



**NEWSLETTER, EDITION IX , APRIL– JUNE 2022
ADMINISTRATION**

GREETINGS FROM THE TEAM



Namaskar from Team Administration !!

The quarter (April 2020 to June 2020) that went by has been a mixture of weathers with temperatures soaring up to 50 degrees Celsius on some days and heavy downpours on another few days.

The best part of the quarter was that we had the campus buzzing with the hustle and bustle of students ... the soundwave that gets us energized and happy!!

This quarter saw a lot of activities after a long gap, owing to the Pandemic and the era of online classes. These activities kept us on our toes, something we absolutely relish..!

We present the **Ninth Edition** of our Newsletter

THE NEWS UNFOLDS

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IN REMEMBRANCE ...

In this quarter we lost one of our support staff Mr. Swaran Singh (fondly known as Mithu)(Emp Code E2906118) housekeeping Staff, to a heart attack.

He had been associated with our organisation since 08 Mar 2006.

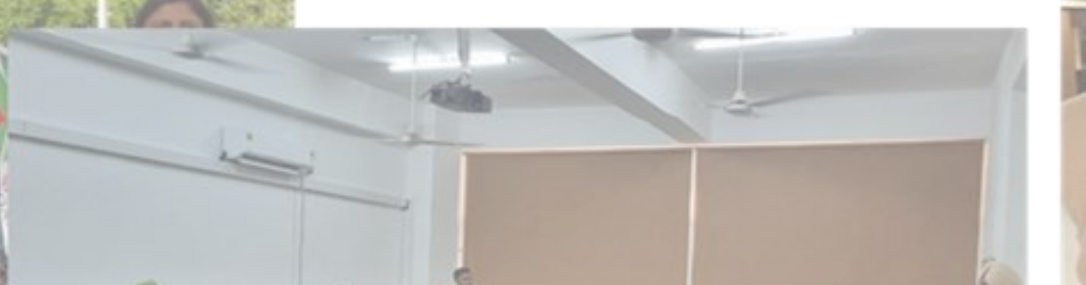
He is survived by his wife and three children.

May his soul Rest In Peace !





RA UNIVI



CLASSES & ACTIVITIES FOR HUMAN RESOURCE

CLASSES & ACTIVITIES FOR HUMAN RESOURCE

“Train people well enough so they can leave. Treat them well enough so they don't want to.” Sir Richard Branson

To bring out the best potential of human resource, continuous training and motivation sessions or activities are a necessity. Handling mundane tasks with enthusiasm and the same josh and competition needs a lot of boosting. Hence, to train the staff to understand their tasks and responsibilities , as well as to keep their morale high, various activities/sessions are planned for the staff, based on feasibility of time.

While Chitkara believes in and encourages its staff and students to **EXPLORE THEIR POTENTIAL**, it is a matter of pride that all departments and schools are always willing to provide their resources and support for the betterment of the staff of Administration. There are various departments and schools that have always stepped forward to train our human resource. We are very thankful to them.

The next few pages would tell you about the various training sessions and activities conducted for the human resource of the department of Administration.

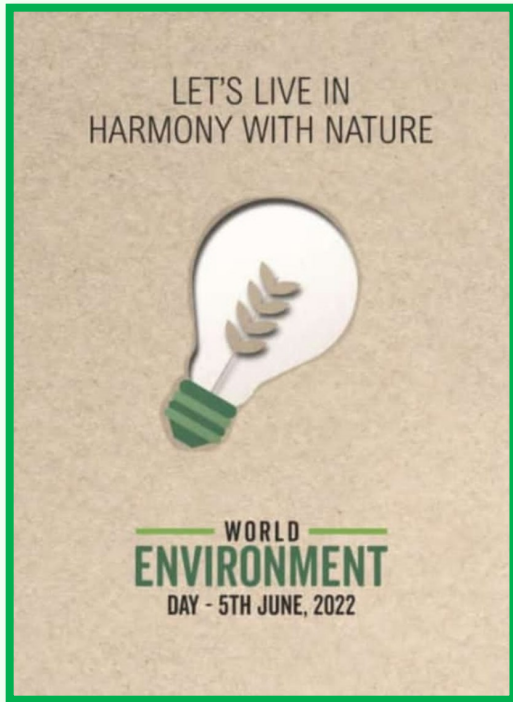
INTERACTIVE SESSIONS FOR STAFF

As is done quarterly, sessions for the staff, where the processes and the KRAs of staff are reiterated and discussed were organised. Staff is advised about the issues that would have occurred and how we can solve/avoid them in future. These sessions are interactive,. The staff get to raise their apprehensions and queries about the work they handle, thus improving their performance.



