



**NEWSLETTER - EDITION X
ADMINISTRATION
JULY - SEPTEMBER 2022**



NOTE FROM DIRECTOR ADMINISTRATION

It's indeed a matter of pride to lead a team that understands and appreciates the need of the organisation and always stand up to support - with its heart and soul.

*“A team, (when it comes to work) does not think if it's day or night,
A team that strives to get the work done in time, and right,
So that the our campus CHITKARA always shines bright!!”*

With rains pouring with all their might,...arrival of the much awaited freshers,..... series of convocation ceremonies,..... a massive number of activities in almost all schools/ colleges/ departments, handover / takeover of venues....., and various venues being set up, this quarter reminded us that ***tough times never last, but tough people do.*** When the team bonding is strong.....as each one is holding the others' back..... achieving targets is always possible.

This newsletter (edition X) brings to you a gist of all the activities which we have undertaken in the quarter Jul to Sep 2022.....

Happy Reading to All !!!

Sqn Ldr (Dr.) Rina Angel (V)

THIS NEWSLETTER UNFOLDS

NEWS RELATED TO	PAGE NUMBER(S)
Usage of Common Venues	Pg 4
Creche Facility	Pg 5
Events on Campus in the Quarter That Went By	Pgs 6 to 31
Venues Taken Over & Venues Setup	Pgs 32 to 35
Interactive Sessions / FDP	Pgs 36 & 37
Task of Shifting Mechanical Workshop Branding Storage Setting of Law School	Pgs 38 to 47
Cleanliness & Sanitisation	Pgs 48 to 50
Some Time At The Foot Hills of Shimla	Pg 51



USAGE OF COMMON VENUES

To facilitate all our staff and students to EXPLORE THEIR POTENTIAL, the campus has many state-of-the-art facilities and venues like seminar halls, lounges, Exploretorium, etc. It is indeed a matter of pleasure that these venues are used to the maximum and thus the existence of these venues are fully justified. Its always a RUSH-HOUR at the bookings portal.

Demands for various venues have been overflowing; particularly in this quarter with all the freshers joining us. Hence, we request all our stakeholders to kindly book the venues as per the process, online, well in advance. Also, kindly discuss the event schedule and support required so that we can clear all ambiguities and provide the best of services, smoothly. We are sure that you will appreciate that verbal booking are avoided as these may cause a lot of confusions.

We have had more than ***400 bookings of venues, 30 cancellations, approximately 25 swapping, and more than 60 last minute demands*** in this quarter. Last minute demands adversely affect various teams that contribute towards any event. The standards and quality of support could get affected and hence our continuous request for timely demands. But despite all these overflowing demands , we should admit that we are thankful to the great team of schools/colleges/departments we deal with. We would like to take a minute and **thank each and every one of our users**, for being such a beautiful team, and cooperating with us whenever we requested them. In this quarter the demands for booking of common venues including some classrooms was also vey high.

WEBPAGE FOR DETAILS OF ADMINISTRATIVE SUPPORT

For these kind of support, there are certain processes laid down to enable smooth operations. We have been constantly sending mails, addressing and interacting with faculty and staff during various FDPs of new joinees, so that all are aware of how the various common venues and facilities can be availed. The need was felt to provide all our stakeholders easier access to understand the processes - hence **we created a webpage**. Details of access to the webpage shall be sent to you shortly. This page shall give you more clarity on the various processes and also give you an idea of the various activities undertaken by Team Administration.

While we request all of you to kindly access our webpage, we would also appreciate feedback and suggestions, of what further information would help our users, and how the webpage can be made more helpful and informative.

CRECHE FACILITY

Customers could be very demanding; but some of our customers are so cute and sweet that while we provide them the best of services, we have the unending desire to pull their chubby cheeks. They make us smile with so many of their actions. Yes.... you got me right..... *our adorable little customers at the creche !!!*

One of the highly utilized facilities of the campus (of course not as much as the semi-

nar halls these days !!), is the creche. We are absolutely sure that the kids must be excited to be here, in the company of other kids, and at a venue so colorful and bright..., but let me tell you all readers, that these customers of ours make us feel so happy ALWAYS...!! *This is a service where we can actually reach out to faculty/staff who need our support, and hold their backs*, so they can perform their tasks with a free-mind. We strive to understand the requirements of our faculty and staff and shall always be willing to support in these services. The venue is managed by Mr. Gurjit



Singh , Administrative Officer.

In case there is any faculty /staff desirous of availing this facility, kindly feel free to contact us at our office (LL - 134 / 150 or email your requirement / query to - gurjit.singh@chitkara.edu.in or pramod.chandra@chitkara.edu.in).

EVENTS IN THIS QUARTER

At Chitkara, it's a matter of pride that not one working day passes without an event - it could be a major event or a small departmental level event !! To benefit the faculty and staff, all the support required for events is provided centrally, including readiness of venue. The beauty of our campus is that each department is aware of its role and is spontaneous to respond for all events. This joint contribution to an activity enables perfection in each field . The details of the event is confirmed by the users and after due discussions, the arrangements are ensured by the concerned support teams. This includes support of venue as well as the setting of the venue.

This quarter we had various events including -

CONVOCATION CEREMONIES	Pgs 7 to 12
UGC INSPECTION	Pgs 13 to 16
MURAL INAUGURAL	Pgs 17 to 19
INDEPENDENCE DAY CELEBRATIONS.....	Pg 20
DARE DEVILS @ CHITKARA.....	Pg 21
TEACHERS' DAY CELEBRATIONS	Pg 25
DEAKIN HUB INAUGURAL.....	Pgs 28 to 30
ARRIVAL OF FRESHERS	

.....and much more !!

