

Newsletter-Edition 7
Administration & Maintenance
Oct - Dec 2021



NOTE FROM THE DIRECTOR, ADMINISTRATION

In this quarter we saw....

Many more students join the campus offline, , NAAC A+ celebrations, Diwali celebrations, Christmas celebrations , climate change to win, many events including PhD convocation, Researchers' Excellence Awards , various workshopsand yesthe National level North Zone Girls' Sports competitions and the Kala Kumbh as part of the celebrations of Azadi ka Amrit Mahotsav !

We did our best in handling the tasks, to keep our campus as beautiful as can be and in keeping our stakeholders comfortable. We present the details in the Newsletter. As the campus closed for winter vacations till 05 Jan 2022, this newsletter shall be covering the activities undertaken till then.

Happy Reading !!

Sqn Ldr (Dr.) Rina Angel (V)

Pages	List of Contents
2	NOTE FROM DIRECTOR ADMINISTRATION
3-6	TRAINING AND WORKSHOPS FOR HUMAN RESOURCE
7-27	UPHOLDING EVENTS
28-38	OTHER ACTIVITIES
39-55	MAINTENANCE ACTIVITIES

TRAINING AND WORKSHOPS FOR HUMAN RESOIRCE



The only thing worse than training employees and losing them is to not train them and keep them.

Shep Hyken

TRAINING OUR HUMAN RESOURCE

For Administration and Maintenance teams, the most important resource is the Human Resource. Hence, there is an approach of solicitude with the staff. We believe that the team members should grow along with the organisation. Trainings



at regular intervals are scheduled so staff can perform as per expected standards of the organisation. When we say training, we mean improvement of the professional traits as well as ensuring the mental happiness too!!

We utilize our resources of the campus—be it lab facilities or experience of faculty, to train the staff too !! Various classes, interactive sessions and workshops were arranged in this quarter including the regular training conducted by the Administrative officers, sessions of mental happiness (through Office of University Affairs), awareness session regarding the importance of checking of Water Quality by Dr. Jyotsna Kaushal (CURIN), training on service etiquettes by College of Hospitality Management. We thank the departments and resource persons for their time and support extended!!



TRAINING SESSIONS BY ADMINISTRATIVE OFFICERS





**SESSION ON MENTAL HAPPINESS—
Ms. CHARANJEET KAUR & Dr. NIDHI BHARTHWA INTERACTING WITH STAFF AT EINSTEIN HALL**

3 GOOD HEALTH AND WELL-BEING




**SESSION ON MENTAL HAPPINESS—
Ms. CHARANJEET KAUR & Dr. NIDHI BHARTHWA INTERACTING WITH STAFF AT PLATO HALL**



**WATER AWARENESS TRAINING—
Dr. JYOTSNA KAUSHAL WITH THE STAFF**

TRAINING FOR CARPENTERS & WELDERS AT MECHANICAL WORKSHOP



These are pics of the workshop for training carpenters and welders (Maintenance Department), that

was conducted with support of Department of Mechanical Engineering (we earnestly thank the Head of Department, Dr. Anoop Kumar, and Dr. Anoop Aggarwal for the support extended).

Schedule of Maintenance Department Technicians Training program

Welding Shop
Introduction to Welding Process
Sample Preparation
Gas Welding Practice
Arc Welding Practice
MIG Welding Practice
TIG Welding Practice
Spot Welding Practice
Carpentry Shop
Introduction to Carpentry Process
Sample Preparation
Corner Joint Practice
T-Joint Practice
Cross Joint Practice
Mortise Joint Practice
Dove-Tail Joint Practice

UPHOLDING EVENTS



*"Be Like a Duck. Remain **Calm** on the Surface and **Paddle** Like Hell Underneath." - Michael Caine.*

UPHOLDING EVENTS

When events are organized, there is a lot of resemblance of a duck paddling in water. The activities that happens at the backstage of every event never comes to light, there is a lot of paddling going on. But the effectiveness of these activities is what makes or breaks the final performance of the event.

As the support for events is provided centrally, we make efforts to provide the best. Challenges come up when we need to handle multiple tasks of various departments/ schools/colleges, at short notices.

For a simple event like a plantation drive also Admin pitches in to provide some support in setting the venue like carpeting the area etc. In this quarter also there were a lot of activities that were organized. While various events were organized, care was also given to the COVID protocols to be followed.

Speaking about COVID, there were a lot of vaccination drives in the



PLANTATION DRIVES



VACCINATION DRIVES

campus, in this quarter also. Administration team supports with the venue readiness as well as with manpower support for the data entry etc.

Lets have a look at some more events we supported/organized in this quarter.

DIWALI CELEBRATIONS



DIWALI CELEBRATIONS - THE BACKEND SUPPORT

RECEIVING THE GIFTS



STOCKING THEM



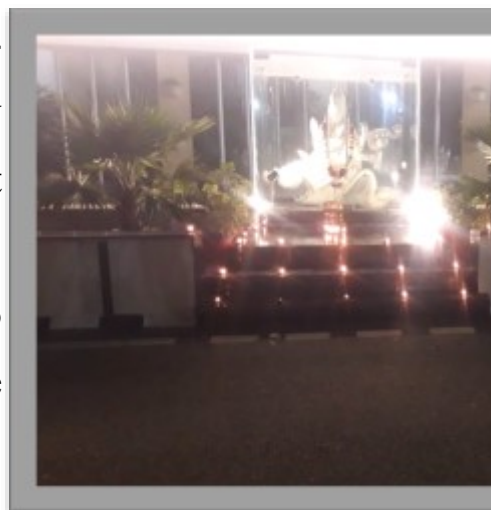
PASTING GREETINGS



For Diwali, the festival of lights, as per its tradition, Chitkara wishes all employees and stakeholders with gifts. Lot of care is taken to ensure no one is missed out. Administration team provides the backend support in receiving the gifts, stocking them, sending them to all staff and stake-

holders etc.

Further, the corporate office is setup for the celebrations where the Hon'ble Pro Chancellor interacts with heads of the various departments, schools and colleges and shares wishes and message of the festival. On day of Diwali, as we all light lamps at our homes, teams are detailed in campus to light up *diyas* at the "Saraswati Maa" area.





