
A background image of the Chitkara University entrance gate. The gate is a large, modern structure with two main arches. The left archway has 'CHITKARA UNIVERSITY' written on it, and the right archway has 'ਚਿਤਕਾਰਾ ਯੂਨੀਵਰਸਿਟੀ' written in Gurmukhi script. The sky is blue with white clouds, and there are trees in the background.


UPKEEP OF
COMPUTER LABS/ PCs &
STOREROOMS

UPKEEP OF COMPUTER LABS, PCs & STOREROOMS

The Administrative Team strives to keep the campus always well-maintained.



A peek into the next few slides would give the reader an idea of how the computer labs, PCs in the computer labs and the storerooms can be maintained as per the Chitkara Standards.



Requesting you to kindly spend a few minutes to refer to these slides so we can be synchronized as regards maintaining our computer labs / PCs and storerooms.

COMPUTER LABS IN CAMPUS

- We have more than fifty computer labs in the campus. Every lab is assigned to a certain school/college/ department. The Lab in-charge would be responsible for ensuring maintenance of these labs. For cleanliness of the furniture & fixtures of the labs, the support of lab attendants may be availed.
- All maintenance complaints should be taken up by the concerned in-charges and monitored till closure.
- HK support is provided for routine cleaning of the labs.



CLEANING PERSONAL COMPUTERS (PCs)



- Cleanliness of the PCs placed in these labs also need to be ensured. It helps improve life of the PCs.
- Support is provided by the Administration Team, for **vacuum cleaning** of the PCs.
- As per guidelines of Hon'ble Pro Chancellor, the PCs should be cleaned **at least once a month.**
- The labs could be in use for various sessions and hence date for vacuum cleaning of PCs needs to be finalised, monthly, **based on availability.**
- Every Lab in-charge is requested to liaise with the Administrative representative (harvinder.singh@chitkara.edu.in) and finalise on the date/time when the PCs can be vacuum cleaned.
- **KINDLY NOTE** – Process for cleaning of PCs of libraries and CCTV surveillance room would also be the same.



GLIMPSES OF HK STAFF
VACUUM CLEANING PCs IN COMPUTER LABS

MAINTENANCE CONCERNS TO BE TAKEN CARE OF, BY LAB IN-CHARGES –

- No loose wires or broken switches/ switchboards
- Furniture and fixtures should not be broken/torn and should be in good/ useable condition. Repair requirements may be taken up well in time.
- No extra furniture should be kept in the labs.
- No material/ notices to be stuck on/ hung on walls or doors or any furniture /fixture. Only notice boards/ pinup boards to be used for the same.
- No shifting of any furniture/fixture may be allowed from any lab, without the approval of Administration.
- Students /Staff may not be permitted to misuse any lab furniture/fixture.

STOREROOMS IN CAMPUS

- In our campus, almost all departments/schools/colleges have storerooms. These are rooms where records and other important items are stored; and usually are not visited or accessed daily.
- Even when opened, all the areas of the room may not be accessed. Hence, termite infestation or rodent entry could go unnoticed. A delay in treating the same could lead to undesired damages/ loss of records.
- Further, the area would require dusting and cleaning also.
- These rooms are directly under the control of the concerned department/school/college and hence the keys are also held with them (In-charges as detailed).

CLEANING STOREROOMS

- The cleaning of storerooms may be ensured **at least once in a fortnight** through the HK staff. For this the store in-charge may kindly liaise with the concerned building Supervisors / Administrative Officers
- Maintenance requirements of the storerooms, may also be brought to their notice, by the concerned Store in-charges, for the required support.
- Continuous liaison would enable keep a track of the maintenance requirements, to ensure cleanliness and thus also keep rodents & termites at bay.
- Kindly note that cleaning of the storerooms shall be done **in the presence of the store in-charges** only.
- Details of the contact persons of Administration are provided in **Slide 10**.



GLIMPSES OF HK STAFF CLEANING STOREROOMS



S.no	Name of Buildings	Building Supervisors	Administrative Officers
1	Fleming Block	Ravinder Singh Mobile:9872602045 /ravinder.t2916860@chitkara.edu.in	Mr. Harbans Singh Mobile:9501105650 harbans.singh@chitkara.edu.in
2	Waste yard & Admin Store	Gurpreet Singh Mobile:9872307256 / singh.gurpreet@chitkara.edu.in	
3	Picasso Block	Narinder Singh Mobile : 9592102922/ narinder.1127@chitkara.edu.in	Mr. Gurjeet Singh Mobile:9914138206 gurjit.singh@chitkara.edu.in
4	Hello Future		
5	Bloom Block		
6	Newton Block	Harvinder Singh Mobile:9855969430/ harvinder.singh@chitkara.edu.in	Mr. Rattandeep Singh Mobile:7888834043 rattandeep.singh@chitkara.edu.in
7	Edsion Block		
8	Babbage Block	Manpreet Singh Mobile: 7527857751/ manpreet.1188@chitkara.edu.in	
9	Le-Corbusier Block		
10	Turing Block	Inderjeet Singh Mobile: 7888318234 / inderjeet.1509@chitkara.edu.in	Mr. Balwinder Singh Mobile:8427211747 balwinder.singh1@chitkara.edu.in
11	De-Morgan		
12	Galileo Block		
13	Workshop	Surinder Singh Mobile: 8198070067/ surinder.1171@chitkara.edu.in	Hony. Capt. Ravinder Singh(V) Mobile: 9501004247 singh.ravinder@chitkara.edu.in
14	Explore Hub		
15	CAAN Office		
16	Sportorium	Gurpreet Singh Mobile:9876407776 / s.gurpreet@chitkara.edu.in	
17	Exploretorium		
18	Tesla Block	Gurmeet Singh Mobile:987771675 / singh.gurmeet@chitkara.edu.in	