



PROUD
CHITKARIAN

NEWSLETTER - EDITION XI
ADMINISTRATION
OCTOBER - DECMEBER 2022

In this quarter, as the campus continued hustling and bustling with various activities, autumn set in and the leaves bid goodbye to the trees, the days grew shorter and the nights longer as we all started gearing up to welcome the winters ... and our tasks continued....as usual...!

Presenting our activities of the quarter Oct– Dec 2022!!

HAPPY READING TO ALL !!!

Team Administration



RANDOM CLICKS - BEAUTIFUL MEMORIES OF THIS QUARTER

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STAFF RELATED ACTIVITIES

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OUR CHITKARA RATNAS @ SAMMAAN SAMAROH

It is ABSOLUTELY a matter of pride that 35 of our staff (including 32 support staff) were honored by the Honorable Management, in the *Sammaan Samaroh* ceremony held on 20 Nov 2022, for their continuous and relentless service to the organisation for past twelve years or more !! A huge achievement indeed !! It was a beautiful sight to watch all the *Chitkara Ratnas* decked up in their best attire, all smiles and cheer, accompanied by their near and dear ones, entering campus with high spirits, and walking up to the stage with pride to receive their awards!!! Another point that could be highlighted is that these workers are not only “old timers”they are excellent performers too...always giving their best !!



Glimpses of some of the team members receiving the award

List of Support Staff for Sammaan Samaroh - 20-Nov-2022

Sr no	Emp. Code	Name	Date of joining	Sr no	Emp. Code	Name	Date of joining
1	E2902026	Gurjit Singh	7-Dec-2002	17	T2908088	Lakhbir -	2-Jun-2008
2	E2904047	Kuldeep Singh	9-Aug-2004	18	T2908085	Sandeep Singh	9-Jun-2008
3	E2905073	Sukhwinder Singh	25-Apr-2005	19	T2908068	Sandeep Singh	6-Jul-2008
4	E2905074	Sukhwinder Singh	22-Aug-2005	20	T2908108	Jaswant Singh	26-Jul-2008
5	E2906175	Ajaib Singh	1-Aug-2006	21	T2908084	Mandeep Singh	3-Aug-2008
6	E2906095	Jarnail Singh	1-Aug-2006	22	T2908080	Ajaib Singh	13-Aug-2008
7	A2106006	Malkit Singh	9-Aug-2006	23	T2908082	Bant Ram	22-Sep-2008
8	E2906117	Inderjit Singh	7-Dec-2006	24	T2908090	Sandeep Singh	4-Oct-2008
9	T2907110	Varinder Kumar	22-Jun-2007	25	T2908083	Gurcharan Singh	6-Oct-2008
10	T2907077	Dilavar Singh	25-Jun-2007	26	T2908073	Surinder Kumar	17-Nov-2008
11	T2907063	Umar Deen -	27-Jul-2007	27	T2908087	Darshan Singh	12-Dec-2008
12	T2907136	Gian Singh	14-Aug-2007	28	T2909159	Dharminder Singh	3-Apr-2009
13	T2907074	Gurdeep Singh	17-Aug-2007	29	T2909326	Rajwinder Singh	6-Sep-2009
14	T2907132	Bhagwant -	15-Sep-2007	30	T2909216	Robin Kumar	11-Nov-2009
15	T2908078	Jaswinder Singh	14-Dec-2007	31	T2909223	Gurpreet Singh	24-Dec-2009
16	T2908069	Kulvir Singh	10-Apr-2008	32	T2910225	Mandeep Singh	15-Apr-2010

Chitkara Ratna , Mr. Harbans Singh,



who is a proud and outstanding team member of Team Administration, owns the title of being an employee who has been associated with the University **since DAY 1** of the University (since the inception of CIE&T). He grew along with the organisation, contributing his best at all times, and today is a Senior Administrative Officer. A very soft spoken worker, who always strives to take the team along with him.

It's a matter of coincidence that the day of celebration of SAMMAAN SAMAROH happened to be on the same day as his wedding anniversary !! Another interesting and proud fact is that , Dr. Gurpreet Kaur, wife of Mr. Harbans Singh, is an alumna of our campus and was the topper of her course in B Ed !!!

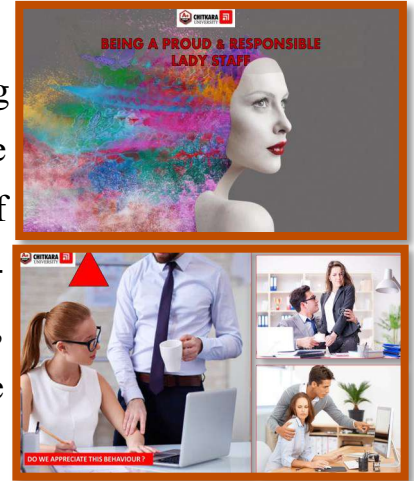
So many feathers to the credit of this lovely couple, we are proud of them!! Wishing them very many more years of togetherness...growth ... success, and happiness !!!

SESSION WITH LADY STAFF

Human Resource is the most important resource of Administration. Hence, we make sure that they are aware of their roles and responsibilities.

Ours is a University that has never accepted any kind of disparity - including gender. As the administrative team consists of both genders, and as they interact with various staff/ students/ guests, their behaviour displayed should be appropriate. It is thus considered necessary to address the staff at regular intervals and make them aware of the same.

A session was held for the female employees of the House Keeping team where they were guided on their roles and responsibilities. While they were advised not to make excuses for any kind of task with a plea of the “gender”, they were also advised on how to behave with other colleagues /seniors / students. Awareness on the sense of dressing required, what kind of behaviour they should display, and what behaviour should be accepted, was also provided.



TRAINING & INTERACTIVE SESSIONS FOR STAFF

The support staff play a major role in the maintenance of the infrastructure and this maintenance has to be a continuous process. For this, it is necessary to interact with the staff regularly. Hence, sessions are held team wise, where the Administrative officers make aware the Support teams their roles; understand the concerns they face; and provide solutions. With such continuous interactions, all the staff attending the sessions become well aware of how to handle situations which may arise for them at a later stage. Daily “express briefings” held in the mornings and evenings just before and after duty hours, help provide immediate solutions to concerns which may be small, but still needs attention and to also pass necessary information that all need to be aware of.



PARTICIPATION IN SPORTS ACTIVITIES

Thanks to the University Sports Board, Team Administration was able to participate in various sports events organized. In this quarter we won the second position in the Volley Ball match organized for the task force in November as well as in the Volley Ball match held for Faculty in December. All thanks to Mr. Harinder Pal Singh, Director USB. We really appreciate all the chances we have been provided and shall always make the most of it !!

Glimpses of the two matches on the next page.

PARTICIPATION IN SPORTS EVENTS – GLIMPSES



November 2022— Volleyball



December 2022— Volleyball Match

DIWALI CELEBRATIONS

Not only did we make all arrangements for the distribution of Diwali gifts in the campus and set some venues for the festival, we had our bit of fun at the department level too. Decorating our office and distributing gifts to the team members of our BIG Family, we all had some good time !!!



MOVIE SHOW FOR THE STAFF

CHITKARA UNIVERSITY gives a high weightage to the **Happiness Quotient** of its employees.