| Sr. No. | Date | Name of Event | Resource Person |
|---------|--------|-------------------------------------|---------------------------|
| 1 | 02-Apr | Interaction with Agency Staff | Mr. Lal Chand |
| 2 | 03-May | Session with Staff—Quarterly | Mr. Anupinder Singh Walia |
| 3 | 03-May | Session with Staff—Quarterly | Mr. Balwinder Singh |
| 4 | 04-May | Session with Staff—Quarterly | Mr. Rattandeep Singh |
| 5 | 05-May | Session with Staff—Quarterly | Mr. Gurjit Singh |
| 6 | 07-May | Session with Staff—Quarterly | Mr. Harbans Singh |
| 7 | 04-Jun | Session with Officers & Supervisors | Hon. Capt Ravinder Singh |

WORLD ENVIRONMENT DAY SESSIONS FOR SUPPORT STAFF



As part of the World Environment Day celebrations, some sessions of information were planned for the support staff too.

“Water water everywhere...not a drop to drink..” says a line of a poem by Samuel Taylor Coleridge. Are we heading towards such a situation literally? **Dr. Jyotsna Kaushal**, **CURIN department**, addressed the support staff and explained the importance of why we should ensure the cleanliness of water

and how we can contribute towards keeping the water clean.

Session by Dr. Jyotsna Kaushal



Er. Sanitya Mahajan, Office of Infrastructure, addressed the support staff on air pollution and the steps we could initiate to reduce the effect at home and outdoors. We all contribute in some way or the other, towards air pollution and with a little care we



could reduce the same. *Small drops make an ocean..* same would apply for our efforts to reduce air pollution.. we should strive and contribute...!!

As Swami Vivekanand said, *“Everything excess in life is poison”*. Plastic may have been an amazing invention...and would have received a lot of accolades. But are we using it well? Are we misusing it? How can we correct the usage? etc., are points to ponder, and high time for us to initiate corrections.

Session by Dr. Charu Khosla



On an invite from the Administration department, **Dr. Charu Khosla, Office of International Affairs**, conceded to enlighten the support staff on how each one of us were responsible to take care of the environment by avoiding usage of single use plastics.

If by attending the sessions we have been able to inspire a few staff to take care of the environment , we have achieved our purpose.

We would like to convey our gratitude to the three specialists who spared time to address the support staff and enlighten them on the necessity of controlling pollution and how we all could contribute towards the noble cause. There's only ONE EARTH....let's keep her green, clean and leave the next generation a beautiful place to live!!!

TRAINING SESSION FOR CRECHE STAFF

On-job-training enables employees to understand the process better, appreciate the changes to be adopted and execute the work with more confidence and perfection. On a request from Administration, Dr. Harmeet Kaur Kang, Principal, Department of Nursing, CSHS conceded to provide training for the Creche staff of our campus. The session for three days, was conducted in the Creche. The session schedule was as tabulated below -

| Session | Date | Topic | Resource Person |
|---------|------------|--|-------------------|
| 1 | 06.06.2022 | Hygiene Sanitation Feeding Play activities Prevention of infection | Ms. Kanika Sharma |
| 2 | 07.06.2022 | Minor ailments Prevention of accidents | Ms. Monika Kumari |
| 3 | 08.06.2022 | Behavioral disorders Major Milestones Toilet training | Ms. Manpreet Kaur |

We would like to thank the Principal of Department of Nursing for the support. We would also like to convey our gratitude to the resource persons for explaining the dos and don'ts to the staff and patiently handling all their queries. They have enjoyed the informative session and are much more confident in their performance now.



MOVIE SHOW FOR HOUSEKEEPING SUPPORT STAFF

Some moments to laugh and enjoy watching a movie in a language you can understand, in the comfort of an air-conditioned venue ...and then some finger-licking snacks and a cup of tea....!

The support staff of team Administration watched the movie “*Shaava Ni Girdhari Lal*” on 07 May in our campus. The venue was filled with laughter and the staff left very happy and motivated. We thank teams IT and Event Refreshments for their support.



WORLD BICYCLE DAY - FUN IN BEING FIT

World bicycle day reminds us of the invention of the bicycle and the healthy mode of transport, which has now slowly got replaced with engines that pollute the environment, both sound and air ...!



