

NEWSLETTER
ADMINISTRATION & MAINTENANCE
JULY—SEPTEMBER 2021
(EDITION - VI)



MESSAGE FROM DIRECTOR ADMINISTRATION



In this quarter also, the tasks (we would like to say challenges), were many. With the guidance of our Honorable Pro Chancellor, solutions were never far away.!

The campus was not yet in full swing. We missed the students... many of them were yet to come of-line. But there was no dearth of work. On the one hand, events and routine activities continued ; on the other hand, this quarter had frequent storms and heavy downpours.

To top it all, at the back of our mind was the need to ensure readiness for the upcoming inspection of the campus—the NAAC inspection.

We were confident! The teams were passionate and more than willing to perform. We had to plan the works and execute it, so that the results would be of the best quality and could ensure timely completion.

Just like any **CHITKARIAN** .. We are proud of what we do and what we have achieved. This edition narrates our activities from Jul to Sep 2021....

Happy Reading..!!

Sqn Ldr Rina Angel (V)

GENERAL INFORMATION



SUSTAINABLE ENVIRONMENT—LAURELS !!

The results of some efforts make a slow entry; and when they do, they make a huge impact. The efforts of Chitkara University towards a sustainable environment was recognized by the MGNCRE (Mahatma Gandhi National Council of Rural Education).

It was indeed a proud moment when we presented our

efforts, online, to an august gathering including members of the MGNCRE !! The District Collector of Patiala also addressed us and praised our efforts. Various practices have been adopted towards environment sustainability in the campus including cleanliness, sanitation, green areas and sustainable energy!!

Govt recognises Chitkara University as Patiala's green champion

This award is given to colleges that have actively participated in keeping their campuses clean, sanitised, and are working towards the 'Swachh Bharat' goal

By HT Correspondent, Patiala
 PUBLISHED ON JUL 30, 2021 12:48 AM IST



Chitkara University, Patiala, being presented the 'Green Champion' award for the academic year 2020-21 by the Mahatma Gandhi National Council of Rural Education (MGNCRE), Ministry of Education, Government of India. (HT PHOTO)

OPEN APP

In a major feat, Chitkara University, Patiala, has been recognised as the 'District Green Champion' for the academic year 2020-21 by the Mahatma Gandhi National Council of Rural Education (MGNCRE), Ministry of Education, Government of India.



**Interactive Session with the MGNCRE team.
Thank you Honorable Pro Chancellor Ma'am,
for always being our leading light and mentor!!**



TRAINING FOR STAFF



Training is a must for every profession and continuous training helps Human Resource to improve their skills and perform better. The Administrative officers ensure continuous training for the members of their respective teams,

as regards their professional trade on a quarterly basis.

Session by Administrative Officers



as regards their professional trade on a quarterly basis.

We are thankful to the **Chitkara School of Hospitality** for the training provided to the staff on service etiquettes. This was conducted in this quarter, in separate batches for the Service Staff.

Session on Service Etiquettes



“The most important thing is to enjoy your life—to be happy—it's all that matters.” — Audrey Hepburn

Session by University counsellors



COUNSELING SESSIONS

The teams of Administration and Maintenance organized sessions for counseling and mental happiness through the University counsellors. We had two sessions in this quarter - on 29th and 30th of September. More are planned for the next quarter. **Thank you Team University Affairs!**

We are firm believers that “all work and no play makes Jack a dull boy”. So we encourage our Jacks and Jills, to participate in as many events as possible. In this quarter, the University Sports Board organized a “Tug-of-war” competition for our staff on 29 Sep 2021. The staff

thoroughly enjoyed it!!

Thank you Team University Sports Board !!



SHARING IS CARING

This quarter, through the National Service Scheme, furniture was donated to the Government School at *Jhansla* village, one of the five adopted villages of **Chitkara** University.