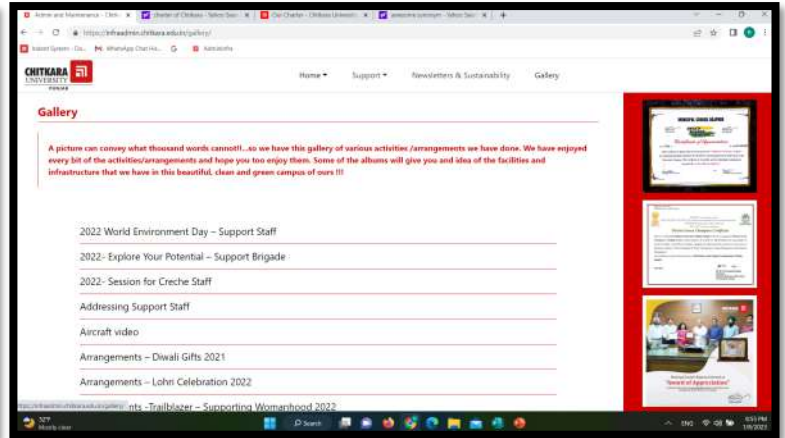
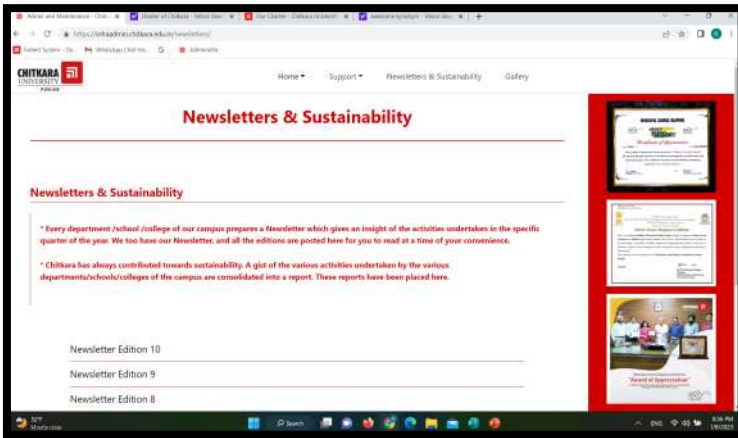
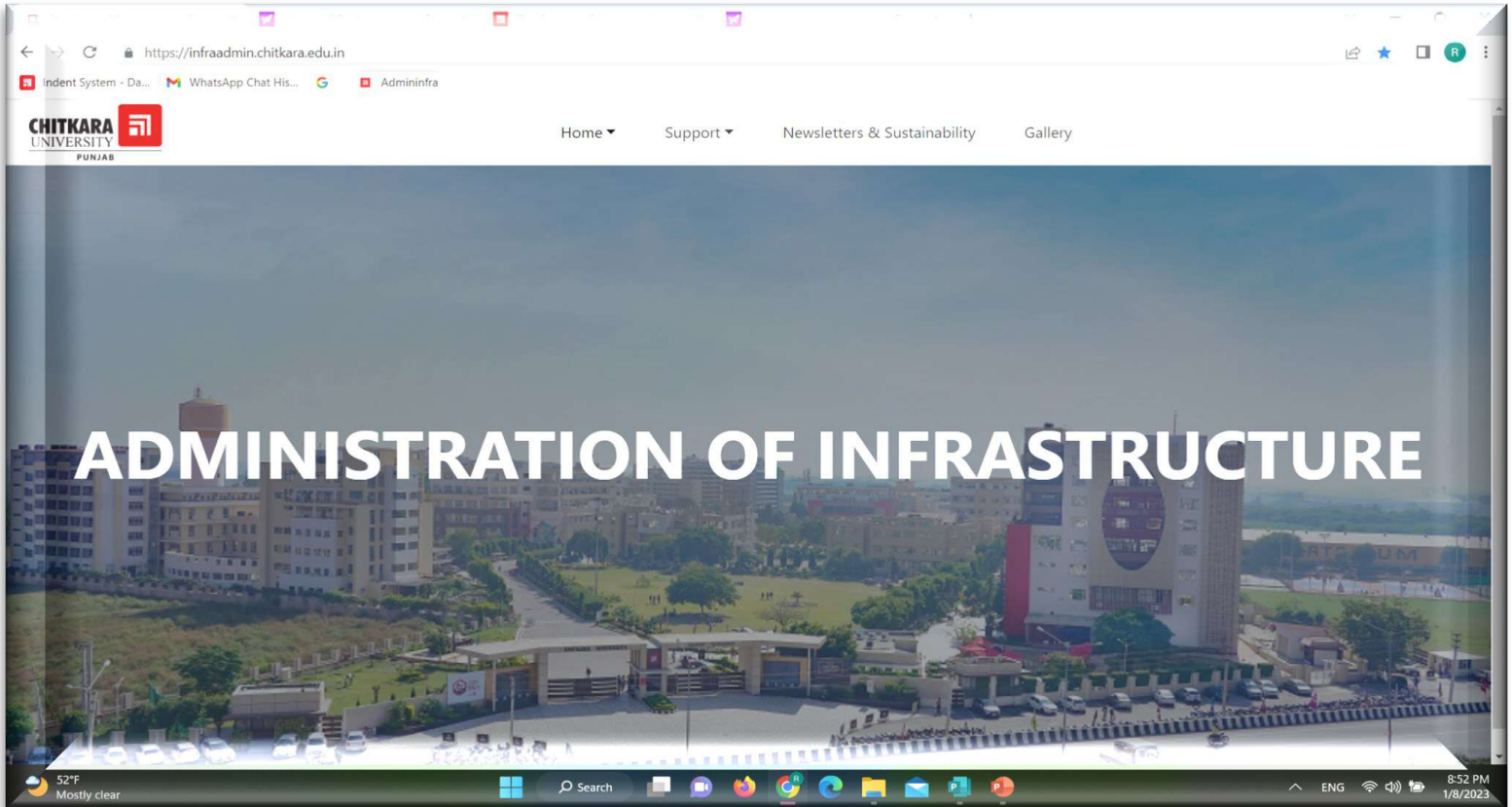
This quarter we planned a movie show for the support staff. It was an occasion where we **thanked** each and every staff for their performance and whole-hearted contribution for the organisation in 2022, and where we planned that we can do so much more in 2023 and that we should stand together for the same!!!

Mr. Pawan Kumar (Director, IT) was kind enough provide a list of movies released in 2022. from which we could choose a movie. Laughter, they say, is the best medicine.....regular dose of this medicine is recommended to keep us happy and healthy !! Hence we finalized on **Saunkan Saunkane**to bring in some laughter for the staff. With the support of Mr. Sushil Kalra, (Associate Director, Events Hospitality), we arranged some light refreshments for the support staff. The staff were seen rolling with laughter during the movie and they enjoyed the savories too.

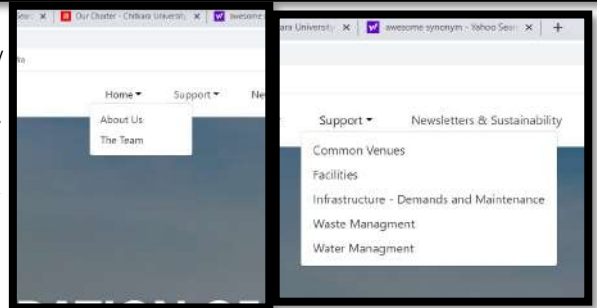
After watching the movie and enjoying the refreshments, the staff made it a point to personally convey to us their heartfelt gratitude to the Management for always keeping their Happiness on priority. With folded hands, we would like to convey to the Management - **THANKYOU FROM THE BOTTOM OF OUR HEARTS !!!**



OUR WEB PAGE



Link to our webpage was shared with all our schools/ colleges/departments in this quarter. It is an effort for our stakeholders to be able to understand the infrastructure and facilities of the campus, and have an easier access to the administrative support as regards infrastructure. This webpage also gives glimpses of the various facilities being provided in the campus, the different achievements as well as various activities where administrative support is provided at the backend.



Requesting all the readers to visit our web page at <https://infraadmin.chitkara.edu.in/> and suggest if it was user friendly and how we could improve the page and make it even more useful.

