security post was also provided support of masonry and the CCTV surveillance room was provided support for rainwater concerns.



WATER SUPPLY FOR SECURITY POST

WORKS AT GATE NO.4



The security post at Gate No. 4 was also provided maintenance support.

The latch of the gate continuously hitting the wall was continuously damaging the wall and this was adversely affecting the appearance of the gate. With some masonry and welding work the problem was solved.

The guardroom at Gate No. 4 was provided maintenance support with the storage shelves being replaced, the cupboards being painted, the room being whitewashed etc. As far as possible, Maintenance team follows the principle of “*a stitch in time saves nine*”.

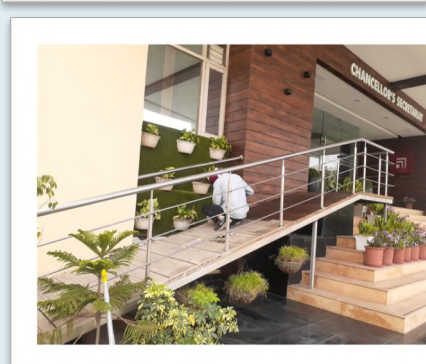
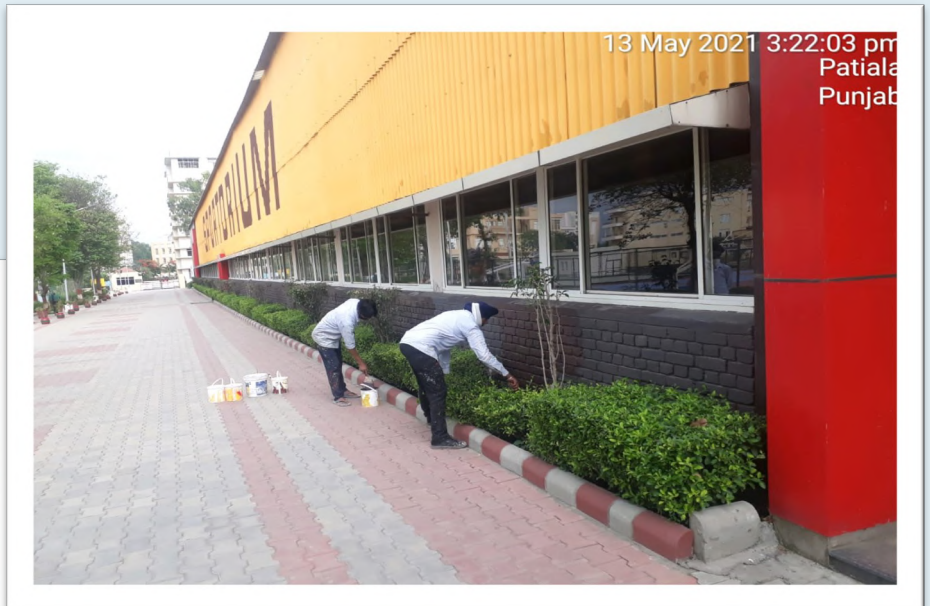
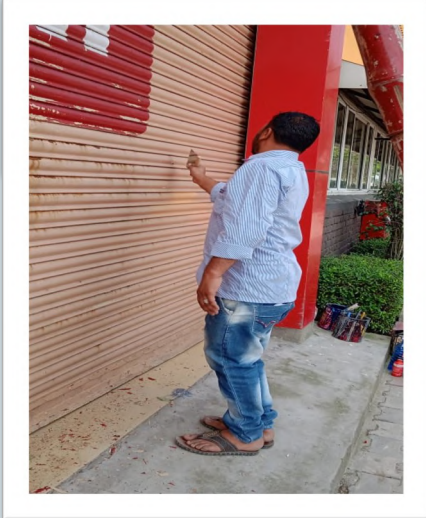
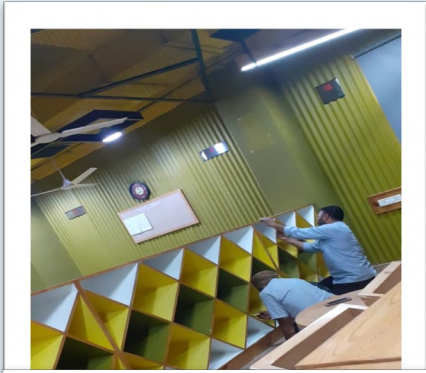
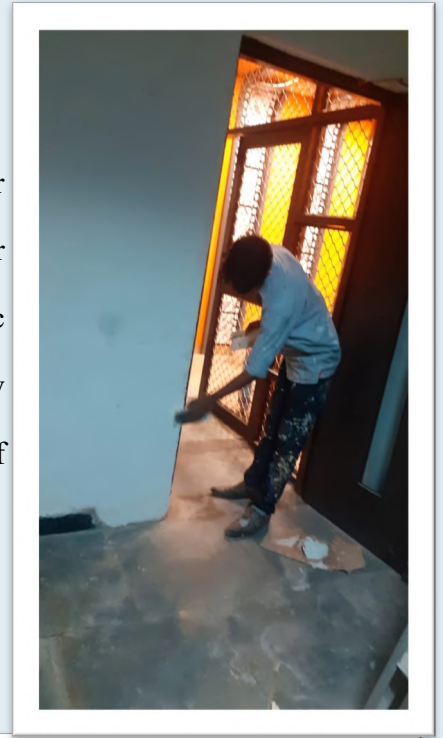
WORKS AT GUARDROOM OF GATE NO.4