The events that happen in campus are mentioned in the “Events Group” on WhatsApp by the concerned school/college/ department where a write up /crux of the event is mentioned. Administration has a role in almost all events; in some it would be on a minor scale and in some on a major scale, and in most cases it is at the back-end. Hence, the Newsletter is a forum where Administration makes a mention of the activities undertaken backstage, for the smooth conduct of various events.

Mr. Balwinder Singh, and in his absence Hon. Captain Ravinder Singh, manage the “**Venue Allotments**” for all events. The setup of the venues also kept us extremely busy. Not a minute did we have to spare in this quarter with the huge number of events!!

CONVOCATION-CEREMONY SERIES 2022



CONVOCATION
CEREMONY



CONVOCATION-CEREMONY SERIES 2022

With huge numbers of Chitkarians graduating, we had the convocation ceremony spread over five Saturdays with some of these Saturdays having one session and some up to three sessions. After the dull period of COVID 19, where the major convocation happened online, and only a select few students were in campus for the offline convocation ceremony, it was a treat to watch our students graduating....a treat to see all the hustle and bustle !!



The schedule of the convocation sessions was as follows -

DATE	CAMPUS	SLOT 1	SLOT 2	SLOT 3
02 JULY 2022	PUNJAB	10:50 am to 02:00 pm	03:00pm to 06:30 pm	
16 JULY 2022	HIMACHAL PRADESH	12:30 pm to 03:30 pm		
29 JULY 2022	PUNJAB	03:00 pm to 06:30 pm		
30 JULY 2022	PUNJAB	11:30 am to 2:00 pm	3:00 pm to 6:30 pm	6:45 pm to 8:10 pm
06 AUGUST 2022	PUNJAB	10:30 am to 12:30 pm	01:00 pm to 04:00 pm	04:40 pm to 07:10 pm

Venue for the convocation was the Exploretorium. It's a very special day for our graduates; hence the stage was made beautiful to accommodate our wonderful graduates and the so important guests from various fields. Yes... there was a lot of effort, a lot of thinking & planning, and team work in the final execution...!When we talk about the arrangement, first a theme is sketched and then the tasks are listed out. From preparing the decoration material with the help of various teams including, the Maintenance teams, Electrical team, Office of Architecture & Design, shifting of the material and furniture (despite the rains) and its setting, procuring the flowers, the lamp and trays, the carpets laid at the entrance and in the lobby, the photo booth for the students, the backstage setup for the degree certificates distribution,...the list of tasks is endless. All these tasks are undertaken, over and above the routine activities, including classes. The guests of the convocation proceed for campus tours too, and keeping these venues presentable is a task of Administration.





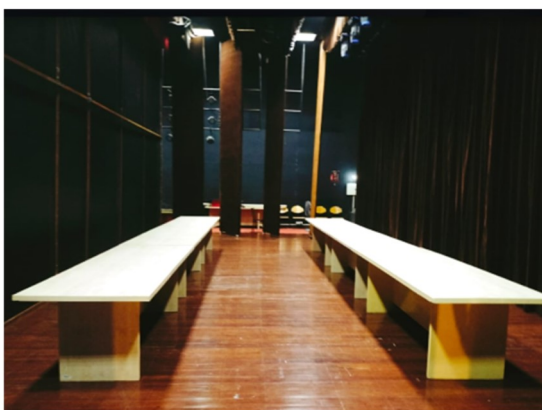




Photo booth outside Exploretorium

READINESS FOR UGC INSPECTION -12(b) (11 and 12 July 2022)

The term “inspection” always catches the attention of any individual , basically as it carries some essence of surprise (may be a slightly scary one), and it brings to the mind the urgent desire and need to clear all backlogs and update all records. The UGC inspection too had us on our toes. We got busy checking and rechecking all our records and ensuring they are updated as per inspection standards. Over and above that, we had to ensure the readiness of all venues as per required standards of the UGC inspection, and live up to the Chitkara standards too!!

Inspection at university level involves all schools/colleges/departments and hence the support is required **at all venues simultaneously**. At Chitkara its always TEAM work and that is exactly what makes it easy to handle even the toughest situations !

We had the tasks of ensuring readiness of Sun Hall and Studio 401 for the various sessions, ensuring the infrastructure of the academic blocks and refreshments areas and common areas were inspection-ready, venue-support for plantation drive by the guests etc. Further Ex-

ploretrium had to be set up for the cultural performance by the students of OSA under the theme

“*Rangla Punjab*”.

After

discussions, props were prepared

through stu-

dents as it was an event where their talent had to be showcased. These were fixed with help of

Maintenance team. In the meanwhile a demand was received for an interactive session of the inspectors with students., faculty , staff etc. The stage was immediately set up for the sessions accordingly.



Readiness for reception of the guests & NCCParade



Sun Hall

Placement Area



Plantation Drive

Studio 401



Sun Hall



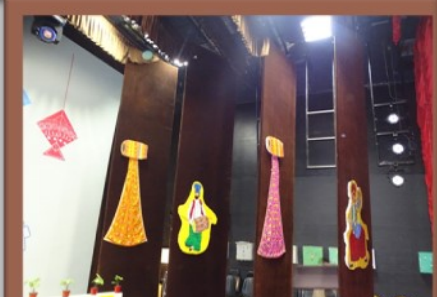
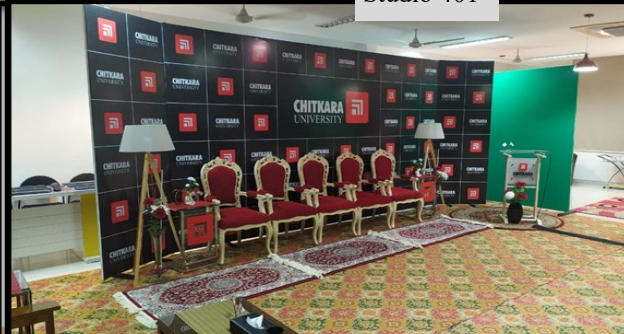
Placement Area



Studio 401



Plantation Drive



Setup at Circle One for the UGC Team Interactive Lunch Session



UGC Team at Various Locations





INAUGURAL OF MURAL AT BABBAGE BLOCK

A mural was designed with the theme “Smart Grid for Sustainable Society”, by the Office of Architecture and Design and fixed in the Babbage Block. This is a joint venture of Chitkara University with Glasgow Canadian University, British Council and Panjab University. The inauguration was scheduled on 21 July 2022 by Hon’ble Pro Chancellor Dr. Madhu Chitkara and The British Deputy High Commissioner, Chandigarh, Caroline Rowett (it was a rainy day!!!).