CHILDRENS' DAY CELEBRATIONS AT OUR CRECHE

In the last edition of our newsletter we had told you that the customers we enjoy most with, is our cute customers at the creche. Their innocence, energy and love keeps us motivated always. Hence, we planned to make the day special for our customers and to celebrate the Childrens' Day at the creche.

A decorated and glittery creche was made ready, and our cutie-pies were really happy. We had gifts for these toddler customers of ours and called their parents too over for some fun time.



VISIT OF HP TEAM TO OUR CAMPUS

Team Administration of HP campus visited us on the 29th of November for exchange of ideas and an interactive session. A quick visit to all our venues including the Spectacles, Creche, halls etc., sharing of some processes followed and some time for refreshments—that's all we could manage !! We all agreed that a one-day visit was too less for such wonderful synergistic sessions. Of course we shall plan more such sessions and have more of idea sharing and holding each others' hands for overall improvement of the administrative actions in both campuses.



AT CHITKARA INTERNATIONAL SCHOOL

A treat to the eyes and soul, the ambience and performance at Chitkara International School during their Annual Day celebrations was simply out-of-the world experience!! Sqn Ldr (Dr.) Rina Angel had the privilege of attending the event - SPICE BOX. The theme, as the name conveys, was

on the various spices .

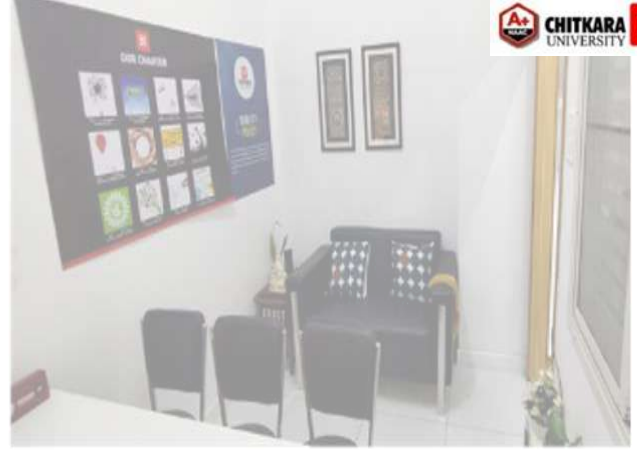
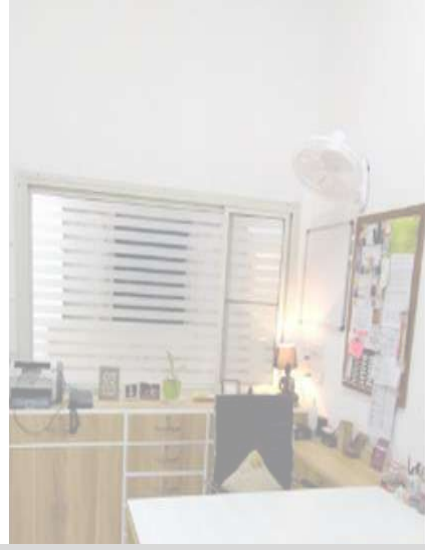
The unique inauguration, where after the traditional lamp was lit, there was a “*tadka*” of spices (which the students brought on stage), an old lady (part of the background at the stage) would start grinding spices, and a hut (in the background) had smoke coming out of the chimney.



Each performance was based on a specific spice. And the presentations being displayed explained about the spice. The mesmerizing and enthralling performances of the students showcased their coordination and hardwork , and the best part was that they enjoyed performing as much as we enjoyed watching them. After each performance the students would come forward individually or in duos or as groups, and bid goodbye to the audience. Each had his/her own style. This was also a very



beautiful gesture as well an opportunity for each student to DISPLAY THEIR POTENTIAL ! Thank you Team CIS for this opportunity and hats-off to your efforts !! Am truly humbled with your hospitality and affection displayed!!



VENUES TAKEN OVER / HANDED OVER

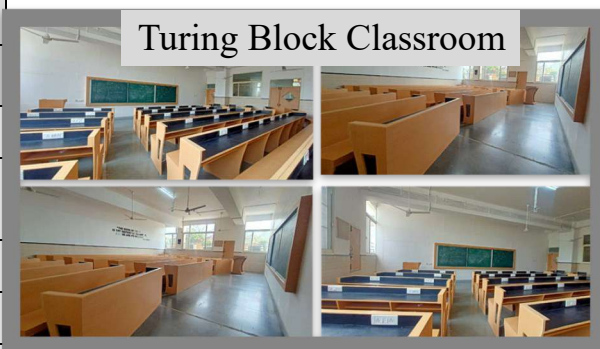
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VENUES HANDED OVER & TAKEN OVER IN THIS QUARTER

Many a time changes are required in the infrastructure, based on the varying or additional requirements of the various departments/ schools/colleges. This leads to required renovations / alterations to existing venues or adding of new blocks. The venues taken over by Administration in this quarter are tabulated below -

VENUES TAKEN OVER IN THIS QUARTER		
Building	Floor	Area
Babbage Block	Third	Washroom Extension
Fleming Block	Second	Faculty Seating (Room No -221)
Edison Block	Basement	DELD Lab B009
Edison Block	Basement	LH B001
Edison Block	First	Washroom Renovation
Edison Block	Basement	Lab B003
Newton Block	Ground	Lab to Classroom 005
Pythagorus Block	Ground	9 Classrooms & 4 offices and a Conference room
Exploretorium	First	6 Guest Rooms and dining area
Fleming Block Extension Area	1st & 2nd	2 HOD Rooms & Faculty Seating
Turing Block	Basement	Lab to Classroom
Newton Block	Ground	VC Office & Admin Area
Square Two	Ground	Tea & Coffee Counter
Babbage Block	First	Examination Extension



Glimpses of the venues taken over are provided in the next few pages. (19 to 23).

Venues that are slated for renovations or major repairs are handed over by the Administration, to the Construction team . Over and above the office at Escoffier block for washroom extension and the Stilt area in Fleming Extension, the venues handed over in this quarter are tabulated below -

Date of Handover	Building	Floor	Department/Area
5-Nov-22	Babbage	Fourth	Central Instrumentation Facility Lab
20-Nov-22	OAT - Sports Arena	Ground	Shed Office
25-Nov-22	Bloom	Second	Office
28-Nov-22	De-Morgan	Ground	Control Room Extension
1-Dec-22	Tesla	First	Room No - 102,103,110,112,113 (Alteration of furniture)
15-Dec-22	Turing	Ground	Computer Lab 004
26 - Dec - 22	Gym	Ground	For Extension Work

BHOOMI POOJA

For the new buildings coming up - Archimedes Hostel and Kotler Block, the Bhoomi pooja was conducted in October and December respectively. The required support for the pooja arrangements was provided by Team Administration. A few glimpses below.

OCT 2022 for Archimedes Hostel



DEC 2022 for Kotler Block



EXPLORENEST GUEST ROOMS

6

rooms and a dining area, tastefully, artistically and aesthetically designed, to make the stay of our guests comfortable. The Explore Nest guest rooms were made ready and handed over to Administration in this quarter. The rooms and facilities in the this Guest House are fantabulous and mesmerizingly beautiful. You are most welcome to make a visit to the venue and appreciate the creativity of the Office of Architecture & Design, under the guidance of the Hon'ble Pro Chancellor and the efforts that are put in by various teams, including administration, hospitality and F & B, to make our guests feel special and well taken care of !!!.



NEWTON BLOCK - VC OFFICE

The reception area and the staff offices in the Vice Chancellor Office were renovated in this quarter. All of those who have visited the venue would agree with us that the creativity is mind boggling and truly praise worthy. Every inch of space has been put to great use. For those who haven't yet seen the space, do make a visit to Office of the Vice Chancellor...you will be surprised to see the new look!!