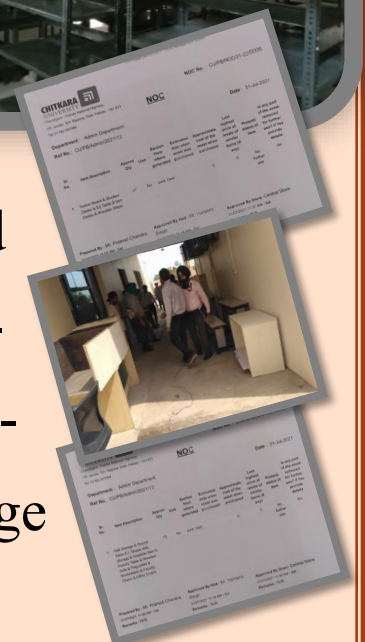


MAKE SHIFT ARRANGEMENTS

To enable effective display of documents and immediate response during the NAAC inspection, there were many additional requirements that came up. Various colleges and schools desired that records be placed at near access for the inspecting team. Hence, makeshift record rooms were to be prepared. This called for a massive amount of shifting of shelves and records and set-



tings. There were various old material / that had to be cleared and discarded /disposed, so that store rooms could be vacated. These were also undertaken on a huge scale, in this quarter.



NAAC INSPECTION

The NAAC inspection kept us on our toes (and naturally so!). While the routine works of Administration and Maintenance were in “*full-speed mode*”, demands for support was continuously flowing in from all colleges, schools and departments.



“Cleanliness check”, “Maintenance check”, Records and SoPs check”, “Support check”, “Service check”, “Inventory check”....checks and rechecksall were done to ensure that we did not miss out on any aspect....!!

Not a moment to spare, the team was literally tested for its “perseverance and patience”, and finally the team emerged triumphant! The University was graded A+. The NAAC inspectors did make a mention of cleanliness of our campus. This really boosted the spirits of the teams. We feel satisfied that we could play our role well.

And then it was celebrations time !!



The celebrations became even more joyful when the Honorable Pro Chancellor told the staff that they were the **backbone** of the organisation and when she joined them on stage for the celebrations. The teams now have an even stronger determination to continue the good work and give their best!!

RECORDS MANAGEMENT

GDP (Good Documentation Process)—speaks for the department.

It is necessary to maintain **clear, simple, comprehensive, updated, skimmable** documents, that would narrate the actions of the team.

Various Records are held by the two teams of Administration and Maintenance which includes staff records, vouchers and details of payments, vendor performance records, various contracts of vendors, inventory records, key records, waste records, records pertaining to waste management, records of maintenance works etc.

CLEAN & MAINTAINED CAMPUS

All of us enjoy clean and well maintained work and study spaces in our campus. To ensure this comfort, the tasks undertaken by the Housekeeping & Maintenance team appears to be routine. Nothing seems be “*new*”. But these tasks contribute immensely in the look and appearance of our campus and of course to our hygiene and happiness!!

THE TEAM LEADERS



ADMINISTRATIVE SUPPORT

Glimpses of cleanliness tasks in our campus...