With the mural at a height.... In the open....



the inaugural with drawing of curtains would not be possible. We had to find a different way. Yes we managed..... !! We created a curtain of balloons.





Some photographs clicked after the inaugural of the mural

The guests released the balloons that covered the mural and hence the mural was inaugurated. We had a lot of fun creating the balloons and it was even more fun to see the guests enjoying releasing of the balloons. The released colorful balloons moved up, into the atmosphere, giving us a message - *to stay united, amidst all our differences, so that we can all keep moving higher...together !!!*

STUDIO 401– OUR NETWORKING HUB WAS SET FOR VARIOUS ONLINE SESSIONS.



STAGE SETUP FOR INAUGURAL CEREMONY OPEN SOURCE EVENT (DCSE) – 5-AUGUST



GLIMPSES OF READINESS FOR INDEPENDENCE DAY CELEBRATIONS



DAREDEVILS AT CHITKARA CAMPUS, PUNJAB - 18 August



READINESS OF SPOTORIUM FOR THE NATIONAL SPORTS DAY EVENT— 28 August



Readiness for Pooja at Darwin Hostel—02 September



STAGE SETUP FOR ORIENTATIONS - THROUGHOUT SEPTEMBER



INAUGURAL OF SUSTAINABLE SMART CITY RESEARCH LAB - 02 SEPTEMBER



SOME GLIMPSES OF THE - NATIONAL SEMINAR ON
QUALITY ASSURANCE IN HIGHER EDUCATION
(02 September)



TEACHERS' DAY CELEBRATIONS (05 September)

On this occasion, the decoration of the venue was done giving due respect to all the teachers and “gurus”. We had a book with the shloka of “guru” and created a tree of Chitkara, with various streams which displayed the ladder of success too and a setup table decoration that welcomed our teachers. The different teams of colleges /schools performed skits.



Chitkara Tree of Various Streams



Guru Brahma, Guru Vishnu, Guru Devo Maheshwarah....
Guru Sakshaath Parabrahma, Tashmayeshree Guruve Namah !!



Welcoming the teachers
Symbolizing all that they do,



While we enjoyed each and every performance, we provided the logistics support for them.

BIRTHDAY CELEBRATIONS OF HONORABLE CHANCELLOR

For the celebrations of the special day of our Hon'ble Chancellor, on his Birthday, the venue selected for celebrations was *The Dhaba*. We played a tiny role of setting up the venue and

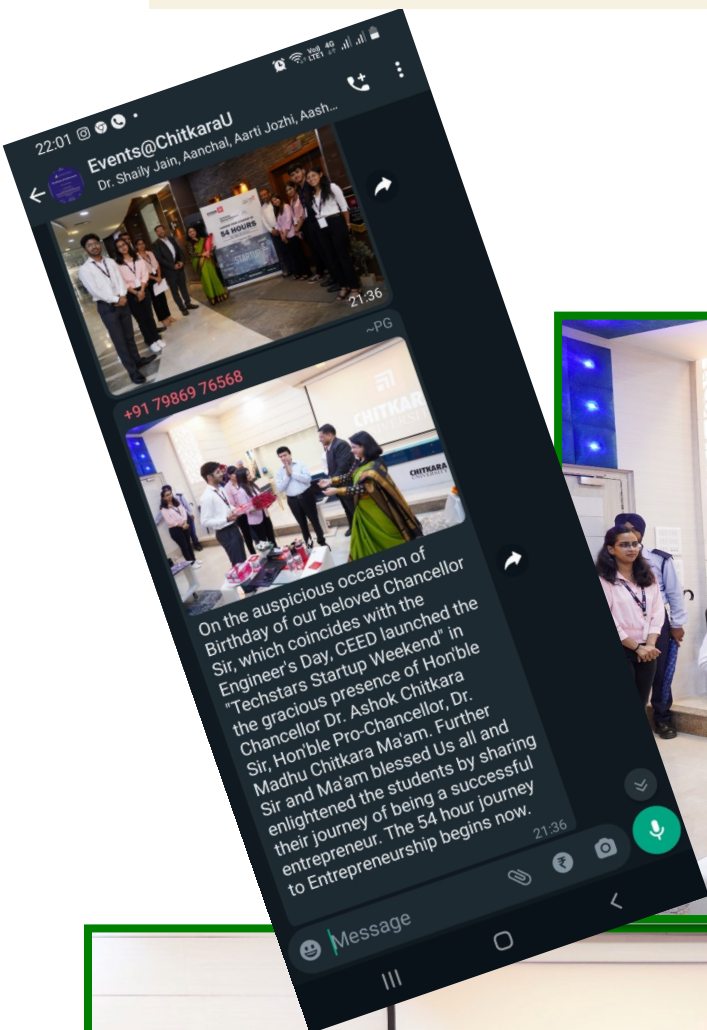
giving it a little shine. Some balloons and some candles to add beauty to the venue on this beautiful



day !!!

Team Applied Sciences also had a small get-together in the Turing Block. We set this venue too for the celebrations.

TECHSTARS STRATUP WEEKEND



DEAKIN UNIVERSITY AT CHITKARA - HUB@CHITKARA



For this event, the activities happened at the Exploretorium, as well as at the Picasso Block Deakin Hub.