PAINING, POLISH & WHITEWASH

Be it an existing furniture or fixture , or be it a new furniture or fixture prepared in the Maintenance workshop, each of it needs either painting or polishing. Interior and exterior walls of every academic building needs whitewash. The beauty of any infrastructure shall show only when it is well painted/polished. Hence the painters and polish staff stay busy throughout the year.

In this quarter they handled 787 complaints.





WELDING & TAILOR WORKS

“Strike when the iron is hot..” In this quarter 350 complaints were handled by welders .

Some of the Welder Works Listed

New Rack Stand for Central Library 30 pcs
IT Department stand (1pc) 3' X 1.5'
New Pipeline for Sludge Bed STP-1
Pot Stand (3pc) 9' X 7.5' for Waste yard and STP-2
Pot Stand (10pc) for Edison Block
New Silver GI Sheet Door for Waste Yard Check Post
Book Rack Support Patti 200' for Babbage Block
Hinges fixing for Indoor inside Grill Opening

“A stitch in time saves nine” . In this quarter the tailors handled 233 complaints.

Some of the Tailor Works Listed

Refurbishment of -
Chairs 32 pcs in Central Library
Chairs 44 pcs in CSPA
Revolving Chairs 13 pcs in CSPA
Chairs 20 pcs in Armstrong
Chairs 51 pcs in IBN Boys Hostel
Chairs 12 pcs in Central Store
Chairs 13 pcs in Vasco-Da-Gama Hostel
Chairs 6 pcs in Picasso Block
Chairs 65 pcs in Columbus Hostel
Chairs 6 pcs of Gate No. 2
Stool 20 pcs in Columbus Hostel
Stool 22 pcs in Picasso Block

Curtains 16 pcs removed & fix in Punjabi Dhaba
Foam & Rexene fixed in Bloom Block
Chairs 6 pcs Rexene change in Bloom Block Library
Cushions 24 pcs in Hello-Future repaired