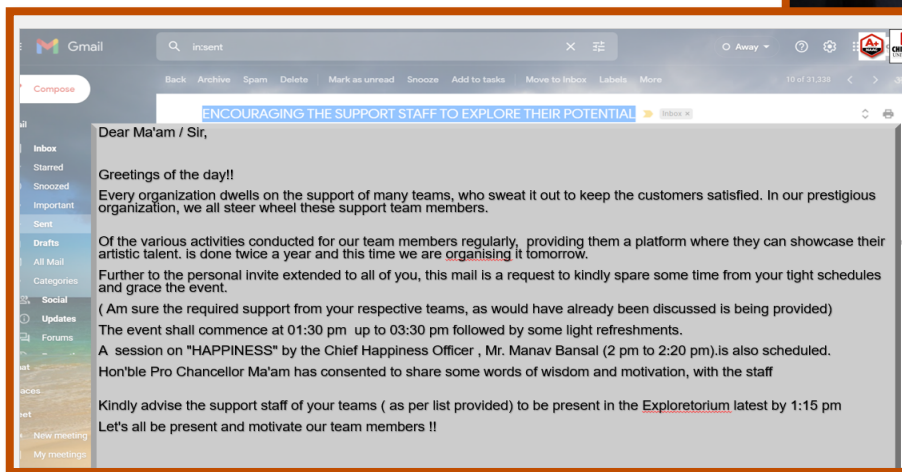
NSS Department and University Sports Board, organized a Cycle tour of the campus on the occasion. The support staff whole-heartedly participated in the event.



SUPPORT BRIGADE EXPLORE THEIR POTENTIAL

As has been the practice at our University, the support staff are also encouraged and provided a platform to explore their potential.

The first such stage was provided on 11 June 2022, where there were more than 24 performances and a session by the Chief Happiness Officer, Mr. Manav Bansal for the staff.



With all the heads and mentors of the support teams present, the event was a josh and fun filled one, and the participants and audience went back motivated. The Hon'ble Vice Chancellor and Respected Registrar addressed the audience and thanked them for their contribution and encouraged them to keep up the good work.

Team Administration organized the event trying to give attention to all details like the stage setup, display of participants' particulars on the screens, co-ordination for the refreshments, arrangements for VIP pickup and seating, seating of the audience in time etc. It was a team effort of all members of the team. Coordination from other support teams like Branding, security, IT, electrical, transport, Events Refreshments etc., helped immensely in the smooth conduct of the program.



*Glimpses
Support Brigade Explore Their Potential*

FAREWELL TO RETIRING STAFF

Two of our staff Mr. Ratan Kumar (31 May 2022) and Ms. Paramjit Kaur (30 Apr 2022) superannuated in this quarter.

They have been associated with the University for over fourteen and ten years respectively and were provided grand send offs!!



RESOURCE PERSON FOR FDP

As part of the orientation schedule for the new joiners (employees) of the campus, organized by the Happiness Team, a session about the campus infrastructure, and how and whom they need to contact for various support services, was covered by Sqn Ldr (Dr.) Rina Angel of Team Administration.



The aim was to acquaint the new employees with the common facilities of the campus as well provide clarity on the processes they need to follow and whom they would need to approach for various support services.



We would like to inform all our readers that we are in the final stages of creating a webpage where all details of the Administration of Infrastructure would be uploaded and there would be easy access for all users.

We would be happy to receive suggestions from all of you as to how we can further improve the page and what further information you would suggest should be included in the page.



VISIT TO SEECHEWAL

The famous Environmentalist Baba Balbir Singh Ji of Seechewal had been our guest in an event; and we heard about the efforts put in by the village towards a sustainable environment as well as for the welfare of its people. So a visit was planned to the village for an unmediated understanding of the activities. Dr. Jyotsna Kaushal, Lt Col Rakesh Sharma , Mr. Sanjeev Bhardwaj and I, Sqn Ldr (Dr.) Rina Angel, were in the team.

There was so much to see and learn—the beauty and greenery of the village, the cleanliness of the streets, the warmth of the laborious and energetic people, the Seechewal model of waste-water treatment and recycling the water for irrigation, the gurudwara which decided to use the gold (that was donated by the villagers), meant for the pinnacle of the dome of the building, to buy an ambulance for the COVID patients, the students of the village being a part of the activities of sustainability, the radio station and so much more!!.

Some glimpses of the visit.