HUB@CHITKARA—MEDIA COVERAGE



CHITKARA UNIVERSITY

21:58 * [Settings] [Signal] [Battery]

Photo



CHITKARA UNIVERSITY

Chitkara University • Following
30 Sep

Dignitaries from Deakin University, Australia, visited Chitkara University and interacted with the students at the launch of Hub@Chitkara.

The event was graced by Professor Iain Martin, President Vice-Chancellor; Mathew Johnston, Minister- Counselor, Education and Research, Australian High Commission, India; Ravneet Pawha, Vice President (Global Alliance) CEO (South Asia); Professor Bas Bael, Associate Dean, International and Partnerships, Deakin University; and Dr. Archana Mantri, Vice-Chancellor, Chitkara University.



Deakin University hub to be set up at Chitkara University for internationalisation of education

PUNJAB EXPRESS BUREAU
Chandigarh, September 29

Deakin University, Australia announced the establishment of a Deakin University hub at Chitkara University, Chandigarh. The announcement was made to commemorate India's 75 years of Independence and almost three decades of Deakin's engagement in India. Over the past years,



Deakin University through its office in New Delhi has set up innovative models of study with Chitkara University in software and mechatronics engineering. These study pathways facilitate Indian students to study

two years of Deakin University's licensed curriculum at Chitkara University before transferring for the remaining two years on-shore at Deakin University in Australia. The hub will act as a platform for all engaged students, and the pathway will be established at Chitkara campus.



Venue Readiness for National Painting Workshop by Department of Fine Arts



Chitkara University Road, Rajpura, Patiala, 140601, PB, India

Latitude 30.5171N Longitude 76.6590E
 Local 10:55:02 AM Altitude 277.9 meters
 GMT 05:25:02 AM Saturday, 09/24/2022

HACKATHON



For a hackathon, the arrangements are for the venue where the competition takes place as well as for the rest areas of the participants. As hostels are away from the venues of competition, make-shift arrangements are done in the academic areas,

VENUES TAKEN OVER & VENUES SETUP

There are many venues that are taken over by Administration after the required renovations or after construction. The tasks include massive cleaning and shifting. After that the venues are setup as per the decorum and the users are provided the venues for use. In this quarter the following venues were taken over.

Sl. No	Building	Floor	Date of Handover
1	Babbage - Wash Room Extension	Third	05-Jul-22
2	Babbage - Mural of Smart Grid For Sustainability	First (Terrace)	08-Jul-22
3	Picasso - Faculty Room	Fifth	20-Jul-22
4	Fleming - CXOs Nexgen (Offices & Lounge)	Stilt	21-Jul-22
5	Office of Human Resource (Offices and Conference Room)	Stilt	26-Jul-22
6	Fleming – DRC (Cabin Extension)	Third	17-Aug-22
6	Picasso - Faculty Lounge	Second	24-Aug-22
7	Sportorium - DSW Pantry Extension	Ground	29-Aug-22
8	Fleming Block - Room No - 212, 217, 231	Second	29-Aug-22
9	Picasso Block - Faculty Room	Third	31-Aug-22
10	Picasso Block - Computer Lab	Sixth	31-Aug-22
11	Fleming Block – Practice Lab	Second	06-Sep-22

Further, there are venues in which efforts are made to provide a different or an improved look. These could be lounges or certain offices or meeting rooms. In this quarter an effort was made to bring some **changes in the ‘looks’ of the offices of the Deans and Directors.**

We also had some new lounges set up - these include Pluto Lounge (at the Corporate office), Moon Hall, Fleming Stilt Lounge, etc. We have included a few glimpses of these venues, in the next few pages for you.

PLUTO LOUNGE AT CORPORATE OFFICE

This venue is for the VIPs visiting the Corporate office and would not be available for ONLINE booking .



MOON HALL LOUNGE



FLEMING STILT LOUNGE



**OFFICE OF DIRECTOR,
HUMAN TALENT ACQUISITION**



FACULTY OFFICE AT FLEMING



CCP LAB AT FLEMING BLOCK



FACULTY LOUNGE AT PICASSO BLOCK



CLASSROOM AT PICASSO BLOCK

SESSIONS FOR STAFF

As has always been harped upon by us, continuous training and interaction with the team is a necessity to monitor the works of the team members, understand their needs, train them to improve and provide clarity for their queries. Hence, we have made one session per quarter a must for all our teams, if not more.

In this quarter too, sessions were organized for the staff.. The session includes interaction with them and understanding their concerns and providing them guidelines on how to handle the situations. It also includes discussing the requirements for cleanliness and monitoring maintenance



CHITKARA EXPLORATION PROGRAM

In our campus, Team Happiness organizes orientation FDPs for the new joinees at regular intervals.

To familiarize the new joinees with the infrastructure of the campus as well as the facilities available Team Administration also interacts with them.

This quarter too, we had a session on



CHITKARA EXPLORATION PROGRAM			
VENUE	Plato Hall, Square One (Second Floor)		
DATE	3 September 2022 (Saturday)		
REPORTING TIME	8:55 AM		
S.NO.	ACTIVITY	SESSION BY	DURATION
1	Warm Welcome	Mr Manav Bansal (CHO)	9:00 - 9:15
2	Welcome Video	Hon'ble Chancellor Sir	9:15 - 9:30
3	Life at Chitkara	Dr. Sanggeeta Pant (Dean, College of Education)	9:30 - 10:15
4	OSA	Dr. Neelam Verma (Dean, Student Affairs)	10:15 - 10:45
5	Tea Break		10:45 - 11:00
6	Research at Chitkara	Dr. Nishu Saluja (Associate Director, CURIN)	11:00 - 11:45
7	IT Session	Mr. Pawan Kumar (Director, IT)	11:45 - 12:15
8	HR Session	Mr. Gopal Garg (Associate Director, HR)	12:15 - 12:45
9	Lunch + Campus Tour	Col Rakesh Sharma (Director, University Affairs)	12:45 - 14:15
10	Administration Overview	Dr. Rina Angel, (Director, Administration)	14:15 - 14:45
11	Life at Chitkara	Dr. Sandhir Sharma (Dean, Chitkara Business School)	14:45 - 15:15
12	CUAQAC	Dr. K.K. Mishra (Director)	15:15 - 15:45
13	Certificate Ceremony	Dr. S.C. Sharma (Registrar)	15:45 - 16:00



Infrastructural Facilities of the Campus on 03 September, where we interacted with the new members of the Chitkara Family.