RAMANUJAM CENTER GETS READY



- This is an Academic Block that was handed over partially to Administration in this quarter. It is located next to Gate No. 4 and Sportorium.
- The block houses the Department of Fine Arts as well as the Department of Physiotherapy (CSHS). Most floors are ready and have been taken over by Administration. Huge amount of cleaning and shifting was done in the block to ensure its timely readiness.



Fine Arts Department being set up at Ramanujam Center

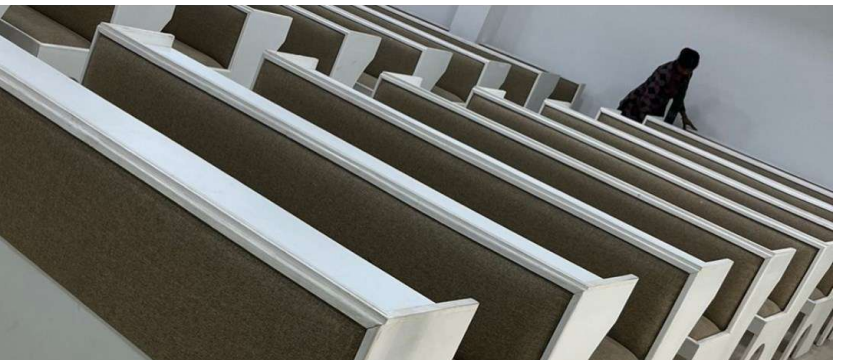
FLEMING EXTENSION GETS READY

Two offices of HODs and their teams were made ready in this quarter in this block.



PYTHAGORUS BLOCK GETS READY

- ◆ Academic Block
- ◆ Handed-over to Administration in November 2022.
- ◆ Location - Rear of ExploreHub and EsCoffier Block
- ◆ Part of erstwhile Mechanical Workshop
- ◆ Houses classes of CSE and some offices of CSE & DICE



MAINTAINING THE CAMPUS INFRASTRUCTURE

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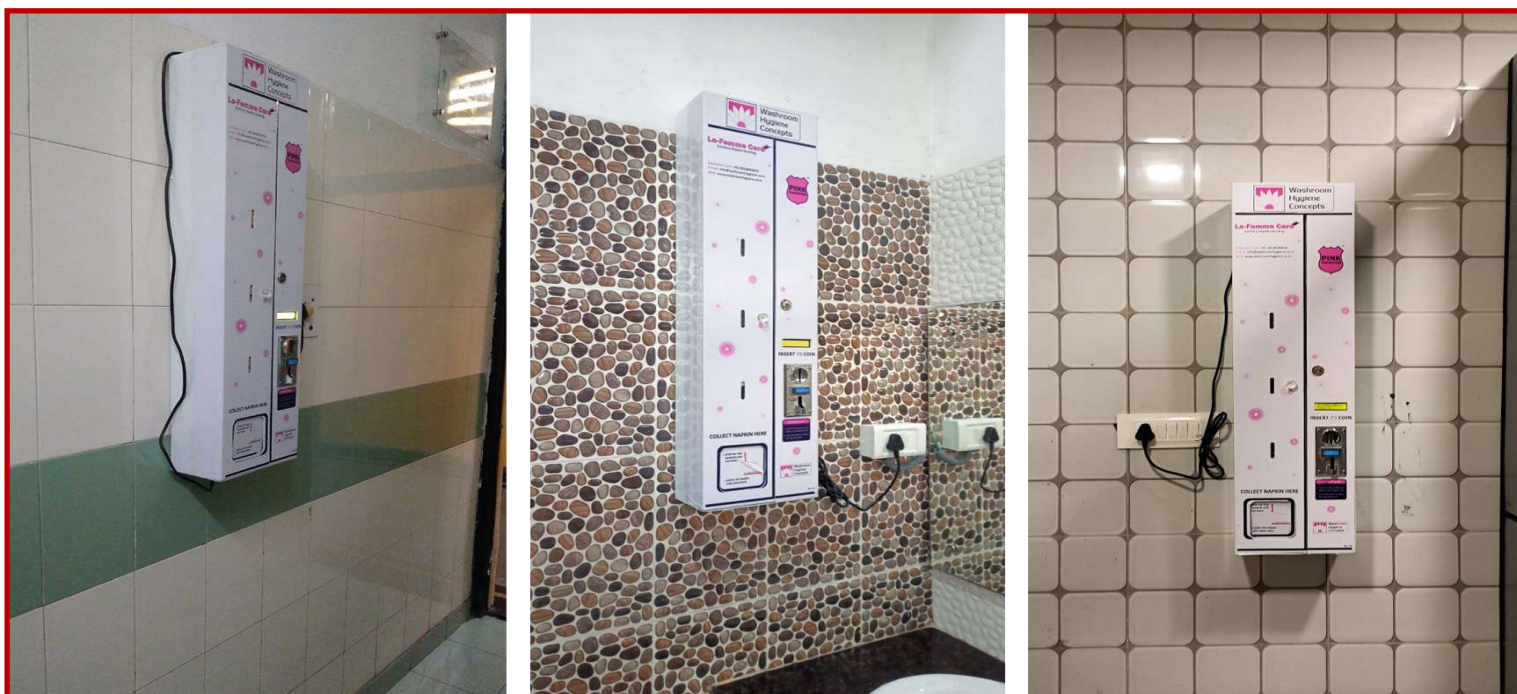


ADDITIONS TO THE WOMEN FRIENDLY FACILITIES

Ours is an inclusive campus . As regards the infrastructure provided, the separate common rooms and washrooms, the pedestrian pathways, wheelchairs, lifts, ramps, *divyangjan* washrooms are all part of ensuring the same.

We maneuver our efforts towards making the campus as inclusive as possible for the girl students as well as the female staff/faculty. Sanitary pad vending machines have been provided in the girls’ hostels. To provide easier access of the facility, we have, in this quarter, installed sanitary pads vending machines, in many of our Academic Blocks too.

As regards sustainability some of you may have a query as to how these sanitary pads are dis-



posed. We would like to inform you that we have incinerators in the Girls’ hostels. For the academic area we have one incinerator in the Turing block and a huge capacity incinerator placed centrally at the Waste Yard. The sanitary waste (separate dustbins are placed in all SHE washrooms) of the academic blocks, is collected and incinerated centrally.

Tabulated on this page are details of venues where the Sanitary Napkin Vending Machines are placed.

Sanitary Napkin Vending Machines		
Sr. No	Building	Floor
1	Le Corbusier Block	Ground Floor/She Washroom
2	Turing Block	Ground Floor/She Washroom
3	Picasso Block	First Floor/She Washroom
4	Edison Block	Ground Floor/She Washroom
5	Galileo Block	Ground Floor/She Washroom
6	Tesla Block	Ground Floor/She Washroom
7	Square One	Ground Floor/She Washroom
8	Ramanujan Center	Ground Floor/She Washroom
9	Escoffier Block	Girls Locker Room, 3rd Floor

ENVIRONMENT SUSTAINABILITY COMMITTEE



To monitor activities of sustainability, and to bring in more sustainable practices in our campus, a Sustainable Environment Monitoring Committee is constituted in the campus. The committee actively initiates and monitors various activities relating to the said subject. Sqn Ldr (Dr.) Rina Angel (V) is also a member of the Committee. Above are pictures of the last meeting that held in this quarter.

We in Administration strive to adhere to the guidelines of UGC as regards SDGs and have our own set of guidelines and actions too - be it in waste management, or in providing safe drinking water at the Academic buildings, or reducing of water wastage in the Academic buildings.