TEAM ADMINISTRATION & MAINTENANCE



NAAC CELEBRATIONS—BACKEND SUPPORT

Perseverance and dedication by each and everyone had contributed in the achievement of NAAC A + accreditation.... !! This called for celebrations filled with fun and frolic...!! *Jashn-e-Kamyabi* was a celebration....where each and every staff enjoyed.

At the back-end, for such celebrations there is always a huge amount of action that goes in. Be it the flag that was hoisted in the event, or the liaison for tents that were pitched, or in the sale of lucky coupons for the events, or the water connection provided at the venue....admin and maintenance teams contributed its support in this event too! While we enjoyed every bit of it, at the hind side, preparations were on for the convocation on the next day ...the PhD Convocation.



PHD CONVOCATION

All of you readers may be wondering what Administration and Maintenance teams have to do at a convocation !! We manage the venue and ensure its readiness. Here are some details about the venue readiness.

The teams of Administration and Maintenance joined hands in ensuring that the venue looked beautiful and decked up for the occasion!! Do not miss out on the Convocation hat hung on the top of the stage or the photo booths that were placed on the corridor.



The pictures here say it all - the work has always been from the heart !!!

RESEARCH EXCELLENCE AWARDS - DEC 2021

This was an event where the contributions of the Researchers was being recognized. So we decided to setup the venue keeping their efforts and contribution in mind.



ONSTAGE DECORATION- The various types of queries (multi colored questions) when channelised through the right channels (white bulbs) lead you to excellent Research results (the red glowing light).

PHOTOBOOTH- The stairs of Research at Chitkara University ... unlike others....are a cut above and lead you to Research Excellence Awards. A mention of SDG 4 was also made of SDG 4 as the event was organized in sync with the SDG.



A DAY WITH THE CHANCELLOR (ADWC)

All the readers may be aware of the ADWC series. Well, for the newly joined family members let me explain what ADWC is. Our Hon'ble Chancellor meets and interacts with all students once in a year. It's a series, when classes are scheduled so that all students get to attend his session.

This is an occasion when the Hon'ble Chancellor himself is on campus and hence we make sure that the stage is setup to match up to the importance of the day !!



This year “*Chess King*” symbol and “*Inspiration Ahead*” that we used - both were prepared by Maintenance Team !!

Efforts were also made by Administration team to ensure that the stage setup is different everyday!

BACKEND SUPPORT FOR KALA KUMBH - AZADI KA AMRIT MAHOTSAV



Chitkara University was the venue chosen for the prestigious *Kala Kumbh*, organized by the National Gallery of Modern Art, Ministry of Culture, Govt. of India, where more than 250 participants from over 13 states of India, assembled to create art work, narrating the tales of valor of unsung heroes of India's freedom movement, on a scroll that would finally measure more than 750 meters and would be displayed at the Rajpath, New Delhi on the Republic Day !!



Little drops of water make a mighty ocean !! No prizes for guessing that there were numerous teams involved in continuous planning and execution, to make the mega event a success!! Yes - Administration and Maintenance teams too played a role along with the various other teams; *we were also drops that pooled in, to create the mighty ocean.* In the next few pages we shall



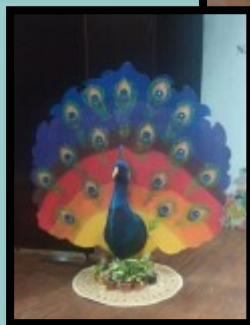
try and showcase how we enjoyed executing the tasks and challenges.



The inaugural ceremony of the *Kala Kumbh* was on 25th December at the Exploretorium. Keeping in mind that the artists would be creating a *beautiful and colorful piece of art that would be vibrant and*



bright with the flavor of the national fervor, the stage was decorated with a **peacock and a signage with a lot of color brushes !!** Further the tricolor with a pinch of blue was also used in most pieces of decoration. Team Maintenance created the decoration pieces and Team Administration contributed in the shifting required and having the stage decorated.



As regards the manpower, not only is the services utilised for the stage decoration and readiness of various venues; support for various arrangements before, during and after the event is also taken care by Team Administration.

For *Kala Kumbh* various venues were to be provided which included the storage space for the material including paint, certificates, etc. (provided in the Fleming block), conference rooms for various meetings and interactions (provided



ed in Pharmacy Block and Plato Hall), working area for the artists which included Omega zone, the Sportorium, the Exploretorium and the second floor of Square One. The Omega zone was made ready and provided to the organisers.

They had a requirement of Engineering Drawing tables for the event which was provided.

Routine cleaning had to be ensured

on a daily



Water Cooler Placed in Omega Zone For dinking

basis and there was also a requirement of a VIP seating setup to be provided on a daily basis. Further, Water supply at venue was also provided with efforts of Maintenance and Administration teams.



On 29th Dec 2021, a sudden additional demand for venues arose. Team Administration immediately stood up to the occasion and extended all the support. Plato hall, four classrooms and a lab of Galileo block were vacated, cleaned, set and provided, within an hour, so that the artists could be provided the required work space.

VENUES BEING MADE READY



Vacating Nursing Lab Galileo Block



Vacating Dining Area Second Floor Square One



Vacating Plato Hall



Vacating Classroom in Galileo Block

VENUES IN USE



Artists at the Nursing Lab Galileo Block



Artists at the Dining Area Second Floor Square One



Artists at the Plato Hall



Artists at the Classroom in Galileo Block

On all days of Kala Kumbh, the artists would perform till late evenings at all venues and there was a cultural show by various artists of different states (organized through Ministry of Culture, Govt. of India), in the Exploretorium. Manpower support was provided at various venues, on all days, based on the demands. Administrative Supervisors also performed duties for the required liaison work from morning till 8 pm.

The presence of innumerable artists, from various parts of the country in our campus as we marched towards 2022 ! *Of course the New Year celebrations had to be EXTRA special !!* It was decided that there would be a bonfire so that the artists could enjoy. This was scheduled to be done after the cultural performance of 31st evening.