FAREWELL GET-TOGETHER

In this quarter, one of our team members bid adieu to us for his personal requirements. A very sincere worker, who was a poet as well—Mr. Gurwinder Singh, Senior Supervisor. We bid him farewell and remembered all the good times we had and how he had contributed in the improved records of inventory shifting.



TASK OF SHIFTING

There are various occasions when it is required to disseminate information to students, or for propagate some event, or for distribution of some tokens, etc. For this users raise a requirement of setting up counters at areas with high foot-falls and the area in front of Square-One is highly sought-after venue. For this, users get in touch with Administration for the furniture required. Be it such a temporary arrangement for a counter, or for an event, for any pooja, a new venue readiness, handover of an old venue for renovations - shifting of infrastructure is indispensable. It's a tedious task that involves manual work, to be handled with care and further monitoring of its placement, the records as well as the welfare of the staff that is undertaking the task. This task is managed and monitored by Mr. Harbans Singh, Senior Administrative Officer. We have listed the major shifting of furniture this quarter in the



next two pages of this newsletter. But this list **does not include** the tasks

of other shifting like machines, equipment, food/refreshments etc.

Sr.No.	Date	Item Name	Qty	Shifted From	Shifted To
1	1-Jul-22	Standee	8	Event Store	Auditorium
2	1-Jul-22	PVC Chairs	15	Event Store	Auditorium
3	1-Jul-22	Student Tables	20	CSPA Block	Picasso Block
4	1-Jul-22	Student Chairs	40	CSPA Block	Picasso Block
5	1-Jul-22	ED Tables	40	Picasso Block	CSPA Block
6	1-Jul-22	Stool	40	Picasso Block	CSPA Block
7	1-Jul-22	Flap Chairs	55	Furniture Store	Fleming Block
8	1-Jul-22	Student Tables	10	Furniture Store	Fleming Block
9	7-Jul-22	Faculty Tables	8	Rajinder Workshop	Language Centre
10	7-Jul-22	Faculty Chairs	8	Event Store	Turing Block
11	8-Jul-22	Side Storage	8	Rajinder Workshop	Turing Block
12	8-Jul-22	Side Storage	4	Rajinder Workshop	Fleming Block
13	8-Jul-22	Dean Visitor Chairs	4	Event Store	Newton Block
14	13-Jul-22	Plastic Chairs	10	Event Store	Auditorium
15	14-Jul-22	Looking Mirror	5	Pie-A Hostel	Corporate Office
16	14-Jul-22	Looking Mirror	9	Pie-B Hostel	Edison Block
17	14-Jul-22	Wing Chairs	8	Art Gallery Store	Auditorium
18	14-Jul-22	Wing Side tables	8	Art Gallery Store	Auditorium
19	14-Jul-22	Blue Dustbin	6	Admin Store	T20 Ground
20	14-Jul-22	Student Chairs	10	Furniture Store	Central Library
21	15-Jul-22	Event Store	10	Event Store	Auditorium
22	18-Jul-22	Furniture Store	10	Furniture Store	Auditorium
23	19-Jul-22	Students Chairs	40	Galileo Block	Auditorium
24	20-Jul-22	Storage	14	Rajinder Workshop	Language Centre
25	20-Jul-22	Wooden Almirha	4	Rajinder Workshop	Language Centre
26	21-Jul-22	Faculty Chairs	10	Event Store	Picasso Block
27	21-Jul-22	Faculty Chairs	9	Event Store	Placement Cell
28	21-Jul-22	Book Rack	26	Bloom Block	Fleming (LAW Building)
29	22-Jul-22	Students Chairs	108	Furniture Store	Fleming (LAW Building)
30	22-Jul-22	Flap Chairs	75	Furniture Store	Fleming (LAW Building)
31	22-Jul-22	Chairs Red Canteen	100	Admin Store	Fleming (LAW Building)
32	22-Jul-22	Chairs Red Canteen	20	De-Morgan Block	Fleming (LAW Building)
33	23-Jul-22	Wooden Table Students	20	Furniture Store	Panchkula
34	23-Jul-22	Plastic Chairs	40	Furniture Store	Panchkula
35	23-Jul-22	Web Chairs	24	Admin Store	Fleming (LAW Building)
36	23-Jul-22	Web Chairs	24	Admin Store	Fleming (LAW Building)
37	23-Jul-22	Flap Chairs	30	Picasso Block	De-Morgan Block
38	23-Jul-22	Flap Chairs	10	Picasso Block	De-Morgan Block
39	25-Jul-22	Faculty Chairs	22	Admin Store	Language Centre
40	25-Jul-22	Web Chairs Red	16	Admin Store	Language Centre
41	26-Jul-22	Chairs Black	20	Admin Store	Fleming (LAW Building)
42	26-Jul-22	Faculty Chairs	13	Admin Store	Fleming (LAW Building)
43	26-Jul-22	Chairs Black	16	Galileo Block	Fleming (LAW Building)
44	26-Jul-22	Conference Chairs	13	Event Store	Fleming (LAW Building)
45	27-Jul-22	Faculty Chair Old	13	Furniture Store	Fleming (LAW Building)
46	27-Jul-22	PVC Chairs	80	Event Store	Indoor
47	27-Jul-22	ED Tables	25	Tesla Block Terrace Store	Indoor
48	28-Jul-22	Web Chairs Black	24	Admin Store	Square One
49	29-Jul-22	Web Chairs Red	16	Central Store	Square One
50	2-Aug-22	Web Chairs	16	Square One	Fleming New Side
51	12-Aug-22	Flap Chairs	22	Tesla Block	Furniture Store
52	18-Aug-22	Chairs	100	Event Store	VIP Road