CONTRIBUTION TOWARDS SUSTAINABILITY

The principles of Sustainability speaks about the **7 Rs - Rethink, Refuse, Reduce, Repurpose, Reuse, Recycle and Rot.**

We are proud that as regards the campus waste management we strive to ensure the principles of **ROT** as well as **RECYCLE**. Waste is segregated and disposed off as degradable and non-degradable. Efforts are now in place to inculcate the principle of **REFUSE** in our stakeholders, as regards single use plastic.

As regards **REUSE, REPURPOSE**, the principle is applied as regards the **furniture**. Records of furniture held is maintained systematically by Administration so it is easy to analyse what furniture can be reused and repurposed (within campus or shared with the needy). The final decision of repurposing/reusing is done in liaison with Office of Architecture and Design. In this year too we have reused a lot of furniture as tabulated below.



Details OF Reused Furniture

Sr.No.	Furniture Name	From	To	Room	Floor	Nos.
1	Students Table(04 Seater)	CSPA	Fleming Law School	4th Floor	407	16
2	Students Settees (04 Seater)	CSPA	Fleming Law School	4th Floor	407	16
3	Students Table (04 Seater)	CSPA	Ramanujan	1st Floor	101	16
4	Students Settees (04 Seater)	CSPA	Ramanujan	1st Floor	101	16
5	Students Table(03 Seater)	CSPA	Ramanujan	1st Floor	101	8
6	Students Settees(03 Seater)	CSPA	Ramanujan	1st Floor	101	8
7	Students Table(03 Seater)	Demorgan	Demorgan	1st Floor	102(LH-2)	15
8	Students Settees(03 Seater)	Demorgan	Demorgan	1st Floor	102(LH-2)	15
9	Faculty Table	Furniture Store	Edison	Basement	B003	1
10	Faculty Table	Furniture Store	Edison	Basement	B009	1
11	Students Table(Single Seater)	Tesla	Tesla	1st Floor	102	40
12	Student Settees(Single Seater)	Tesla	Tesla	1st Floor	102	40
13	Students Table(Single Seater)	Tesla	Tesla	1st Floor	103	40
14	Student Settees(Single Seater)	Tesla	Tesla	1st Floor	103	40
15	Students Table(Single Seater)	Tesla	Tesla	1st Floor	112	40
16	Students Table(Single Seater)	Tesla	Tesla	1st Floor	113	40
17	Student Settees(Single Seater)	Tesla	Tesla	1st Floor	113	40
18	Students Table(Single Seater)	Tesla	Tesla	1st Floor	110	40
19	Students Table(03 Seater)	Demorgan	Fleming	2nd Floor	209	3
20	Students Settees(03 Seater)	Demorgan	Fleming	2nd Floor	209	7

UPKEEP OF THE CAMPUS

Continuous efforts have gone into the upkeep of the campus in this quarter too. This includes cleanliness routine, cleaning of PCs of computer labs to improve their performance, cleaning of record store rooms to ensure they are clear of termites and ensuring timely termite treatment contracts, monitoring of maintenance requirements for the infrastructure and proper waste management, surprise check of venues, etc.



Terrace Cleaning



Fountains Cleaning



Mechanized Floor Scrubbing



Airframe Cleaning



Manhole Cleaning



Mechanized Floor Scrubbing



Dry Cleaning of Chairs



Dry Cleaning of Chairs



Dry Cleaning of Chairs

Maintenance of waste yard



Cleaning of Water Tanks



Cleaning of Battle Tanks



Cleaning of Store Room



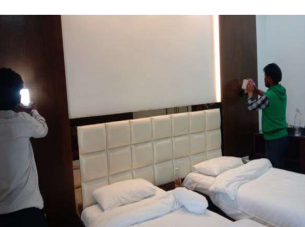
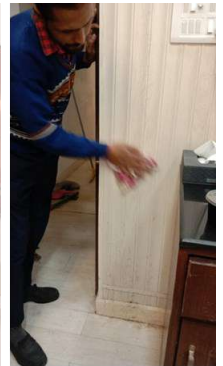
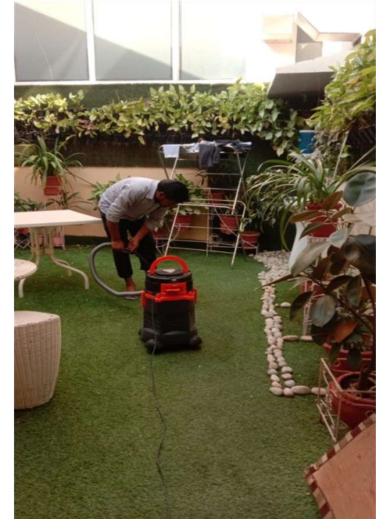
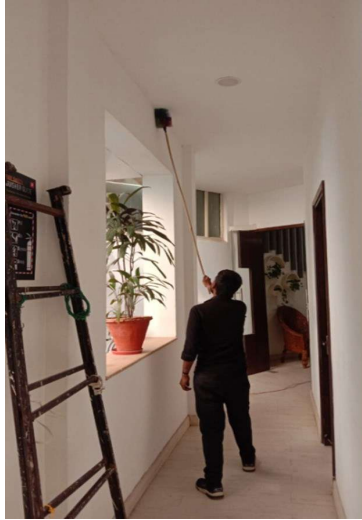
Vacuum Cleaning of PCs



BLOOM GUEST HOUSE

There are two Guest Room areas in our campus—The Explore Nest (above Exploretorium) and The Bloom Nest (above D’Art Gallery). The Explore Nest guest rooms were taken over in this quarter in December. From this quarter, the upkeep of both these venues is being handled by Administration. There are many actions in place, and in process now, to revamp the Bloom Nest guest rooms,

Continuous and meticulous efforts are being put in to maintain the beautiful venues, which shall be a temporary home to many of our visiting faculty, trainers, and other guests.



MAINTENANCE OF REFRESHMENT AREAS

The most preferred rendezvous of all students and staff would be the various refreshment areas of our campus. These include the SquareOne, Square Two, Circle One, the various counters outside Square One and Biriyani Hunter (which is situated in the Omega Zone since this quarter) etc.



Refreshments are served at these venues from 8:30 am and continue till 9 pm. Hence, there are teams that handle the task of keeping these venues ready. The work of the Housekeeping support team starts much before the counter services commence and continue even after the counter services are closed. Be it summer, autumn or winter - cleanliness has to be ensured.



It is an earnest request to all stakeholders to kindly appreciate the necessity to not litter and to use the dustbins. Afterall cleanliness is next to godliness....!!

MAINTENANCE OF THE CAMPUS INFRASTRUCTURE

A broken furniture or fused bulbs in a clean room or a door that creaks when opening etc., would hamper the appearance of the room as well as the comfort of the users. For corrective maintenance the complaints are raised by Administration with the concerned Maintenance teams (Electrical or General) by the Administration and monitored for a closure.

In this quarter the number of Maintenance complaints raised were—

Sr.No	Name of the Buildings	Maintenance Complaint	Electrical Complaint
1	Refreshment Area (Square One / Square Two/ Juice Jar/ Biryani Hunter /Healthy wave areas etc. included)	256	60
2	Creche	23	2
3	Guest Rooms (Explore Nest / Bloom Nest)	394	50
4	Academic Area	4836	733
Total Complaints		5509	845
Overall Complaints		6354	

PREVENTIVE MAINTENANCE

Administration takes preventive measures for concerns like termites and for equipment like the water filters as well as the ROs. The Annual Maintenance Contracts for the termites are monitored and services ensured through continuous monitoring.

In this quarter too we had the termite treatment done for various venues and the servicing of the RO Plant at Square One. Some of these annuals contract were renewed in this quarter as the contracts commenced from the New Year.

To enable to handle the concerns of termites /rodents in record store rooms, all schools/ colleges and departments, are requested to ensure cleaning of their record stores at least once a month, through and in liaison with Administration.