For a bonfire we needed to make arrangements. Four set-ups for bonfire were requested and hence the metal tubs were to be prepared. This was prepared by the Maintenance team in a very short span of time – in one day to be precise! This required a lot of coordination with the Purchase office and we thank them for their support. Team Administration then planned and arranged for the seating setup as well as bonfire setup at the Omega zone.



Team Horticulture helped with the wood required for the bonfire. It was an absolute example of team work and the result was an amazing event and a lot of smiling faces!!

Team Administration then planned and arranged for the seating setup as well as bonfire setup at the Omega zone.





While on the one hand we had the Kala Kumbh going on, another event was also scheduled for, in our campus during the same period (30 Dec 21 to 02 Jan 22) - a National Sports Event - **Women's Badminton Tournament- North Zone Inter University**, with 191 palyers from 43 teams. It was a time when the campus was filled with artists and sports students from various parts of our beautiful country. The campus was filled with action - physical activity filled with competitive

spirit as well as creativity at its best narrating the deeds of unsung freedom fighters !!! What a combination !! The teams of maintenance and administration strived to make



sure that our campus was comfortable for all our guests and stakeholders and all the required support was extended well in time.

KALA KUMBH - CLOSING CEREMONY- STAGE SETUP



For the closing ceremony, our Hon'ble Chancellor and Pro Chancellor would honor the guests - Hon'ble Governor of Punjab & Administrator UT Chandigarh Shri Banwarilal Pandit. and DG NGMA, Shri Adwaita Gadanayak. The décor had to be set accordingly. As can be seen in the pictures, the stage looked absolutely colorful for the closing ceremony - efforts of the teams of Administration and Maintenance paid off! Kala Kumbh ended on a very high note. Administration and Maintenance teams had also done their best managing all the requirements that came up. The scrolls finally moved out of campus about 10 days after the start of the event.



administration and Maintenance teams had also done their best managing all the requirements that came up. The scrolls finally moved out of campus about 10 days after the start of the event.



PHOTO EXHIBITION

A photo exhibition was also planned simultaneously in the campus as part of the celebration of *Azadi Ka Amrit Mahotsav* under the aegis of Ministry of Information & Broadcasting, Govt. of India. Some cultural performance and games were also organized for the staff and students of campus. The University provided the team with venue support. Keeping in mind the climatic conditions (predicted rains) and the space required, the finalized venue was the Einstein hall at Galileo block.

It was indeed a pleasure to work with the team from Min of I&B. Govt of India and the very energetic Ms. Sapna Batta, Deputy Director, Regional Outreach Bureau !!



“PUNJAB DA BHAVIKH”



PAINTING WORKSHOP FOR PhD SCHOLARS BY Dept of Fine Arts



ORIENTATION AT VARIOUS VENUES



ARRANGEMENTS FOR POOJA AT VARIOUS VENUES





CHRISTMAS CELEBRATIONS



Every occasion needs a different setup. The occasion could be a panel discussion, a pooja, a counselling session, an orientation, an FDP or any festival. With more than 10 streams in campus, the demands from various departments/schools and colleges vary. We always strive to understand the requirements need and support accordingly.

Venues of our campus are provided for various shootings also. Efforts are made to ensure that all these venues are well maintained and clean before they are handed over as a shooting venue.

STUDIO 401

A venue at our campus, that is a prime location nowadays with the online sessions in vogue is Studio 401. While the most important aspect of this venue is the support of IT network through out the event Admin and Maintenance also plays a role . The venue needs to be maintained at all times and the setup should match with the requirements of the event /webinar. We have always enjoyed setting up the venue.





PAGE	TOPIC
29	INTERACTION WITH STUDENTS & FACULTY
30	ACHIEVEMENTS OF THE TEAM
31-32	SUPPORT EXTENDED FOR SHIFTING REQUIREMENTS
33	CONTRIBUTIONS TO A SUSTAINABLE ENVIRONMENT
34-35	CLEANLINESS
36	AIRFRAME FROM IAF
37	BATTLE TANK FROM INDIAN ARMY
38	PREVENTIVE MAINTENANCE
39-56	MAINTENANCE ACTIVITIES

INTERACTION WITH STUDENTS & FACULTY

Interactive sessions are held for newly joined members of the Chitkara Family. The Administration team too interacts with them and helps them understand the various support services available and how they could avail them, how and whom they need to approach for any administrative support, how common venues can be availed, how we focus on maintaining a clean, well maintained and green campus and how they too can contribute to the cause of sustainability etc. In this quarter also there were 2 such sessions where the interactions were



scheduled.

Another interactive session was the

Christmas celebrations with the students of the Happiness Team. We would like to thank Manav Sir for the efforts. While Team Happiness contributes in leading the staff and students to happiness, participating in various sessions organized by them make us also happy!! End result is happiness ...and that is what counts!!

ACHIEVEMENTS OF THE TEAM

This time the PhD convocation was more *special to Team Administration & Maintenance* . This time Director Admin, Sqn Ldr Rina Angel was one of the recipients of the doctorate degree !! We would like to include this as an achievement of the team. A moment of pride not only for the employee and her family , but also for each and every team member !!



We did well in the sports field too!! we secured the second position in the In-

ter Departmental Volleyball match. We are thankful to the University Sports Board for the arrangements and the opportunity.



SUPPORT EXTENDED FOR SHIFTING REQUIREMENTS

The element of surprise is what makes the shifting task even more challenging. The requirement many a times arises all of a sudden and has to be completed at short notice. Hence pooling in manpower and planning the move need very quick responses and planning. One such shifting was that of Physiotherapy Lab on 29 Dec when the Kala Kumbh and National Sports Event were on. Some pictures of the same.

More pictures of shifting activities in the next page.



SUPPORT EXTENDED FOR SHIFTING – GLIMPSES



CONTRIBUTIONS TO A SUSTAINABLE ENVIRONMENT



Being part of CHITKARA which contributes immensely towards Sustainability, conscious efforts are made by the teams of Administration and Maintenance towards the various Sustainable Development Goals. Out of the seven ‘R’ s of sustainability, ofcourse we **Rethink** and ,we strive in **Reducing** waste, **Repair** material economically, **Repurposing** of material, **Reuse** of material and **Recycling** of material /waste.