EVENTS SUPPORT

EVENTS SUPPORT

As a **Chitkarian**, you would, am sure, vouch for the fact that any event at Chitkara has a standard of its own...and each time the standard would have moved a step higher....!!

To keep up with the pace, Administration too does its best to provide all the required support.

From booking of venues, to the readiness and setup of the venues, to the manpower support at venues...yes, there are various aspects that are supported by Administration.

What one needs to understand is that when one college may be having a major event , the other college may be having an inspection and yet another may be having routine classes. The challenge is to provide venues to each user, and logistics and manpower support too to all the users, as per their requirements, *simultaneously*.

In this quarter, the Oath taking ceremony of the students from Nursing Department, Chitkara's Got Talent and Fresher's Party organized by Team OSA, "Connecting the Dots" where Principals of various schools across the country visited us, a play by the famous artist Juhi Babbar, shooting for the song "*Vande Mataram*" at national level, National Integration Camp of NSS, etc., are a few of the events that were organized. Some glimpses of the support provided, has been provided in the next few pages.

OATH TAKING CEREMONY OF NURSING STUDENTS

An event full of candles and the feeling of love and care , where there is a breathtaking moment when all the students form up and under the guidance of the principal, pledge to take care of their patients and fulfil their responsibilities to the society!!!!

The stage for the event is decorated by the students and the Administration.... Once again a team work where the students

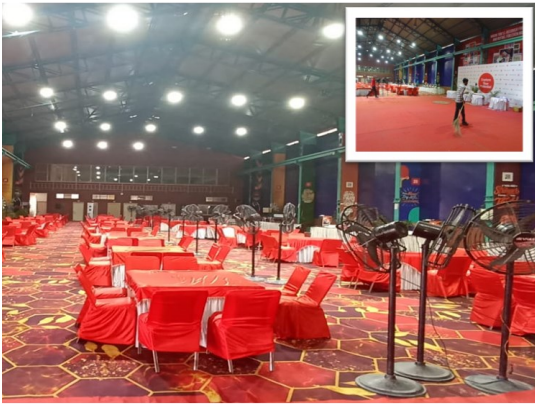
pool in so much of their creativity. With the help of team Maintenance, Administration team sets up the venue. The pictures on this page says it all.



As already mentioned earlier, the quarter was filled with many activities, of which venues were decorated and setup by Team Administration. In some events, students of the C2S2 club also formed part of the team that contributed towards the venue decoration. In such cases, the theme is conceptualized by Team Administration and then all the teams including the students, maintenance and administration teams, pool in efforts and work in synchronization for the final result.

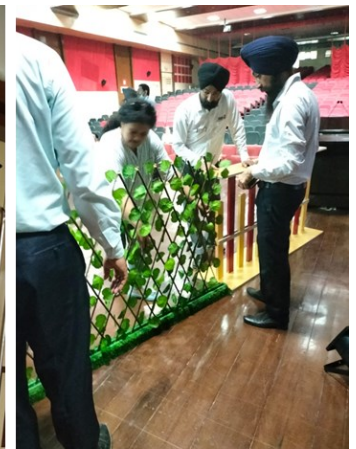
Two such events are Chikara's Got Talent and *Bienvenue* - the party for the freshers'. The pictures on this page are from the two events.



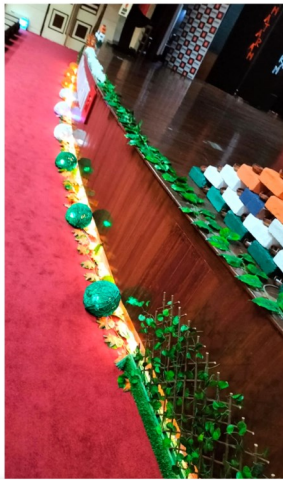


Glimpses of setup for event "Connecting The Dots"

Glimpses of setup for Play by Ms. Juhi Babbar



Setup for an Interview Session

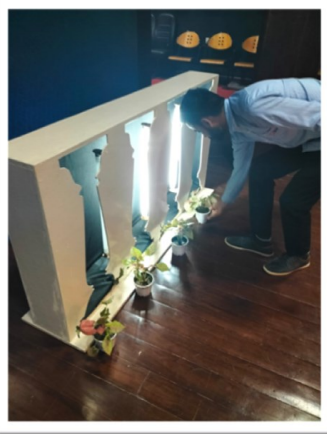


Setup for shooting of the song "Vande Mataram"