Rooftop Water Tank Cleaning



Foot mat Cleaning



Roof Top Cleaning



Under Bridge Cleaning



Exterior Cobweb Clearing



Drains Cleaning



Cleaning Manholes



Swimming Pool

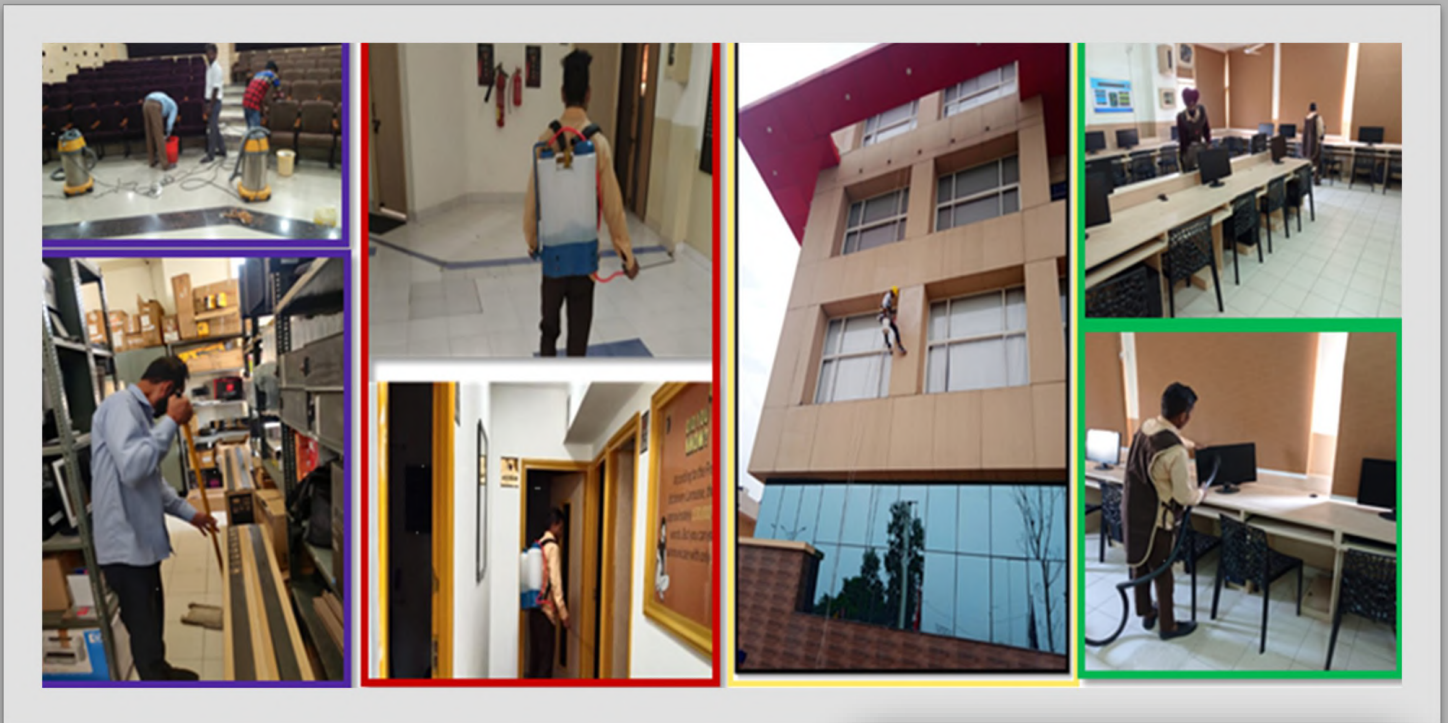


Flush Tank Cleaning



Fountain Cleaning

A few more glimpses -



As part of routine, the bus parking area is also cleared daily.



In this quarter, efforts have been made to ensure waste segregation at source. This way we

shall be contributing further towards a sustainable environment.



WASTE MANAGEMENT

The food waste collected from the pantries is deposited at the food waste pit to prepare manure. The waste deposited in the pit from the pantries in this quarter is as follows

Pantry Waste To Food waste Pit July to Sep - 2021	
Month	In Kgs
July	33.5
Aug	42.5
Sep	34
Total	110

The general waste collected from the complete campus is deposited at the waste yard. The non-biodegradable waste is further collected and deposited at the municipal waste yard for land fill. This is done on a daily basis. The total waste deposited in this quarter towards landfill is more than twenty three thousand kilograms.





SHIFTING IN CAMPUS

Another task handled by team Administration is *shifting*. This includes shifting of records, equipment, inventory etc., though the major chunk is of inventory.

The need for shifting of inventory arises for various occasions like events, make-shift arrangements for workshops, certain inspections, immediate demands of specific classrooms etc. This work goes on in routine and can hardly be noticed by the users. But it demands a lot of attention, physical work, updating records and extreme care!