INVENTORY RECORDS

Only what is measured can be managed and for that it is necessary for Administration to keep a record of the infrastructure being managed, the human resource available, the material resource being procured and utilized, and so much more.

Inventory records are maintained online and is updated annually, online, after an inventory audit. As regards the routine changes, the records are maintained manually. In this quarter, the updating of inventory records of the buildings and venues added/renovated, has been initiated. Audit of inventory of the various administrative blocks, common venues as well as the refreshment venues is also ordered and would be completed by end of January 2023.

OFFICES SETUP IN THIS QUARTER





TASKS OF SHIFTING

SHIFTING

An event, a venue handover or takeover, furniture setting in any space, Diwali gifts distribution, a pooja, an orientation, students conducting some propagation activities, or a venue readiness - shifting is a part of all activities, both before and after. The teams involved in shifting are from the central pool of administration, where manpower has to be detailed in routine, from various venues. Be it day or night, sunny or foggy, the shifting has to take place. The task of shifting involves a lot of planning, monitoring, space management, manpower management, as well as records management. Kudos and hats off to this amazing team.



Shifting Tasks of Mechanical Workshop



Shifting Tasks of Gym



CO-ORDINATION FOR EVENTS



VENUES FOR EVENTS

Venues for events are booked on line by the users and these are centrally allotted by Administration. While the venues need to well maintained , coordination and required support for the events is also ensured by Administration.

In this quarter there were a total of 437 demands for the various halls and venues , out of which the users cancelled 28 demands.

All events are important and a lot of efforts go in by the users for the same. The major events in this quarter included -

03– Oct– 22 Orientation of First Batch & Book Launch of Talented Artist Deepti Naval - By CSPC

6-Oct-22 - COMMEMORATING LE CORBUSIER on his 135th Birthday Anniversary - By CSPA

7-Oct-22 (HH Dalai Lama Centre for Happiness Presents TOKENISING HAPPINESS)

10-Oct-22 (Global Week) - By OIA

11-Oct-22 (FIRSTSIDE CHAT WITH SANDEEP KUMAR) - Event by CAS

18 - Oct– 22 Media Fest— UDAAN

19-Oct-22 Interaction with Capgemini - Event by CAS

19-Oct-22 Inaugural of Capgemini Wireless Lab – Event by CAS

5-Nov-22 - CSHS - Healthcare Summit

14-Nov-22 Event Setting -Book Launch – Akshay Ahuja (ECE Alumni Batch 2011

15-Nov-22 Servicenow - By Career Advancement Cell

16 & 17 Nov CSHS - Coalescence of Innovation & Entrepreneurship in Applied Health Sciences and Physiotherapy

18-Nov-22 (DSCI Promoting Data Protection)

18-Nov-22 (Innovations in Architecture and Beyond)

20-Nov-22 (Sammaan Samaroh)

28-Nov-22 Inauguration Federation Amity Chitkara Water Resorce Management - By OIA

6-Dec-22 CSHS International Conference - One World One Health

9 - Dec - 22—Bienvenue - Freshers' Party

10-Dec-22 - Visit of Principals - Connecting the Dots

16 - Dec - 22—Raunak—e Mehfil with Khan Saab - By OSA

21-Dec-22 & 22-Dec-22 - Conference of Nursing Department - Revamping Nursing Science Practice and Research)

COORDINATION & LOGISTICS FOR EVENTS

No specific days are earmarked when only events can be conducted and there is no restriction that only one event can happen on a specific day or at a specific time....and that is the challenge!! Challenges bring the best out of anyone and so it is for us too!!! While few events are organized by Team Administration, in most cases Administration provides venue, logistics support and venue setup support for our schools/colleges/departments. For example the Childrens' Day celebrations at our Creche or the departmental Diwali celebrations are organised by Administration; but for the events organized by various schools/college at departmental level or Centrally, Administration provides the required support.

With diverse streams and courses in our campus, with different time-table requirements and routines, one school/college may be having an event, whereas another school/college may be conducting an exam. Hence, with routine work in campus, the extra care for readiness of venues for the events is also required *with the same task force*.

Let's take for instance 10 Oct 2022 when we had three events lined up—Global Week 2022 inaugural (9 am to 11 am) at the Exploretorium with more than 70 International guests and our faculty and heads with them; handing over Exploretorium for the next event; Diwali Celebrations at Corporate Office (12 :15pm to 1:00 pm) where all the heads of Schools and Colleges and various departments interact with Hon'ble Pro Chancellor, exchange greetings, and Pro Chancellor Ma'am hands over Diwali gifts to all of them personally; and the required setup for the Archimedes hostel pooja 3 pm onwards.

Another instance of 09 Dec 2022 when we had the Freshers' Party decoration at Alpha Zone and our team was participating in the volley ball match organized by the USB for the task force, while at the same time readiness for the event of Connecting the Dots (scheduled for the next day) was also in progress at the Sportorium and Exploretorium. The arrangements for the events went off smoothly and the Administration Team won the second prize in the Volley Ball match. All is well that ends well. But there is so much action that happens at the backend for the smooth flow of events.....just like a duck..... *Striving to look peaceful above the water and paddling rigorously under the water !!*

The challenges get our grey cells ticking RIGOROUSLY for planning the logistics and manpower as well as the required liaison with other departments which includes maintenance team, branding team, electrical team, OAD etc.,. Actions required by Administration include shifting, timely maintenance of the said venues, readiness of the various props and setups etc. Its totally a team work to derive the best results!!

In the next few pages we shall take you through a visual tour / brief narrative of the various events in the campus , for the quarter, where support was provided by Team Administration.

INAUGURAL BATCH OF CHITKARA SCHOOL OF PSYCHOLOGY & COUNSELLING



This was the first event of the quarter ...

A new course, a new beginningit was the orientation of the maiden batch of the Chitkara School of Psychology and Counselling. The faculty and students were all excited ...absolutely excited about the new beginning..!! There was more ... National Award winner , Poet Artist, Actor and Director Ms. Deepti Naval was one of the speakers invited to interact with the batch on its Orientation day.

Hence the Administration team made two separate arrangements at the Exploretorium, based on the requirements of the users.

One setup was in which the students interacted with two guests - the first being Handling Analyst Mr. Rajesh and the second being Ted Speaker and Art Therapist Ms Magdalene. The students had many games and activities in this setup. The next setup of the venue was for the interactive session with Ms. Deepti Naval, where there was a book launch as well as a rendezvous with the artist, where she shared her pearls of wisdom and highlighted the importance of Psychology for good mental health.

ORIENTATION FOR THE BATCH OF CSE

Though there had been many orientation arrangements done in the previous months/quarters, this orientation was one with the highest expected foot fall owing to the huge number of students. Hence the coordination and logistics required was larger than the rest. More counter for hostel seat allotments and bus seat allotments as well as for waiting areas were created so that all the freshers and their family members could be provided the best of services and comfortable space.

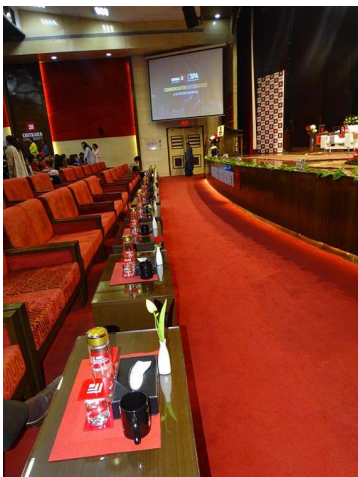


COMMEMORATING LE CORBUSIER on his 135th Birthday Anniversary

As the Chitkara School of Planning and Architecture commemorated Le Corbusier on his 135th Birthday Anniversary, Hon'ble Dr. Madhu Chitkara, Pro-Chancellor, Chitkara University and Eminent architect Ar. Shiv Datt Sharma, Founder & Principal Architect SD Sharma & Associates, graced the occasion. Some pictures from the Chitkara University Facebook page covering the event are provided in the previous page of this newsletter.