Inventory and furniture in reused (pic attached of old door reused in this quarter) and repurposed at various locations which is possible due to the inventory records maintained and some furniture is shared with the adopted villages where the need arises (pic attached of furniture being shared with villages)). **Repair** of furniture and inventory is ensured in campus; sludge of the STPs and the waste accumulated from the dustbins are all recycled to create manure/vermicompost; grey water is treated (recycled) and used for horticulture;



It is also part of sustainability when venues (including washrooms) are maintained clean, sanitised, hygienic and tidy; and when clean water is provided to all staff and students (for drinking and other requirements).



CLEANING SOLAR PANELS

As part of the project for clean energy, solar panels are fixed on many terraces of the campus. These solar panels need cleaning too. This work has its own technical expertise and has to be handled with care. This quarter, in liaison with the Electrical team, this task of cleaning the solar panels has also been initiated and will be included as part of the routine cleaning schedule.



KEEPING THE CAMPUS CLEAN

The routine cleaning and sanitization of the campus continued in this quarter too. A clean campus has always been a priority for CHITKARA and this needs continuous effort and monitoring. Schedules are laid and processes defined. Each staff knows his/her area of responsibility and a sense of belonging is created for best results.

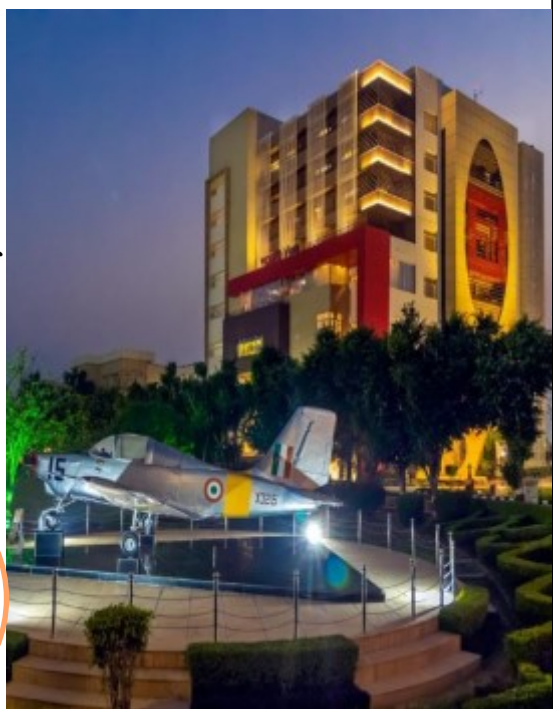
A few glimpses of the various cleaning activities on the next page.

KEEPING THE CAMPUS CLEAN



AIRFRAME FROM THE INDIAN AIR FORCE

IAF provides airframes to institutions and organisation of



repute to for display , to encourage the feeling of nationalism and also to enable educate the younger generation and generate in them the inspiration to join the IAF. It was with a lot of interest and dedication that our Hon'ble Chancellor had taken up the case with the India Air Force fo allotment of an aircraft frame in our campus. The airframe was allotted after consistent correspondence and discussions. It is indeed a pride for all of us that we have this airframe in our campus, proudly positioned at our campus entrance. The airframe is positioned strategically and hence all the more necessary there is a continuous effort , on a DAILY basis, to maintain its stunning and immaculate appearance.



THE BATTLE TANK FROM INDIAN ARMY

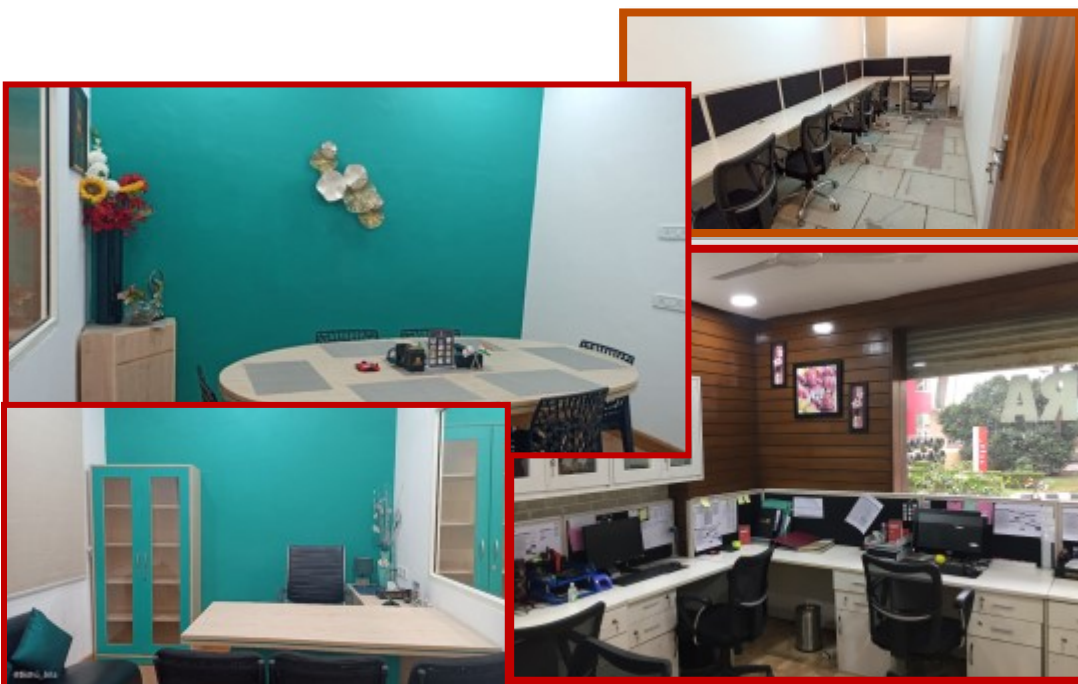


The Battle tank placed at our campus entrance is also a matter of pride and instils in students the desire to be part of the prestigious Indian Army. Immense care is given in maintaining this tank also. The daily cleaning, the timely painting, the periodical repairs that the tank demands etc. are given due care by the Administration

and Maintenance teams.