Tabulated below are some of the shifting of this quarter-

Item Name	Qty	Shifted From	Shifted To
Dean Chair	1	Admin Store	Galileo
Visitors Chairs	3		
Beds	2	Bloom Block Guest room	Admin Store
Mattress	2		
Side Cabinet	2		
Student Tables	11	Edison Block	Admin Store
Lab Chairs	35		
Study Table	36	Hostel	Tesla Block
Students Chairs	200		
Wooden Chairs	6	Carpenter Workshop	Maintenance
Wooden Chairs	6	Maintenance	Guest Room
Lockers	6	Edison Block	Turing Block
Study Table	36	Tesla Block	Hostel
Students Chairs	200		
Plastic Chairs	40	Admin Store	T20 Ground
Table	1		
Round Tables	2	Carpenter Workshop	Edison Block
Horse Table	12	OAT admin Store Shift	Vasco Hostel Mess
Computer Lab chair	40		
Student desk	9		
Work Station	14		
Work Station	30		
Library Chairs	20		
Marble Storage	2		
Study Tables	200	Hostel	Tesla Block
Students Chairs	200		
Study Tables	200	Tesla Block	Hostel
Students Chairs	200		
Student desk	48	Tesla Block	Admin Store
Settees	48		
Student Tables	18	Admin Store	Tesla Block
Study Tables	200	Armstrong Hostel	Tesla Block
ED Table Shifting	38	Admin Store	Le-Corbusier
Chairs	203	Scrap Yard	Hostel Mess
Work Stations	15	Scrap Yard	Hostel Mess
Student Chairs	30	Art Gallery	Exploretorium
Wooden Racks	3	Art Gallery	Boys Hostel Mess
Student Chairs	42	Edison Block	Picasso Block

TASKS OF SHIFTING

Shifting of Inventory at Babbage Block



Shifting of Records at Babbage Block



Readiness for CUSMS—Tesla Block



Shifting at Mechanical Workshop



Shifting from Hostel



Shifting for Donation



Shifting at Sportorium



Shifting at D'Art Gallery



Shifting at Furniture Yard

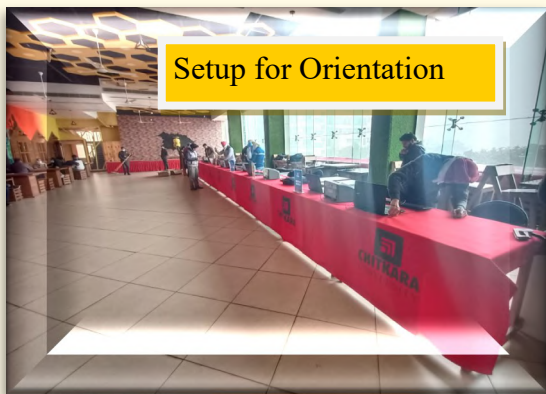


Shifting from Hostel



VENUE SETUP

The demands of setup for different occasions vary. This calls for necessary arrangements that would suit the demands of the user. For these arrangements, shifting of furniture, equipment, appliances etc. becomes a necessity.



One such setup that arose in this quarter was for *orientation*. A few orientations were conducted in the second floor of SquareOne. This arrangement required various counters for hostel seat allotment, bus seat allotment, payments etc.



Other venues /halls etc. are also setup in the same manner based on the requirement of the event / user. A picture on this page is of Einstein hall setup that was done for the CSHS for the NAAC inspection. The arrangement was done to enable the inspectors and the concerned users to have a better interaction, and also to have an improved display of documents and better space for interaction.

Shifting is also required for events like pooja, or for vaccination drives (in the wake of COVID 19) , or for any setup in our sister organisation etc. While shifting is necessary for all these activities, manpower is utilized for

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SETUP OF OFFICES AT HP CAMPUS

work, paper work, co-ordination etc. also.

It's a matter of pride that the team members are multi-tasked and hence they gain a lot of experience !!



EVENT SUPPORT

In a campus like ours, which is consistently buzzing with activities, event support keeps the staff on toes. Readers may note that the task is as much fun as it is challenging !!

Booking of common venues is a major task. This demands understanding the exact requirement of the user and providing the venue accordingly. Further, there are various liaison and tie-up works that happen backstage. Hence, though we have the support of technology to ease the work, there are many works that still need discussions and deliberations for a smooth event !!

The need for shifting of infrastructure has already been mentioned in the earlier pages. Shifting of decoration material is also an integral part of event support. This needs some planning and selections as to the décor of the venue as well as the theme of the event. Decorations and setup would need to match. Records are also maintained.

Events Support is coordinated by Mr. Balwinder Singh.

Provided on this page are glimpses of some of the set-ups done in Studio 401 for various activities /events/ meetings in this quarter —



CONVOCATIONS - DUAL MODE

A new concept that we handled in the quarter - Studio 401 was being finalised as the venue for CONVOCATION!! Yes...you read it right!! It was decided to have the convocations on dual mode — offline and online.