Administrative support was provided backend for the venue readiness for the inauguration of the posters, as well as for the event on the Exploretorium stage which included lamp lighting as well as a session the Guest of Honor Ar. Shiv Datt.

Sharing with you, some glimpses of the backend support.



COMMEMORATING LE CORBUSIER on his 135th Birthday Anniversary

Glimpses of the event & Social Media coverage

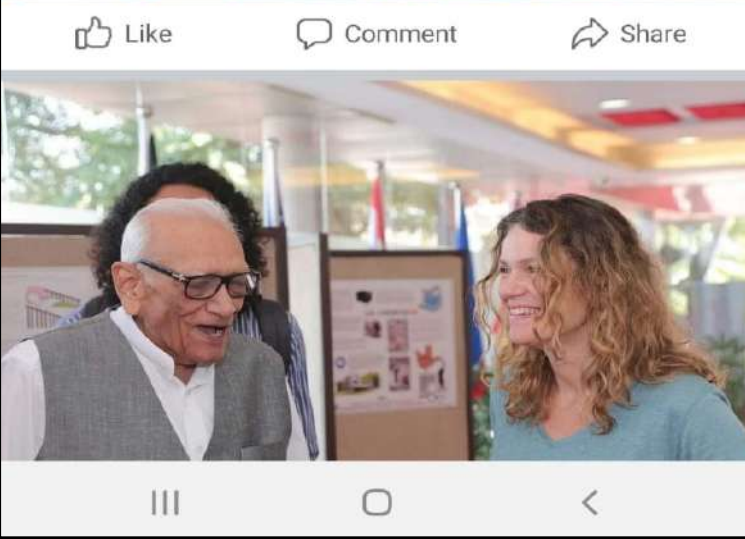
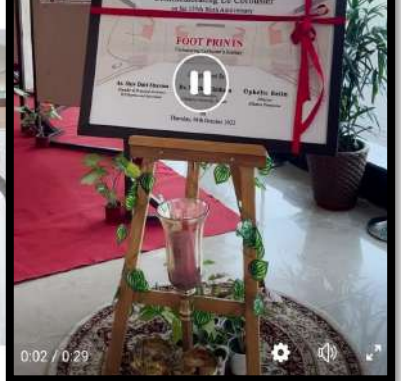


Chitkara University 13 m · 🌐

"Things are not revolutionalized by making revolutions, The real revolution lies in the solution of existing problems."
-Le Cor... See more

👍 Bhanu Sharma and 9 others

👍 Like 💬 Comment ➦ Share



Chitkara University 5 d · 🌐

Chitkara School of Planning and Architecture celebrated the 135th birth anniversary of the master architect Le Corbusier as "Commemorating Le Corbusier".

The eminent architect Ar. Shiv Datt Sharma, a pioneer who has had the privilege of working with the master architect, Le Corbusier, was honoured for his contribution on this occasion. He shared the enriching experience he had working with Le Corbusier and motivated the students to take the path toward a better future in architecture.

Ophélie Beline, Director, Alliance Francaise, Chandigarh, delivered a special talk on the "Involvement of the French Embassy-Alliance

TOKENISING HAPPINESS

The first Mega event of Team Happiness. There was an interactive session of the guests with students and a plantation drive too. As we gave emphasis to the happiness quotient we used happiness sponge balls to set the stage and also created the logo of the Happiness Team on stage.



A vey happy moment amidst the Happiness Event...!!!



SOME EVENTS WITH THE INDUSTRY ORGANISED BY CAS



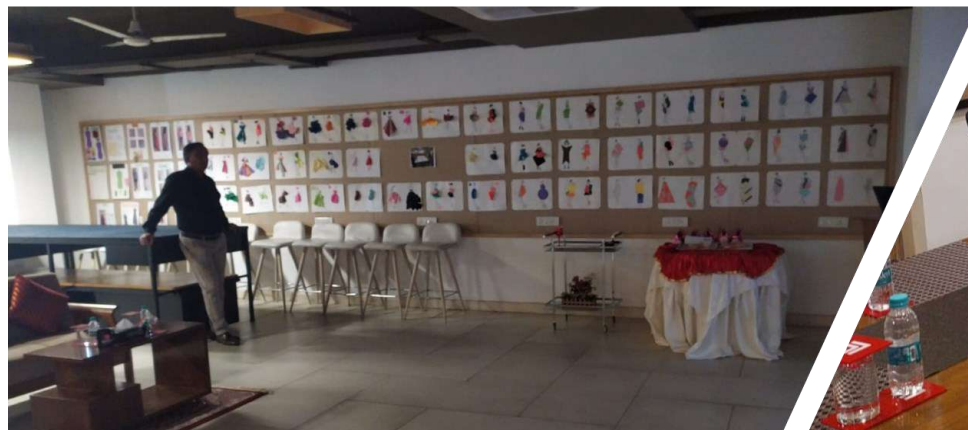


WITH THE DEPARTMENT OF FASHION

It was all glamour and glitter when the extremely talented students of the Fashion Department (Chitkara Design School), showcased their talent and hard work in an awesome, breath-taking fashion show that everyone stunned with the performance of the students , most of whom were first-timers!!! The students walked with confidence, flaunting their designer apparels, and won the hearts of the audience.

Team Administration helped with the setup of the venue of performance and in the other administrative support. Later when the students were encouraged and congratulated by the Hon'ble Pro Chancellor herself at their School Administration made sure that the venue was set up and the required arrangement and support provided for the event.

Some glimpses of the venue of the fashion show (at the Alpha Zone) as well as the classroom (Sixth Floor , Picasso Block) on this page.



BIENVENUE - FRESHERS' PARTY

This is undoubtedly the most special day for a fresher . As Team OSA geared up to make their day a really special one, Team Administration provided the required support in decorating the entrance and the stage partially.





RAUNAK-E-MEHFIL WITH KHAAN SAAB

His performance mesmerized each one of the audience and hardly anyone was willing to leave the venue....that was the performance by Khaan Sahab. It was the first time such a Qawwali performance happened in our campus—thanks to Team Office of Student Affairs !!



We were fortunate to be able to set the stage for the performance. Flowers, candles, seating, cushions....and yes the stage was beautifully set with the group effort of various teams including Administration, Maintenance and Electrical.