53	20-Aug-22	Students Chairs	54	Admin Store	Fleming Block
54	22-Aug-22	Chairs	10	Event Store	Indoor
55	22-Aug-22	Matteress	50	Meglan Hostel	Galileo Block
56	23-Aug-22	Chairs	24	Galileo Block	Auditorium
57	23-Aug-22	Flap Chairs	17	Language Centre	Furniture Store
58	24-Aug-22	Faculty Chairs	18	Babbage Block	Explore Lounge
59	24-Aug-22	Students Chairs	100	Fleming New Side	Plato Hall
60	24-Aug-22	Students Chairs	100	Fleming New Side	Plato Hall
61	26-Aug-22	Chairs	30	Event Store	Volleyball Court
62	26-Aug-22	Chairs	18	Admin Store	Picasso Block
63	27-Aug-22	Chairs	26	Event Store	Indoor
64	29-Aug-22	Chairs	40	Event Store	T20 Ground
65	31-Aug-22	Wooden Stools	32	Turing Block	HP Campus
66	31-Aug-22	Students Chairs	20	Admin Store	Auditorium
67	1-Sep-22	Conf.Chair	13	Law Building	Event Store
68	1-Sep-22	Web Chairs Red	16	Furniture Store	Main Stage
69	3-Sep-22	Students Chairs	100	Plato Hall	Law Building
70	3-Sep-22	Flap Chairs	30	Furniture Store	Law Building
71	5-Sep-22	PVC Chairs	15	Event Store	Auditorium
72	5-Sep-22	PVC Chairs	21	Event Store	Indoor
73	6-Sep-22	PVC Chairs	17	Event Store	Auditorium
74	7-Sep-22	PVC Chairs	30	Auditorium	Event Store
75	7-Sep-22	PVC Chairs	19	Indoor	Event Store
76	15-Sep-22	China Chair	12	Admin Store	Turing Block
77	15-Sep-22	Visitor Chairs	24	Law Building	Plato Hall
78	15-Sep-22	PVC Chairs	35	Event Store	Turing Block
79	16-Sep-22	Ed Tables	31	CSPA	Scrap Yard
80	16-Sep-22	Stool	31	CSPA	Scrap Yard
81	16-Sep-22	Ed Tables	40	Picasso Art Gallery	CSPA
82	16-Sep-22	Stools Steel Legs	40	Picasso Art Gallery	CSPA
83	17-Sep-22	Drawing Tables	65	Picasso Art Gallery	CSPA
84	17-Sep-22	Stool Steel Leg	65	Picasso Art Gallery	CSPA
85	17-Sep-22	Ed Tables	65	CSPA	Scrap Yard
86	17-Sep-22	Stool	62	CSPA	Scrap Yard
87	17-Sep-22	PVC Chairs	30	Event Store	T-20 Ground
88	19-Sep-22	Ed Tables	40	Picasso Art Gallery	Furniture Store
89	19-Sep-22	Stool Wooden	40	Picasso Art Gallery	Furniture Store
90	19-Sep-22	Matteress	50	Galileo	Darwin Hostel
91	20-Sep-22	Drawing Tables	18	Picasso Art Gallery	Tesla/Audi
92	20-Sep-22	Steel Stool	18	Picasso Art Gallery	Tesla/Audi
93	20-Sep-22	Chairs	24	Plato Hall	Law Building
94	20-Sep-22	Student Tables	16	Rajinder Workshop	Picasso Block
95	21-Sep-22	Flap Chairs	40	Picasso Block	Furniture Store
96	21-Sep-22	Stool	20	Furniture Store	Fleming Block
97	22-Sep-22	Stool	20	Furniture Store	Fleming Block
98	23-Sep-22	Flap Chairs	30	Turing Block	Tesla Block
99	26-Sep-22	PVC Chairs	50	Event Store	Art Gallery
100	26-Sep-22	Dean Visitor Chair	15	Central Store	Event Store
101	28-Sep-22	Tables	25	Harnek Workshop	Fleming Block
102	30-Sep-22	Flap Chairs	29	Edison Block	Admin Store
103	30-Sep-22	Stool	42	Edison Block	Admin Store
104	30-Sep-22	Flap Chairs	34	Edison Block	Admin Store

CREATING CLASSROOMS IN THE ERSTWHILE MECHANICAL WORKSHOP



CREATING CLASSROOMS IN THE ERSTWHILE MECHANICAL WORKSHOP

Talking about shifting, we would like to mention the herculean task of vacating the Mechanical Workshop. This involved a massive amount of shifting, stacking, disposing and stocking. To accommodate more classrooms, the erstwhile ***“Oh-Wow” Mechanical Workshop*** of our campus was being converted to a space that would accommodate some portion of the workshop as well as add more state-of-the-art classrooms. This necessitated a lot of planning and coordinated actions. At Chitkara, the team work and bonding is so strong that nothing is impossible....***with perseverance, the tasks have always been achieved.....*** this too was!!

The task involved emptying the mechanical workshop, which required shifting of the machines and equipment to the concerned new locations or the store; shifting of the earlier branding storage spaces at the scrap yard as well as in Edison Block; shifting of the incinerator to a new incinerator room; and also shifting of the IT e-waste to the earlier incinerator room.

All the teams involved were very spontaneous in their support.