Keeping in mind the protocol that the pandemic COVID forced on us, it was decided to have only the toppers of the various courses in the offline mode. The other students of the course would attend the ceremony online, and participate in the event.

As online facility was required, where more than five hundred students would participate and attend the occasion, the arrangements were to be made in Studio 401. Hence, unlike the earlier convocations, the venue was not Exploretorium.

Convocation ceremonies are very important days for the graduates. The occasion was big; and the venue was slightly small. Yet, keeping the importance of the occasion the decorations and arrangements had to be planned accordingly.

The procession, the flowing gowns, the lamp lighting, the decorated venue, the reports, the pearls of wisdom from the VIPs and dignitaries!! The ceremonies were conducted smoothly with all decorum on 31 July, 14 August and 21 August .

PICTURES OF CONVOCATION CEREMONIES - STUDIO 401



INDEPENDENCE DAY CELEBRATIONS

Celebrations of the 75th Independence Day took place in this quarter. In the celebrations this year also, the area for flag hoisting was beautifully decorated by members of Administration and Horticulture teams.

The stage was decorated by the members of Administration, Maintenance and the students of Reflections Club, **under Office of Student Affairs**. Ideas were discussed and shared with these students for the stage decoration. They created the art pieces, which were used to decorated the stage, fixed by Administration and Maintenance team members !!



VENUES TAKEN OVER

For a major renovation, academic venues are handed over by Administration to the Civil team.

In some cases, where and if required, Maintenance team supports in the work. Once works are completed, the venues are taken over by the Administration team for further allotment to departments /schools / colleges.

List of Venues Taken Over This Quarter		
Building	Venues	Floor
Le-Corbusier	Studios	Ground
Edison	Studio 401	Ground
	Conference Room	1st
	Labs	2nd
Babbage	New Cabins	Ground
	Dean Office	2nd
	Dean Office	3rd
	LH-1	3rd
	LH-2	3rd
Fleming	Labs	4th
	Labs	1st
Galileo	Principal Office	5th
Picasso	Park of Sculptures	Ground
Bloom	Curriculum Lab	1st
Bloom	Faculty Office	Ground
Bloom	Faculty Office	Ground
Picasso	FM Reception Area	Basement
Bloom	Library	1st
Turing	VP office (106 F)	1st



CHITKARA SPECTACLES

This a venue that most of our guests visit. The picture frames displayed at the venue, narrates the path that Chitkara University travelled, and continues to travel. With continuous activities, events, awards and recognitions, this needs continuous updating. The pictures are to be selected, framed, and then fixed as per the space.

This quarter too the display boards were updated with new picture frames !!



STRONG WINDS



The strong winds and rains that hit the campus on different dates in this quarter, led to a



lot of damages. Such heavy downpours causes rainwater to seep into buildings and rooms, which necessitates immediate action, even on holidays, for which teams are on standby to ensure timely action. Teams are activated for immediate maintenance support also.



WATER TESTING

Process is in place to ensure quality check of drinking water provided through watercoolers. These are done at regular intervals as was done in this quarter too. It is done in the labs of Chitkara College of Pharmacy as well as the Water Sciences Lab of CURIN.

KEYBOARDS - PREPARED & PAINTED

In this quarter, after due deliberations with Team Security, certain changes were made to the process of keys handling of the campus. This was with an intention to ease the process of handling keys with required security aspect also being ensured. For this, new key holder boxes were required for all buildings.



We had a few old notice boards in stock that were outdated and were not being used. These notice boards were converted as key holder boxes, by our in-house team!! Thus, while we got an improved process in place, we also contributed to the environment by **repurpose of existing furniture** (keeping in mind the Rs of **Reduce Reuse Repurpose Recycle**) The stickers for these boards are being provided by Branding team



Again a team effort by Administration and Maintenance Teams, along with Security and Branding team!!

ANNUAL MAINTENANCE CONTRACTS



As part of Preventive Maintenance, maintenance contracts are entered into, for the water filters (around hundred and fifty filters), ROs and water softeners of the campus. These contracts are updated as per the schedules and the servicing of the equipment is monitored. The concerned records are maintained and AMC's monitored by Maintenance Team.