Setup for event of CCP - Symposium on NEP





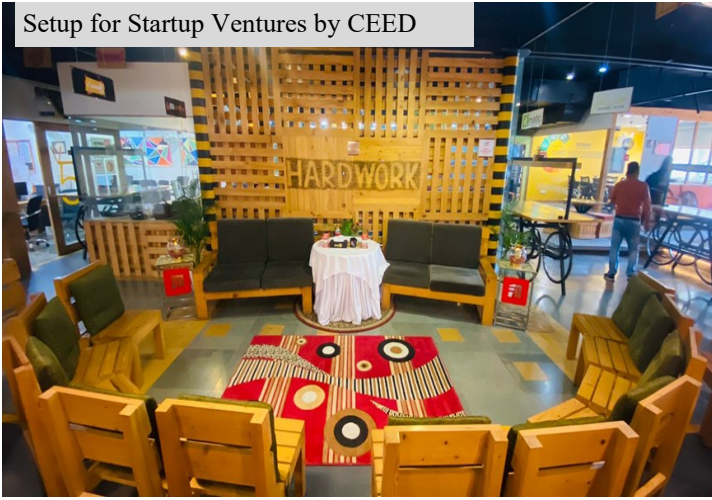
National Symposium - Redesigning Supply Chain - Resilient and Sustainable - 15 & 16 April 2022

Setup for National Integration Camp by NSS Dept



Glimpses of the setup for the NSS, **National Integration Camp**, held in June 2022. The Administration team planned the setup and with the help of students of the C2S2 club as well as the Maintenance team, the stage was setup.

Setup for Startup Ventures by CEED



A Plantation Drive



Setup for Symposium on NEP by CCP



Setup for International School Awards



Setup for National Maritime Day Celebrations by CUSMS



SETUP FOR AWC



PRIZE DISTRIBUTION CEREMONY ON NATIONAL MARITIME DAY 2022 APRIL 5



Session by Various Dignitaries of PPCB— Future Lies in Environment Protection



Various Activities at STUDIO 401





MAINTAINING THE GLITTER OF THE CAMPUS

Creation of state-of-the-art infrastructure has to be supported by a strong maintenance, for it to be sustainable. The glitter of the campus needs to be maintained...and this needs continuous efforts. That is exactly what Administration strives to do.

Administration of infrastructure includes various activities like providing the users the required space, ensuring the cleanliness and maintenance of the spaces so provided, handling various movements of furniture and fixtures and maintaining the records, handing over of a venue for further maintenance or renovation activities, take over of venue on completion of renovation or construction for further issue to users. maintenance of venues , furniture and fixtures, setting up of various offices/conference rooms/halls etc..

Cleanliness and maintenance of venues and the furniture and fixtures is given due importance with the cleanliness being monitored strictly and the maintenance requirements being reported **TIMELY** to the concerned teams for necessary corrective and maintenance actions. On an average, about fifteen hundred to thirty hundred complaints of various types are raised in a quarter, for the academic area, and these are traced till their satisfactory closure.

To ensure satisfaction of the users and for the décor to match with various venues, there is a lot of shifting activity also that is undertaken.

The next few pages narrate these activities of this quarter.

VENUES TAKEN OVER



| Details of Venues Taken Over (April to Jun 2022) | | | | |
|--|------------------|------------------------------|-----------|----------------------|
| Sr. No. | Date of Takeover | Building | Floor | Area |
| 1 | 04-Apr-22 | Alpha Zone | Ground | Path Way |
| 2 | 05-Apr-22 | Edison (HVAC Ducting) | Ground | LH-1, LH-2 |
| 3 | 15-Apr-22 | Hello Future | Ground | Reception Area |
| 4 | 25-Apr-22 | Edison (HVAC Ducting) | Ground | LH-3, LH-4 |
| 5 | 05-May-22 | Old Maintenance | Ground | Foundation Studio |
| 6 | 05-May-22 | Edison (Inlingua Department) | Base-ment | Cabins Extension |
| 7 | 18-May-22 | Turing Block | Ground | TG-112 (Cabin) |
| 8 | 23-May -22 | Turing Block | 1st | Setting of (TG -101) |
| 8 | 25-May-22 | IBN Batutta Hostel | Ground | Office F& B |
| 9 | 06-Jun-22 | Edison | 1st | LH-5 & LH-6 |
| 10 | 28-Jun-22 | Edison | 1st | LH-7 & LH-8 |

SHIFTING—INEVITABLE TASKS

Saathi haath badhana... Teamwork and careful handling, is a necessity for tasks like these and our Housekeeping support staff always handle these tasks with a smile. There are numerous tasks that come up, be it routine working, an event or a venue handover/takeover. The task doesn't get over there...the records also have to be maintained..... ; and yes it is done..records are maintained meticulously ...!!