VENUES HANDED OVER / RENOVATED / TAKENOVER

In all these processes — be it vacating the existing venue, liaison with users, ensuring the storing of the material to be reused, support for certain works in the renovation, arranging/providing the required furniture or in numbering the completed venue, updating the records of inventory after takeover etc., Maintenance and Administration teams, play a vital role.



The venues taken over in this quarter include the Maintenance Workshop, the renovated Moon Hall, Bloom Extension Area and the Gaming Department.

PREVENTIVE MAINTENANCE

When it comes to maintaining infrastructure, there would be preventive and corrective maintenance. As regards preventive maintenance, we ensure timely action for various maintenance contracts and its monitoring. Be it termite, dry cleaning, maintaining water filters or water softeners, care is taken to ensure maintenance contracts are in place.

Certain maintenance measures are undertaken based on requirements that arise, like in case of fogging required etc. In this quarter, fogging was done in the whole campus. The AMC for water filters was thoroughly scrutinized and the monitoring was improved by introducing single card for each filter.





The
MAINTENANCE DEPT.

The smallest things make the biggest difference



SHIFTING OF MAINTENANCE WORKSHOP

The Maintenance workshop was earlier located at the rear of Picasso Block. In this quarter, the Maintenance team shifted to its new location, at the rear of Fleming block.

The workshop has been made in a unique way using containers.

We are grateful to the Management for the guidance always and the beautiful venue. We would like to thank the Office of Architecture & Design, the Civil Office, the Electrical and IT teams for the new workshop.



MAINTENANCE WORKS IN THIS QUARTER

**MAINTENANCE IS
TERRIBLY IMPORTANT**

MANOLO BLAHNIK

YES.....We completely believe it and we absolutely take pride in our existence and our contributions !!

To maintain the state-of-art infrastructure of the campus, many tradesmen work meticulously and systematically, some of the teams working round-the-clock. The results show and that is what make us content. Please have a look at the number of complaints we handled in this quarter.

MAINTENANCE COMPLAINTS HANDLED IN THE QUARTER OCT 2021 TO DEC 2021								
TYPE OF WORK	CARRIED FORWARD FROM SEPT 2021		RECEIVED OCT TO DEC 2021		CLOSED OCT TO DEC 2021		PENDING AS ON 31 DECEMBER 2021	
	Online	F-29 & NAAC	Online	F-29 & NAAC	Online	F-29 & NAAC	Online	F-29 & NAAC
Carpentry	175	21	1745	48	1799	61	121	8
Glass Work	26	5	284	30	305	35	5	0
Masonry	67	4	723	5	700	7	90	2
Painting / Polishing	10	3	322	4	284	6	48	1
Plumbing	74	3	798	7	832	7	40	3
Tailoring	5	0	218	3	220	3	3	0
Welding	135	10	794	14	815	12	114	12
Whitewash	11	2	508	0	465	2	54	0
Total	503	48	5392	111	5420	133	475	26

TEAM WORK OF VARIOUS TRADES

Many works of Maintenance involves two trades or more. For e.g., a new wooden or metal furniture may be prepared by a carpenter or welder; but for its completion, the work of the painter to paint/polish the new furniture is also important!



One such work is that of a pipe laying in a duct. This would involve the efforts of mason as well as the plumbers and the painters.

We had a case of continuous seepage in Babbage block. An intelligent work of the Maintenance team helped identify the problem area and then the repair work was undertaken, which involved joint efforts of the mason, plumbers, and the painters. Further, there was a lot of “*malba*” clearance too!!

The final result was absolutely well maintained walls !!

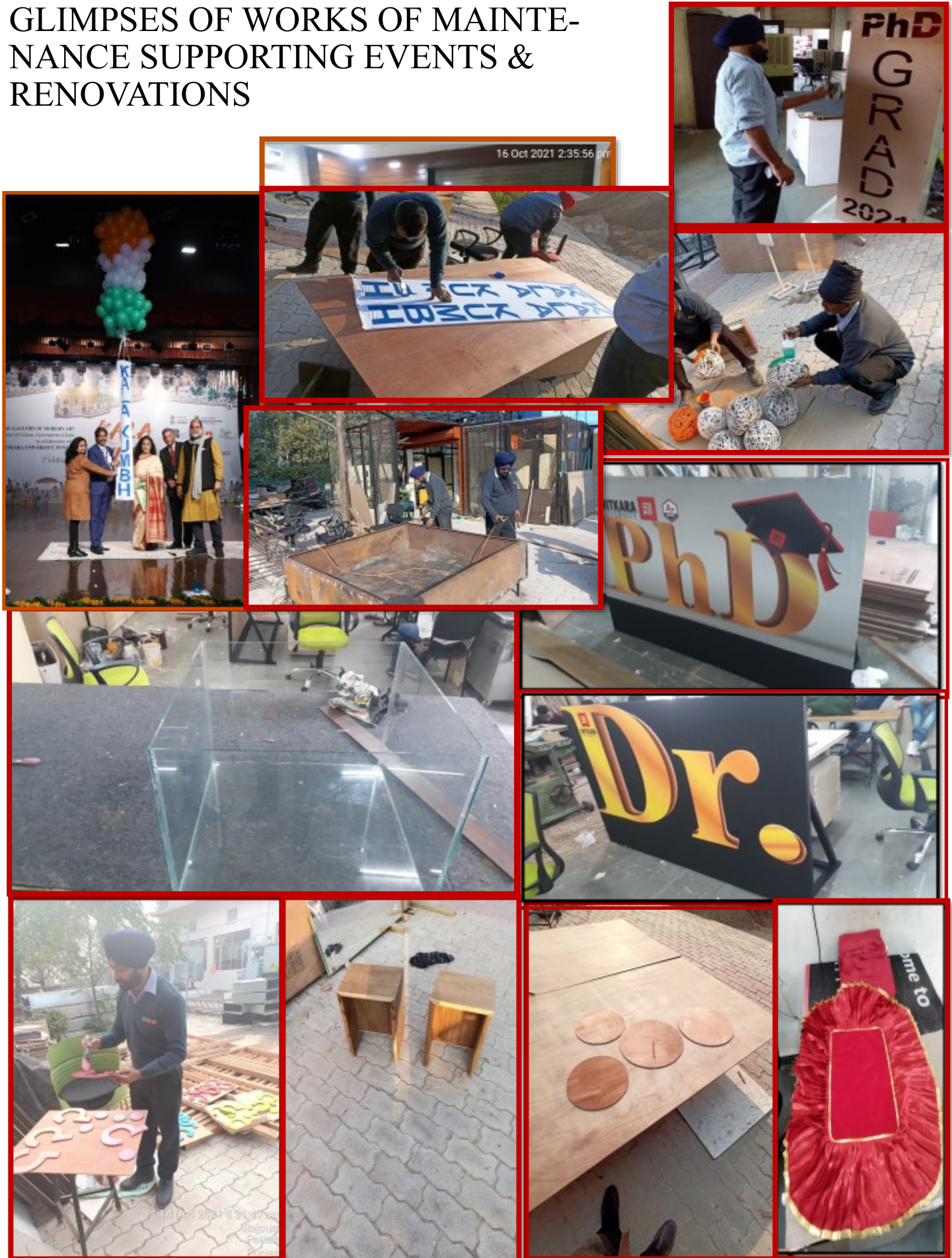
WORKS WITH CREATIVITY- WHERE DIFFERENT TRADES CONTRIBUTE