Let's first have a look at the activities at the Mechanical Workshop. Believe me, the gravity of work and tolerance required for these tasks cannot be comprehended by reading these few lines; one has to be there for all those hot sweaty and muddy days to actually understand. The machines/equipment were first earmarked and their locations identified by the user department (*thankyou Jadon Sir for all the coordination and support*). Further the task involved shifting with machines and labour. The movement had to be monitored very closely to avoid any mishap, human accident or damage to the machine/equipment. The end result was really appreciable as the task was completed smoothly !! Hats-off to the grit and commitment of the team members of Administration as well as the Mechanical Department....the tasks were completed at a awe-striking pace !!

VACATING / SHIFTING THE BRANDING STORES



Simultaneously we had to undertake the task of vacating the Branding store in the Scrap Yard. The wasps that attacked us was a major area of concern. It appeared as if we had attacked their colony which was their birth-right. We literally had a war with these “sting-armed insects” - their numbers just did not seem to cease... they kept coming at us in thousands... ***Ouch they do sting hard***...!!! But after that we were armed with our own traditional and modern ways of clearing them from the area !!! Smoking, spraying, and so much more.. and at the end we did it...they were either dead or went away !!!

Special efforts of Hon. Captain Ravinder Singh and Mr. Harbans Singh needs to be mentioned here and some of the support staff too.

A big “Thank You” Swaranjeet Sir for providing us the area and being so co-operative in the whole process.



As a part of the requirement to vacate the Mechanical Workshop as well create space for classrooms, the storage of Branding material at the basement of Edison block was also vacated. This was also a huge task that continued for three to four days,.

Another activity was shifting the IT e-waste material to the erstwhile Central Incinerator Room and the Central Incinerator to the smaller room near Waste Yard.

A huge THANK YOU to Pawan Sir too for having immediately supported and cooperated in the shifting of the e-waste store.

All is well that ends well ...and this task too ended well, in time, smoothly, thus enabling timely providing of venue for the construction work to commence.



LAW SCHOOL SETUP

First, the discussions.....!!



Then....the cleaning and shifting....followed by setting of venues...





SETTING UP OF LAW SCHOOL

It all started off with a lot of discussions.... about the requirementsabout the tasks involved and the execution.....the days left for completion.... lots of ifs and buts... !!! Then it was time for execution. While on one side the classrooms were getting set, all venues were getting cleaned too, there was a lot of shifting and arrangements too.

At the end of it ...lo behold...the **Law School stood tall and strong** ... ! Well readers, for me, the most attractive two venues of this School are the Moot Court and the Library. I would suggest you all to have a look at these venues and then believe me (if at all you are not willing to believe me now:-) !!). Cheers to each and everyone who gave it their best short, undeterred by the time, and the load of work.

Similar efforts were made to get the new classrooms of CCSM , AI, and MBA ready. Once the venue is handed over to Administration, there is a lot of manual work involved. Before the manual work there is a huge amount of planning also that is required. This is where the backstage support staff contributesilently but with a lot of grit and determination..... Three cheers for the strong support.....!!!

THE PLANNING BEFORE THE EXECUTION—TEAM ADMINISTRATION

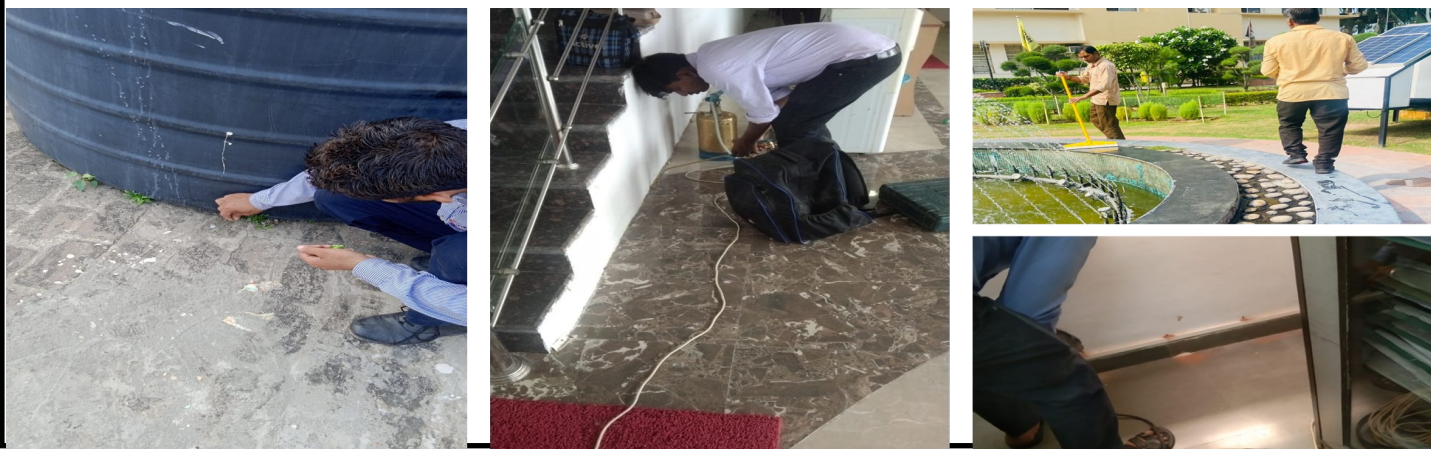


CLEANLINESS OF THE CAMPUS ACADEMIC AREAS & COMMON FACILITIES



Maintaining the cleanliness of the Academic Areas and common facilities is one of the very important duties of the Housekeeping team. This is a manual task mostly ; but some tasks are mechanized also. More than just doing a job, this task involves planning and execution. The venues have to be cleaned as and when available, most tasks are executed before and after the work hours. All out efforts are made to provide a clean and maintained campus for the stakeholders. This task involves routine cleaning, deep cleaning, open areas, water coolers, fountains , manholes, cleaning of the Waste Yard, store rooms , computer labs etc.