Further, Maintenance Contracts are entered into for pest control and termite control too. This is monitored by Administration Team.





**INFRASTRUCTURE MAINTENANCE
SUPPORT IN CAMPUS**

MAINTENANCE COMPLAINT HANDLED IN THE QUARTER JUL 2021 TO SEP 2021												
TYPE OF WORK	CARRIED FORWARD FROM JUNE 2021			RECEIVED JUL TO SEP 2021			CLOSED JUL TO SEP 2021			PENDING AS ON 30 SEPTEMBER 2021		
	Online	F-29	NAAC	Online	F-29	NAAC	Online	F-29	NAAC	Online	F-29	NAAC
Carpentry	119	10	7	1905	63	324	1849	65	318	175	8	13
Glass Work	68	5	0	365	30	61	407	30	61	26	5	0
Masonry	316	2	6	794	1	124	1043	3	126	67	0	4
Painting	23	0	26	465	5	267	478	3	292	10	2	1
Plumbing	17	1	9	950	2	124	893	1	132	74	2	1
Tailoring	11	0	11	284	7	53	290	7	64	5	0	0
Welding	33	4	1	656	10	14	554	6	13	135	8	2
Whitewash	19	0	9	488	1	414	496	0	422	11	1	1
Total	606	22	69	5907	119	1381	6010	115	1428	503	26	22

CARPENTRY WORKS

Number of complaints handled in the quarter — **2,232**
 Highlighted below are a few of them .

Photo Frames 11 nos. for Guest Rooms
Wooden Frame made for branding at CCHM and two for Exploretorium
Pantry Storage for Hello Future
New LCD Wooden Frames for IT Dept. in Edison 2nd Floor
New Workstations fixed in offices at SquareOne & Bloom Block
Roll of Honor Boards 8 nos. made for De-Morgan, Picasso, Fleming & Galileo
New Keyboards 19 nos. made
New Notice Boards - 70 numbers (11 nos. for Fleming Ground & 1st Floor/ 38 nos. for Babbage, Tesla, Hospitality & Turing Block/ 15 nos. for Newton, Central Library & Picasso/ 6 nos. for Galileo & Edison 2nd Floor)
New Door with sunmica made for Edison Ground Floor
New Foot Rest made for Galileo 4th Floor Dean Office
New Stools 14 pcs made for Turing Block
Exhaust fan board 4 pcs made for Newton, Hospitality & Sub Station-1
New First Aid Box 6 nos. made
Wooden Frame made 3 display World Map (for Tesla Block)

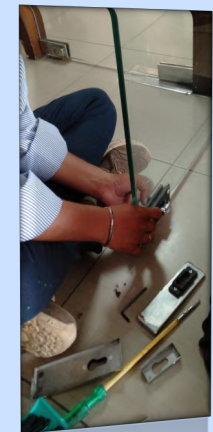


GLASS WORK

"Mirror Mirror on the wall... who is the happiest of all ?!!"

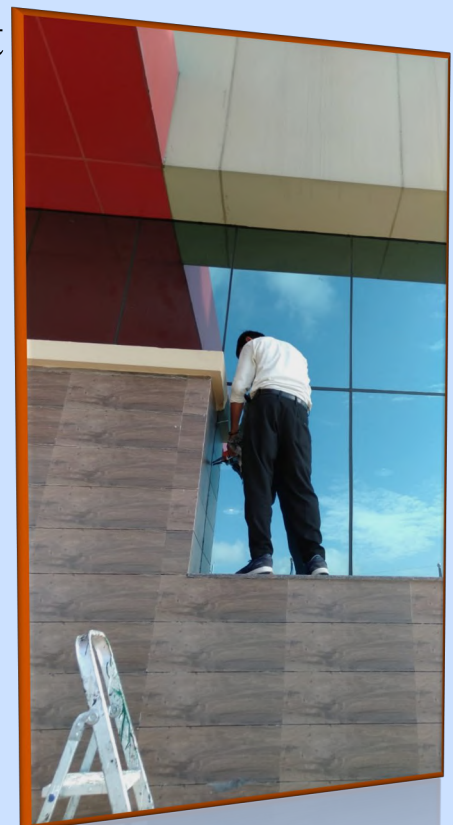
The worker who fixes the mirror on the wall or the glass pane on the windows carries a high risk of injury as the glass sheets could cut through, if not handled with care.