The guests of our campus are very special to us and are honored appropriately. A miniature model of the religious and famous Golden Temple of Amritsar, artistically placed on a mirror tray is one of the memoirs that we handover to our guests.

This memoir is created by the Maintenance Team. It involves the task of the carpenter/ glassworker and tailor.

GLIMPSES OF WORKS OF MAINTENANCE SUPPORTING EVENTS & RENOVATIONS



DIFFERENT TRADESMEN PERFORM THE SAME TASK

LOCKS—BREAKOPEN & REPLACE

The task of breakopen of lock would either be the task of welders or carpenters (based on type of door). We had a task assigned to breakopen near to 450 locks in a short span of 2-3 days. Hence all the tradesmen worked as a team to achieve the target. Irrespective of their trade they handled this task. The task was completed well within time.



Three cheers to the team as well as to Mr. Rupinder Singh and Mr. Darshan Singh who have always guided the tradesmen and stood with the team as excellent Maintenance in-charges!!

ROAD REPAIR

Another such task was that of repairing patches of the road. This task had also to be completed at the earliest. This task was also handled by men of various trades.

UNITY IN DIVERSITY - so many examples !!



Initial Boat (Apr 2021)

Carpentry Work

Repaired Boat



Painting In Progress
(Started 27 Nov 21)



BOAT AT CUSMS

The Marine team procured a boat . Team Maintenance contributed in providing it a facelift. It was time consuming... and various tradesmen contributed....lo behold ...the result was an artistic beauty !!

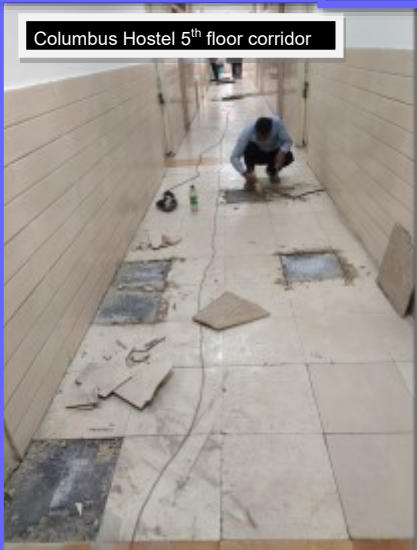
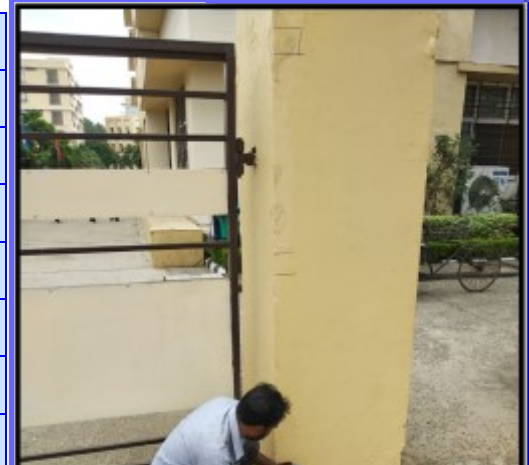
Have a look at the pictures on this page. We would also invite you to CUSMS (Tesla Block) to have a look at the boat !!

MASONRY

In this quarter, 707 complaints of masonry have been handled. Most of the works included the change of tiles. There were other works also like the preparing of storages under the pantry sinks or fixing of iron frames etc. Tabulated below are the number of tiles changed in the quarter.



Location	Tiles Type	Qty.
Boys Hostels	Floor Tiles	414
	Wall Tiles	93
Girls Hostels	Floor Tiles	223
	Wall Tiles	58
Academic Buildings	Floor Tiles	397
	Wall Tiles	105
Total		1290



Columbus Hostel 5th floor corridor



WELDING WORKS

In this quarter the welders handled 727 complaints. Some works were handled on top most urgency like the change of 450 locks of hostels and the metal tbs prepared for the bonfire at Kala Kumbh etc.