PLUMBING WOKS

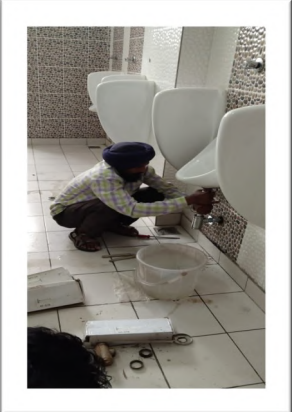
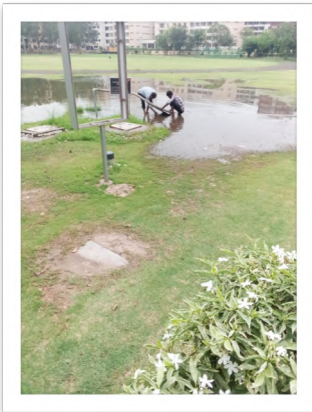
This set of tradesmen handle one of the most important responsibilities—supply of water. They work round-the-clock, throughout the year.

Starting from monitoring the availability of freshwater , to ensuring the motors are working and the records are maintained, they play the lead role in ensuring supply of water to all buildings. They further handle tasks of seepage, drain blockages, monitoring support of water filter servicing (of AMC vendor), providing new connection water supply (on a minor scale), tap leaks etc. To avoid water wastage, they are advised to handle leaks and overflows on priority. In this quarter they handled a total of 571 complaints some of which include -



Scrapyard New Fresh Water Pipeline Fix
Wasteyard New STP Water Pipeline Fix
STP-1 & 2 Chemical Tank Shifting
New Connection for Sludge Bed STP-1

Another task that is handled by the team is clearing water off the grounds during the rainy season.



SEWAGE TREATMENT PLANTS (STPs)

The two STPs of the campus are operated round the clock, throughout the year. The workers work on shifts and are responsible for the clearance of sludge, backwashing, cleaning the tanks, routing the treated water to designated areas etc. It is pertinent to note that the treated water is used for double plumbing, for arboriculture, for Karnal technology etc. Hence the water needs to be distributed accordingly.

In this quarter many works were undertaken to improve the performance of STP 1 . New Sludge Bed with higher capacity was prepared, new MS pipeline was provided, valve was fixed for new Sludge Bed , a Sodium Chloride Dosing Tank was provided.



ADMINISTRATIVE SUPPORT



Picture Courtesy—Brig PS Siwach (Retd)

CLEANING & SANITIZATION OF CAMPUS

Sanitization is the new normal since 2020 and is part of the routine cleaning process. The cleaning process includes routine cleaning which includes dusting and cleaning of interiors, waste bins clearance, as well as cleaning of exteriors that include the main gate area, the car and bus parking, and the roads ; deep cleaning includes fountain cleaning, cleaning and setting of store-rooms as well as cleaning of PCs in computer labs; further tasks like clearing water from venues after rains or after storms. The schedules are laid and these are strictly followed by the housekeeping staff.



DRY CLEAN OF FURNITURE & FIXTURES

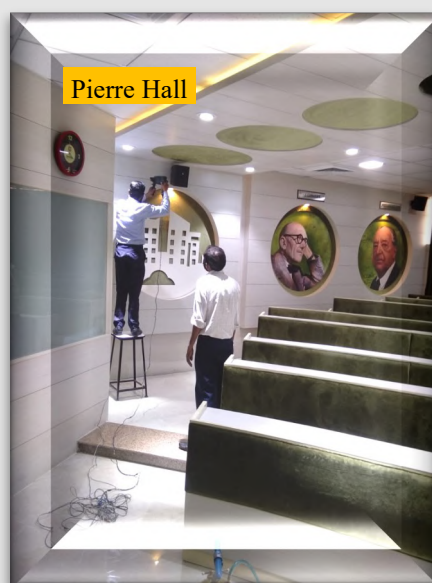
Some furniture and fixtures cannot be cleaned by routine dusting alone. They would need regular dry clean and dry wash. In this quarter also various furniture/fixture were dry cleaned.