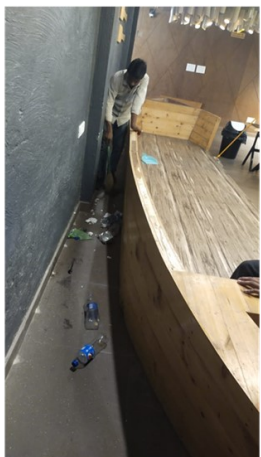
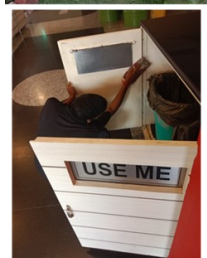
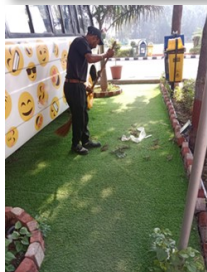
For maintaining the campus infrastructure, sanitization and hygiene ,other tasks that are involved are termite treatment, Maintenance Contracts for water coolers, testing of drinking water, rodent control measures, etc. All these were also monitored in this quarter and time-



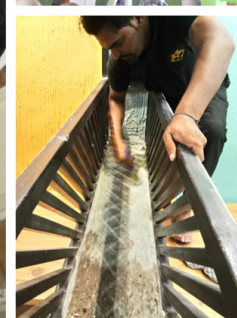
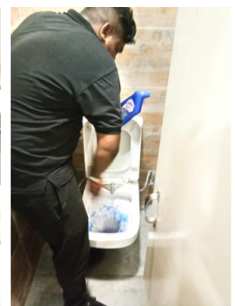
MAINTAINING REFRESHMENT AREAS



The Swachhta Mentors of Refreshment Areas with Director Administration



The various refreshment areas in our campus are places where all of us visit to enjoy the delicacies in the company of our friends/colleagues. These are places where we dine; hence cleanliness and hygiene is given an additional attention. The teams work day and night, to maintain the expected standards of cleanliness.



CLEANLINESS OF DARWIN HOSTEL - FOR READINESS TO HANDOVER

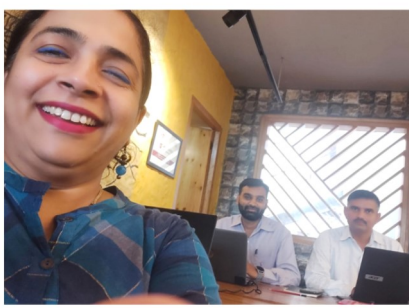
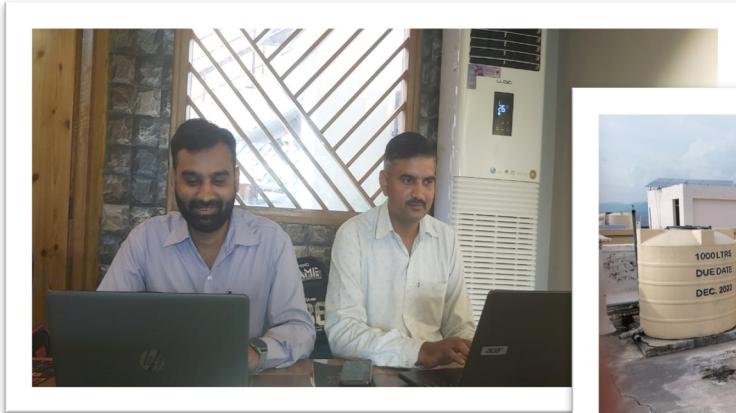
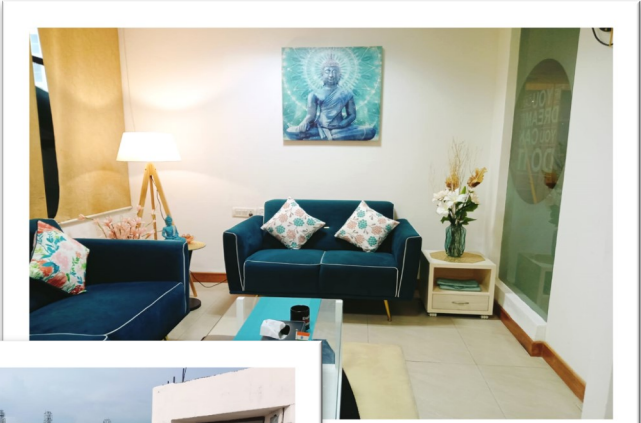


The handover of the Darwin hostel was due, and Administration was provided the task of getting four floors ready for the same. The task was undertaken in August and took about three days for completion.



SOME TIME AT THE FOOTHILLS OF SHIMLA

Our campus at Himachal Pradesh is a beautiful place to be, with lots of greenery, scenic beauty and some of the most wonderful people!! In this quarter we spent some time there too, as a team, to support in their work. As they were gearing up for further improving the systems of the campus, we contributed as much as we could. Some records updation, some venues set up, some pictures clicked, a lot of learning and sharing with each other, and then it was time for some team bonding and celebrations too.





A picture clicked on the theme *Har Ghar Tiranga*.... The team members of Administration

We have always worked upon improving ourselves with our own critical analysis. We have introduced internal audit - where each team audits each others' venue to be a critic first, and then help solve the problem. We have collaborated with various departments/schools and colleges so that we can have immediate feedback of an emergent situation, and find a solution as early as possible. There is so much we can learn and share from each other and that is exactly what we are striving to do.

We shall meet you again here dear Readers , in the next edition of our newsletter. Till then, take care, stay safe and healthy.... and yes let's gear up for the winters !!

TEAM ADMINISTRATION signing off for now.....

Sqn Ldr (Dr.) Rina Angel (V)