WORKS HANDLED INCLUDE—
New Stair made for Bloom Block Terrace
New Pot Stand 2 nos. made for IBN Boys Hostel
One Water Cooler Stand made for Workshop
Fiber Sheet fixing in QFK Kitchen IHM Block
News paper stand made
Pantry Sink down storage made for Hello Future
Washroom door change of Pi A 7th Floor
Iron Tray 3 nos. made for Bonfire at Omega Zone (Kala Kumbh Event)
New MS Trench Covers for STP-2
New Newspaper stand made for Babbage Block
New Sludge Bed Stand made for STP-2
New Pot Stand 2 nos. made for IBN Boys Hostel
New Bell Stand made & fix for Swimming Pool F29-31
Steel Almirah Lock 450 nos. fix in Armstrong, Magellan, Pi c, Pi B, Pi A
10 Big Dustbins made for All Campus
Stand 2 pcs made for Ship at Tesla
Iron Sheet fixing on 3 racks for Babbage
Fabrication of Valve Derrick made for Tesla
Iron Stand made 4 pcs for Fabrication of Valve at Tesla
3 MS Square Frame & 1 Rectangular Frame made for Picasso
Iron Book Stand 350 pcs made for Central Library

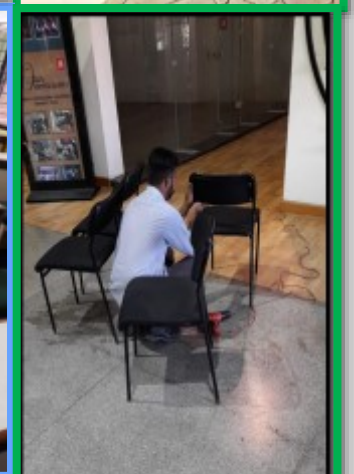
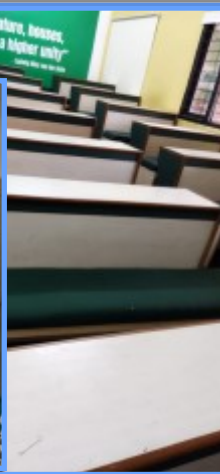
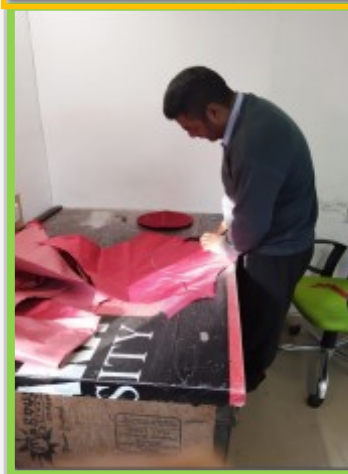
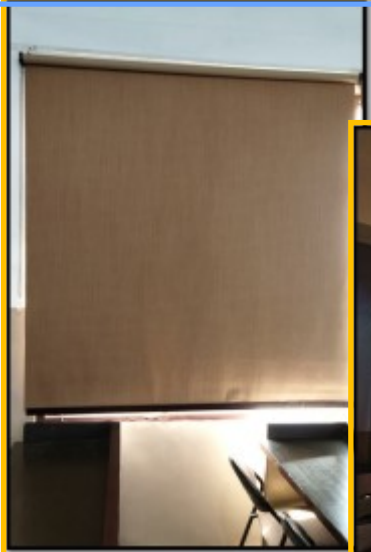


TAILOR WORKS

A total of 223 complaints were closed in this quarter by the tailors. Some of their works are enumerated below.



Big Hat 6 pcs Hat Bone fix for Admin Store
New Tray Covers 15 pcs
Cloth Change of Settees 25 pcs in Edison
New Flower Vase Base 18 pcs for Corporate Office
Cloth change of Settees 48 nos. for Le-Corbusier
Cloth change of Chairs 20 nos. for Marco Polo Boys Hostel
Cloth change of Chairs 40 nos. for Admin Store
Nut Bolt Change work of Chairs 47 nos. for Turing Block
Cloth change of Chairs 90 nos. for Admin Store
Cloth change of Chairs 40 nos. for Marco Polo Boys Hostel
Rexine change of Machines 12 nos. in Gym
Velvette Cloth fixing on Wooden Gift Boxes 6 nos.
New Flags 4 nos. made for Indoor Sports Dept.

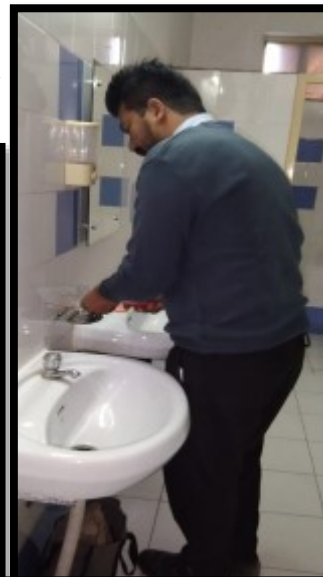


PLUMBING WORKS

In this quarter the plumbers closed complaints totaling to 839. Some of the works are listed below.

Water Tank 1000 Ltr 4 nos. removed from Picasso
Water Cooler fitting in New Maintenance Workshop
Paper Roll Stand 4 nos. fixed in IHM 2nd Floor Washrooms
Remove all fixture of washroom WC, urinal pot & CP fitting from IHM 2nd floor for Renovation Work
New PVC pipe 4" fitting underground in Babbage Back Side
New Geyser & Connection Pi B Residence
New Fresh Water Motor fix in Fleming Block
Water cooler fixing for Kala Kumbh Event
New water pipeline made in T-20 Ground

Water supply forms part of essential



services and hence the plumbers of our campus provide service round-the-clock on all 365 days of the year. Many of their tasks like monitoring meter readings of all motors, or clearing water from the grounds during rains or checking of water meter readings or level of water in tanks etc. are not listed as works.



CARPENTRY WORKS

The number of carpentry complaints handled in this quarter was 1860. From fixing a latch to preparing a new shelf or furniture, all are works of a carpenter.