ANTI - TERMITE TREATMENT

“Prevention is better than cure”

Termites are hidden dangers that can eat away into the fixtures and records leading to irreplaceable losses. To prevent such conditions, efforts are made by the Administration team to ensure anti-termite treatment for areas that can likely be affected. Regular cleaning of storages and store-rooms help keep a check and to initiate timely preventive action. The venues where the termite treatment was done in this quarter are De Morgan block (The Spectacles / Go Global office), Corporate office. Pierre hall, Central Library, Moon hall, Turing Placement area and CSPA block.



VENUES TAKEN OVER

Babbage Block—Registrar Office



CSPA 1st Floor Faculty Office (1 to 9)



Babbage Block , CUCIF, 4th Floor



Bloom Block , Computer Labs



Babbage Block , AVR Lab, 2nd Floor



.....and a few more venues were taken over in this quarter!

SHIFTING

Many tasks of shifting are undertaken in the campus.

Support manpower from various buildings are pooled in to handle the work based on the requirement.



Shifting Apr-21 To Jun-21



Sr.No	Date	Item Name	Qty	Shifted From	Shifted To
1	2-Apr-21	Bed	10	Armstong Hostel	Guest Room Bloom
2	3-Apr-21	Cupboards	5	Workshop	Indoor
3		Faculty Tables	5		
4		Side Storage	5		
5	5-Apr-21	Student Tables	10	Babbage	Bloom Block
6		Wooden Settee	10		
7	13-Apr-21	Student Tables	12	Newton	Admin Store
8		Web Chairs	36		
9		Flap Chairs	14		
10	24-Apr-21	Flap Chairs	20	Edison	Admin Store
11	28-Apr-21	Cupboards	5	Workshop	Babbage
12		Side Storage	4		
13	4-May-21	Storage	4	Admin Store	Fleming
14		Work Station	5		
15	10-May-21	Tables	15	IBN	Picasso Block
16		Storages	5		
17	12-May-21	Faculty Chairs	16	Admin Store	Babbage
18	14-May-21	Sofa	7	Workshop	Babbage
19		Faculty Table	1		
20		Storage	1		
21	17-May-21	Work stations	5	Admin Store	Purchase Office
22		Storages	5		
23		Faculty Tables	20		
24		Faculty Chairs	9	Admin Store	Babbage
25		3 Seaters Chairs	4	Edison	Tesla
26		Sofa	2	Babbage	Turing
27	21-May-21	Wodden Setty	18	Babbage Block	Tesla Block
28		Student Tables	18		
29		Lecture Stand	1		
30	7-Jun-21	Faculty Table	6	Workshop	Picasso Block
31		CPU Stand	19	Workshop	Babbage Block
32		Student Tables	24	IHM	De-Morgan Block
33		Side Stogares	16	IBM	CSPA Block
34		Student Tables	17	IHM	Tesla Block
35	Student Chairs	55			
36	29-Jun-21	CPU Stand	12	Workshop	Bloom Block

RECORDS

Various records are maintained by the Administration and Maintenance teams. These are required to monitor the costing of maintenance and cleanliness, the routine cleanliness activities, the updation of inventory records, the streamlined support for events, the furniture demands of various schools/colleges etc. We have now updated the records of all faculty seating too. These works take a lot of concentration and dedication. The records are maintained by Mr. Pramod Chandra.

UPKEEP OF THE SPECTACLES

Chitkara campus is full of activities and events. And “The Spectacles” gives the visitors an idea of the CHITKARA GROWTH PATH. To keep the guests /visitors abreast with the latest achievements it is necessary to display the data at the venue. This needs co-ordination with various departments. In this quarter also certain changes were made in the display boards of “The Spectacles” where the Punjabi Corner Board was redone and some pictures of guests/ VIPs added. We would like it if you could visit the venue and relish the memories.

If you have any suggestions for improvement, please do let us know.



Almost every successful person begins with two beliefs - the future can be better than the present , and I have the power to make it so..!!

Each of us in the Administration and Maintenance teams believe this !!

Signing off

Team Administration & Maintenance