In this quarter, the two glassworkers of our campus closed 499 complaints .



In certain cases we need support of vendor to handle the cases of toughened glasses, like we had at the Sportorium or at

the SquareOne.

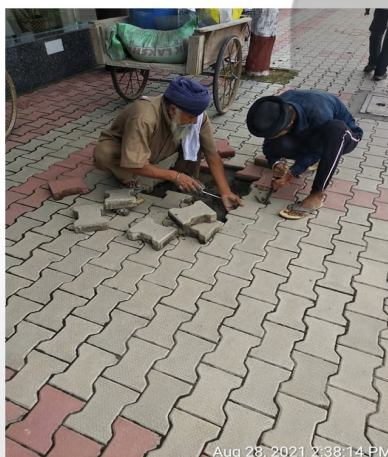
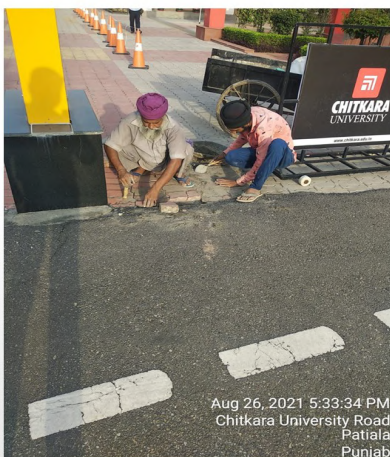


MASONRY

In this quarter number of works closed by Masons –1172

Some of the works have been mentioned below -

- ◇ Floor Tiles 400 pcs & Wall Tiles 60 pcs fixed in Columbus Hostel
- ◇ Floor Tiles 100 pcs & Wall Tiles 50 pcs fixed in Marco Polo Boys Hostel
- ◇ Floor Tiles 160 pcs & Wall Tiles 40 pcs fixed in Magellan Boys Hostel
- ◇ Yellow Kota Stone 5 pcs & White Kota Stone 3 pcs fixed for Main Stage at Alpha Zone
- ◇ New Uni polls & Flag Polls 30 pcs fixed
- ◇ Repair floor tile in corridor, room no. 1, 4, old and new guest rooms in Bloom 1st Floor
- ◇ Black stone in fridge cabinet top in Guest Room No. 3



PAINTING WORKS

Works Done in the Quarter - 773

For maintenance of inventory / furniture and fixtures, as well as for improved appearance, painting is a must. Some of the works done in this quarter are highlighted below.

- ◆ Curb Stones Paint Work - complete campus
- ◆ Exterior Grouted Dustbins - Painted -complete campus
- ◆ Fifty Barricades painted
- ◆ Paint Polish of wooden furniture of most classrooms
- ◆ Boundary Fire pipes of campus painted (Babbage to Sub Station 1/ Es-coffier Outside Area / Workshop Backside to Galileo)
- ◆ De-Morgan, Turing, Tuck Shops Shutter Paint Work
- ◆ Corporate Office Ramp Polish Work
- ◆ New Magazine Stands 6 nos. Paint Work
- ◆ Boundary Grill Paint from Babbage near Tank to meter room
- ◆ Notice Boards and Honor Boards - Paint & Polish
- ◆ One Water Tub of Gas Bank paint work for IBN Batuta
- ◆ New First Aid Box 6 nos. paint

Stool 40 nos. paint of Picasso 7th Floor / New Stools 14 pcs paint work for Turing



PLUMBING WORKS

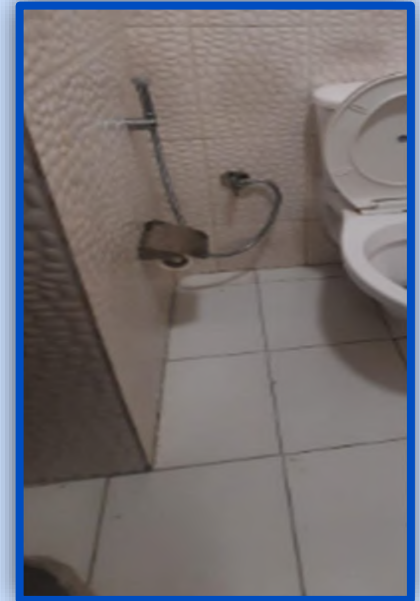
Highlighted below are some of the 1026 works of the in the quarter , completed by Plumbers in the quarter.