MAINTAINING THE CAMPUS



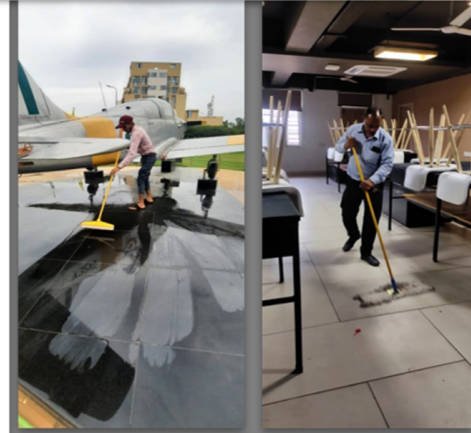
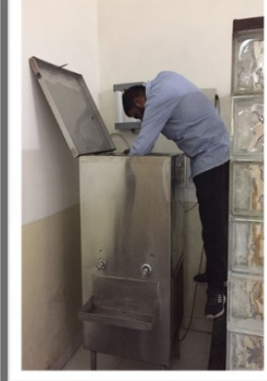
The morning briefing and the evening feedback sessions...all are intended towards keeping the campus clean and well maintained. That is the way the communication is complete, the task force understands the require-

ment of the campus and provides feedback for required support/corrective actions.

The task of cleaning is handled by people who may not be well educated support staff of Housekeeping team. Hence, it is the onus of the supervisors who manage them, to convey the requirement in a way they can understand and deliver. Surprisingly, the support staff do an amazing job and are proud of their respective areas.

The task of housekeeping includes cleaning of campus (interior spaces and exterior spaces, fixtures and fittings, timely actions against rodents and termites, sanitization and so much more. It's a never-ending process...the end result of the hard work is a clean and hygienic campus.





The rains always keep us busy. Clearing of water from the grounds through Maintenance team and the roads and buildings through HK support staff, there is a lot of activity that gets initiated after the rains.



Yes, we enjoyed our **vacations!** Vacations for staff is scheduled in turns, so that all buildings are maintained continuously. Further, as planned, we always get time for our major cleaning activities after vacations

(as the academicians and students are on vacations). Hence, as per the laid half-yearly cleaning schedule, the terrace top water tanks were cleaned.



SQUARE ONE 

REFRESHMENT AREAS

Cleaning and monitoring maintenance of the refreshment areas are also handled by Administration team since the end of last quarter. These are venues that have maximum foot fall. As these venue involves food preparation and service, utmost priority is to be provided as regards cleanliness and hygiene. Hence, the responsibility of team Administration increases manifold here.



SHIFTING & CLEARING SCRAP OF MESS

A place for everything and everything in its place... in an effort to get the venues of the earlier mess ready, we had to clear a huge amount of scrap at various venues, and get the venues ready for further construction....which seemed like a herculean task ;but finally we made it! The efforts took more than a month. This was handled with no additional manpower hired.

These are tasks that happen at the backend. Activities that could be unhygienic if not done ; but which never gets accounted for, or noted. Kudos to the teams that worked relentlessly to achieve targets in the scorching heat ...filled with sweat and dust! Some glimpses attached.



TOWARDS SUSTAINABLE ENVIRONMENT

Cleaning and maintaining the campus in itself is a step towards a sustainable environment. One of the 7 Rs of sustainability is “reusing” of resources as much as possible. To enable the same and to also help the society to fulfil their requirement, we shared some of our assets with the NCC Wing at Patiala.



Further, as part of the clean energy initiative, we have solar panels fixed on terraces and roof tops to tap solar energy. The HK support staff clean the panels at regular intervals. Through this process, the performance of the solar panels is improved, thus contributing to better tapping of the solar energy, thus a step towards sustainability.

**“I’M A GREATER BELIEVER IN LUCK, AND I FIND THE
HARDER I WORK THE MORE I HAVE OF IT.”**

— THOMAS JEFFERSON

Looking forward to the next quarter , where we shall have so many more new venues coming up, convocations, and so many more activities. We enjoy every moment in this campus. Its fun to stay busy with activities that help us to remain creative; and even more fun to share the news and glimpses of all these activities with our stakeholders.

Signing off for now.... !!

See you next quarter with more news...
Till then...take care.. stay safe...