Some of the carpentry works handled in this quarter are-



Victory Stand for Sport Department



Repair of wooden flooring

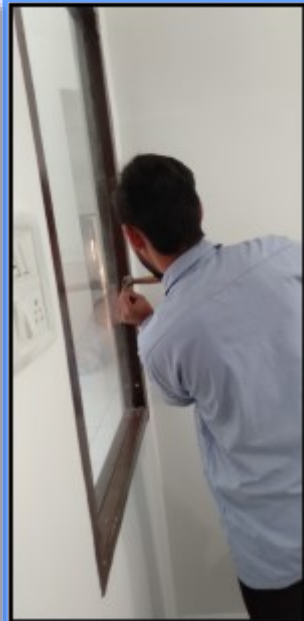


Table tops changed

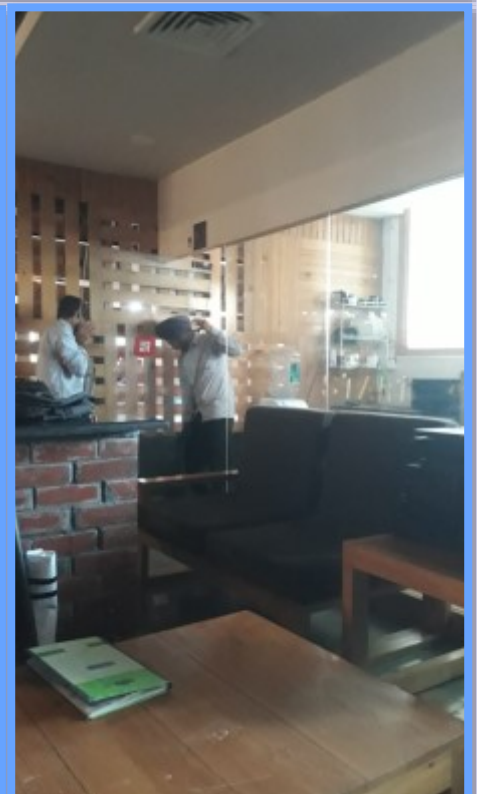
New Almirahs 3 pcs making for IHM Girls Hostel
Notice Boards 4 nos. made for Fleming 2nd & 4th Floor
New Lamp Stand 2 nos. made for Central Store
New Foot Rest made for Newton G.F
New Almirah made for De-Morgan 2nd Floor Comp. Lab F29-41
New Almirah 3 nos. made for IHM 4th Floor F29-1007
New Wooden Box 3 nos. made for Auditorium
Flap Chairs flap changed 50 nos. for Admin Store
New Notice Boards 18 nos. made for Picasso 3rd Floor, Tesla & Sports Store
New Almirah made with Glass Door for Newton
New Wooden Box 14 nos. made for Golden Temple Gifts
New Victory Stand made of various sizes for Indoor
New Wooden Box made for Dustbin in Bloom Block 3rd Floor
New Suggestion box made for Swimming Pool
Printer Table & Wooden Board made for Tesla
New Glass Frame 5 nos. made for Pi B Hostel
New Wooden Table 2 nos. made for Swimming Pool
One Celestial sphere wooden model made for Tesla
Wooden Kitchen Frames 15 nos. changed in Sub-Station-2
Wooden Box made for Web Camera & LED cover at Tesla G.F
Wooden Cake Bases 4 nos. made of big & small size for IHM Bakery Lab



GLASSWORK



The glassworkers in this quarter handled 340 number of complaints.

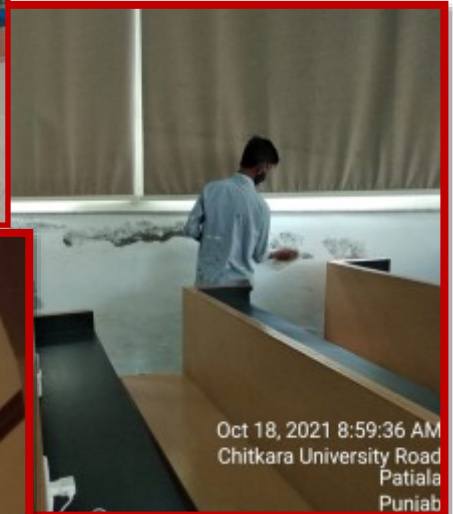


WHITEWASH

Every wall needs periodical whitewash for a maintained appearance. In this quarter, the tradesmen handled 468 complaints.



The highlight was the painting of the CSPA Open Air Theatre wall. With guidance of the faculty from Department of Fine Arts, our painters have done a fabulous job!!



PAINTING & POLISHING

Be it the Army Battle Tank at the campus main entrance or the Boat in the Marine School Park or the furniture or fixtures in various classrooms and offices, or the curb stones on roads and pathways - all need to be painted as part of their

10 Big Dustbins paint for All Campus
Stand 2 pcs paint for Ship at Tesla
3 Racks paint work for Babbage
Iron Stand paint 4 pcs for Fabrication of Valve at Tesla
3 MS Square Frame & 1 Rectangular Frame paint for Picasso
Fabrication of Valve Derrick paint for Tesla
Iron Book Stand 350 pcs paint for Central Library
Food Court 1st Floor Self Paint Work
Newspaper stand paint for Babbage Block
Notice Boards 4 nos. paint for Fleming 2nd & 4th Floor
New Sludge Bed Stand paint for STP-2
New Door paint for IHM G.F Lab.
New Foot Rest paint for Newton G.F
New Lamp Stand 2 nos. polish work for Central Store
New Pot Stand 2 nos. paint for IBN Boys Hostel
New Almirah 3 nos. paint for IHM 4th Floor F29-1007
New Wooden Box 3 nos. polish work for Auditorium
OAT Backside paint & whitewash work
Boat Paint of tesla park
Tank Paint work
Admin Store 130 nos. chairs painting work
New Notice Boards 3 nos. paint for Picasso 3rd Floor & Sports Store

maintenance and this is handled by our very own Maintenance team painters.

In this quarter they handled 290 complaints.

We have tabulated a few of the works in this page and provided some pictures too!



SEWAGE TREATMENT PLANTS

The STPs (we have two in pur campus) are manned round-the-clock. They play a vital role towards sustainable environment as the treated water is used for horticulture and double plumbing and the sludge is used for recycling as manure.

In this quarter a sludge dryer was provided in the STP to improve the handling of the sludge in its conversion to manure.





*Moving ahead with wishes and prayers for a happy, safe,
healthy and peaceful new 2022 !!*

*We shall meet at the same place with the contributions and
achievements of the next quarter..*

Till Then... Take Care ... Stay Safe !!!