Fresh Water Pipe Repair at Main Gate near Tank

Tissue Dispenser, hand faucet & Hand Dryers in all VIP wash-rooms

Toilet Seat , Washbasin & taps change in Curie Hall

New NRV fitting in Sewerage Line at Corporate Office



Plumbers perform duties round-the-clock to ensure timely and un-hindered water supply to all buildings and venues of the campus.



TAILOR WORKS

The number of complaints closed in this quarter –361
Some works have been highlighted in the table below:

Cloth Change of - Chairs 15 pcs in Admin Store /Chairs 60 pcs in Vasco Da Gama/ Chairs 10 pcs in Armstrong Hostel /Chairs 30 pcs in Edison Block/ Chairs 31 pcs in Newton Block /Stool 20 pcs in Le-Corbusier / Faculty Chairs 4 pcs in Fleming Blok/ Chairs Settees 20 pcs in Edison Block

Stool 2 pcs foam & cloth fix in Civil office

New Blinds 2 pcs fix in Bloom Block 1st Floor

Roman Blind Curtain 9 pcs fixing in Babbage

Rexene Change of - Chairs 10 pcs in Bloom Block Library/ Sofa Rexine in Sports Room /Sofa 3pcs in Admin Store / Sofa 3pcs in Le-Corbusier G.F/Sofa 3pcs in Auditorium /Sofa in Turing 1st Floor

Dean Chair in Galileo 4th Floor

Table Tennis Table Cover for Indoor 1st Floor



WELDING WORKS

Number of works done in the quarter - 573

Some welding works of this quarter highlighted below -

- Outdoor dustbins prepared & fixed - 29 Big & 20 Small
- Babbage Block - 1st Floor New Frames for AC
- Babbage Block 3rd Floor New MS Chaukhat
- Charging Box 2 pcs made for Golf Cart
- Shed made for STP-1
- New Tables made 4 nos. for Gate No. 1 & 4
- Shed Fiber Sheets changed new in Pi A & C
- Water Tub of Gas Bank for IBN Batuta
- One New Stand made for Tesla



WHITE WASH WORKS

In this quarter, 918 complaints of whitewash were closed.

To maintain a building's appearance, its walls, both interior and exterior needs to be whitewashed. The interior whitewash and whitewash of the boundary walls are all carried out by the in-house Maintenance team. Support for exterior walls paint is taken from vendors as this includes usage of “*jhoolas*” also.



SEWAGE TREATMENT PLANTS

The two STPs of the campus are manned around the clock in three shifts, daily. In this quarter, a new Sludge Dryer has been provided at STP 2. Various works were undertaken at the STPs in the quarter. Some of the works are tabulated below:



Air Line fixed in Sludge Bed-5 STP-2

New Chemical Rack & Shed Fixed at STP-1

One Water Flow Meter Replaced & Two New fixed at STP-1 & 2

Whitewash & Paint Work in STP 1 & 2



Water Testing - The treated water is tested for its quality at regular intervals, through help of CURIN (Water Sciences Lab). As per the laid process, the tests were conducted in this quarter too.

TARGET 12-2



SUSTAINABLE
MANAGEMENT AND
USE OF NATURAL
RESOURCES

Recycling Sludge - Contributing towards environment sustainability and towards SDG 12, we strive to recycle waste including sludge from the STPs. The sludge is recycled and used for preparing manure by Horticulture Team. The sludge is dried and handed over to Horticulture team for further use.

1-Jul-2021 to 30-Sep-2021			
Month	STP-1	STP-2	Total Sludge (in Kgs)
July	113	150	263
August	78	110	188
September	124	158	282
Total	315	418	733



“They say a person needs just three things to be truly happy in this world: someone to love, something to do, and something to hope for.”
— Tom Bodett

Let's move ahead, hoping and working for the best....!!!!