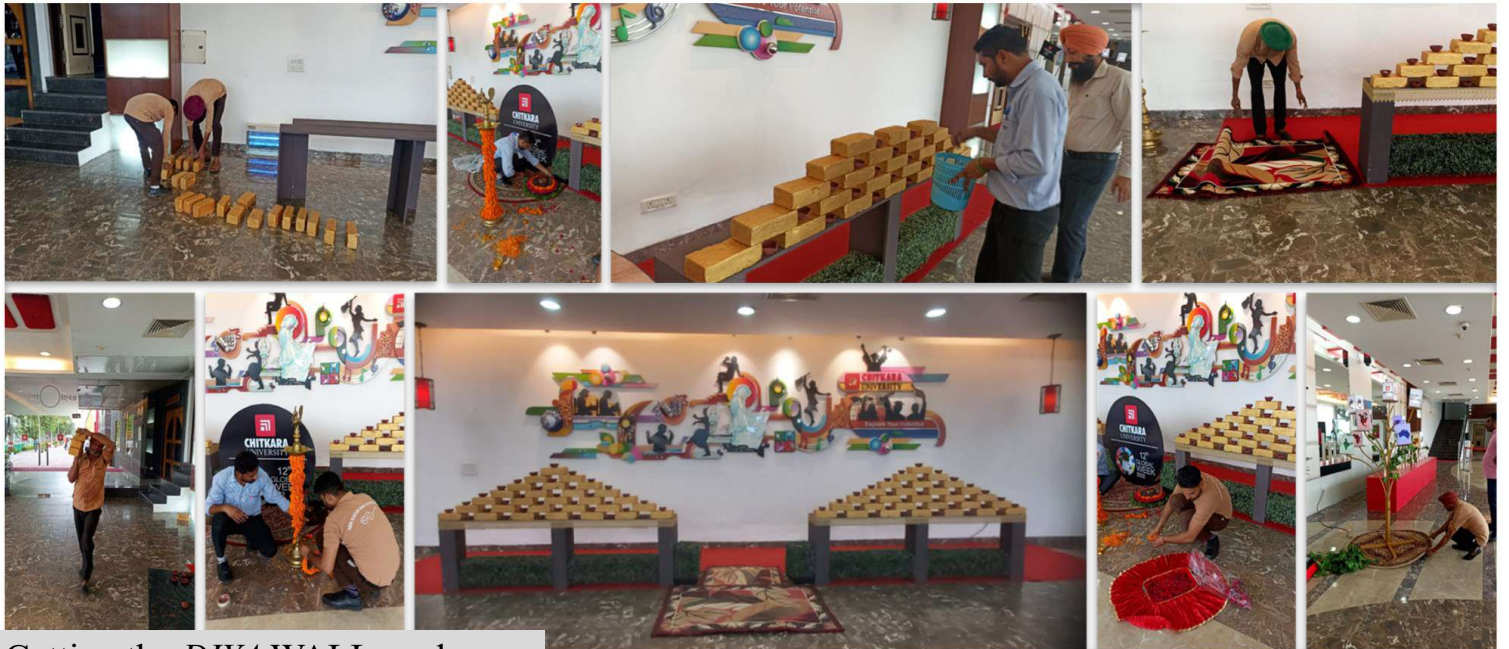
REVAMPING NURSING SCIENCE PRACTICE AND RESEARCH



GLOBAL WEEK 2022

The 12th global week kick started with a grand get-together of all Seniors of the Chitkara Fraternity with the International faculty. In the meanwhile readiness of the campus for this week was already going on in full throttle. Team Administration had the task of the setup of Exploretorium for the inaugural of the event, ensuring readiness of classrooms and common venues. Manpower support for the hospitality service as well as for the additional tasks was also to be catered for. The support of Maintenance, Purchase, Stores, Branding and Office of Architecture and Design was also sought for.

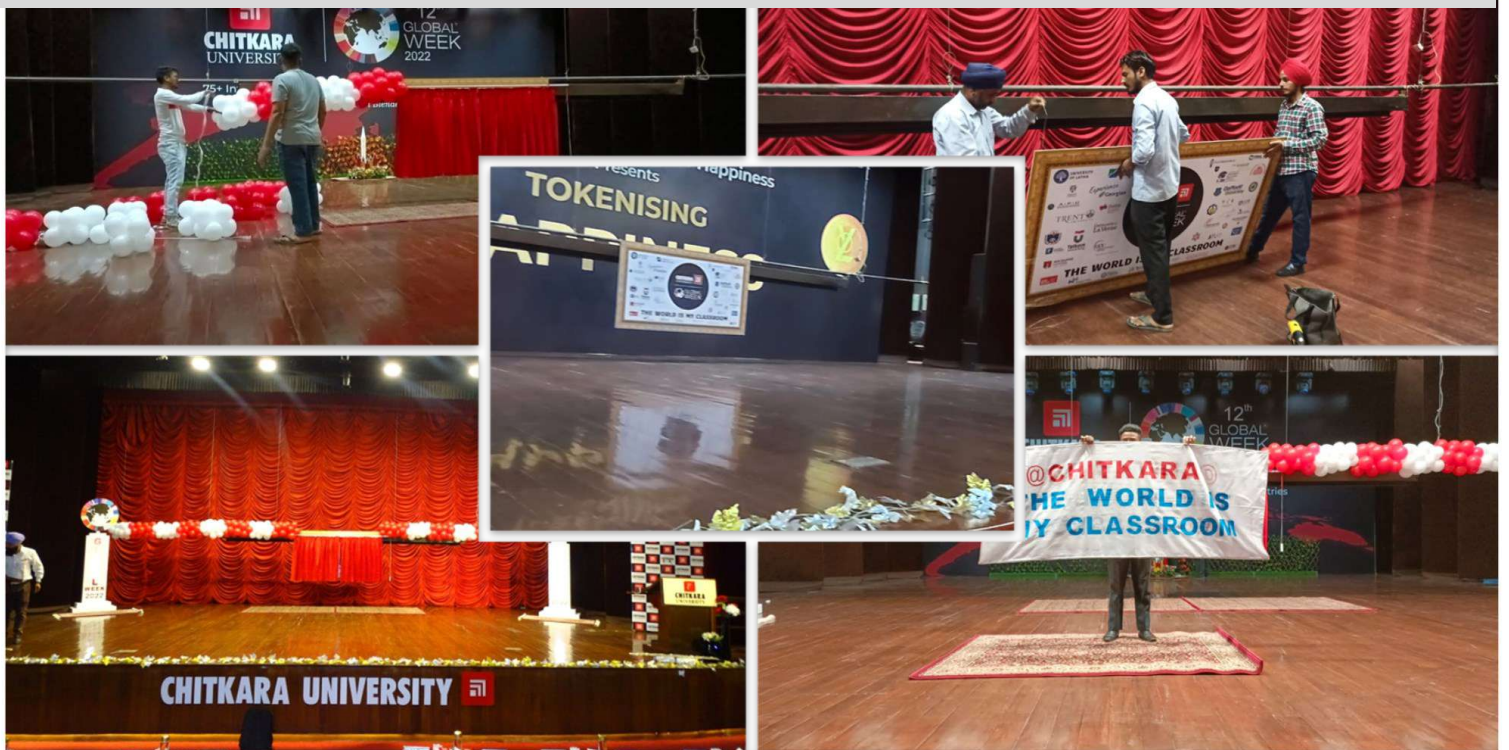




Getting the *DIYA WALL* ready



Getting the stage for the inaugural and the poster of *The World is My Classroom*, ready (the Happiness poster can also be seen...as both events happened back-to-back),



As the guests lit the *diyas* and Hon'ble Pro Chancellor with the Main Guest lit the lamp



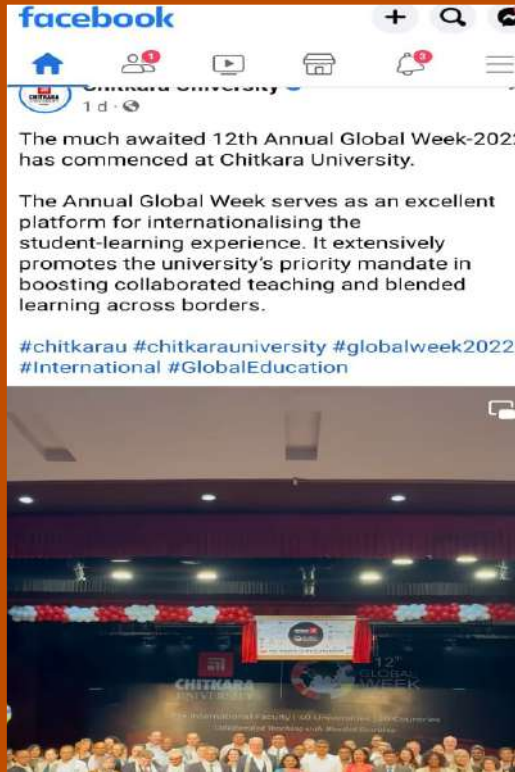
As the Hon'ble Pro Chancellor declared the Global Week 2022 "OPEN"



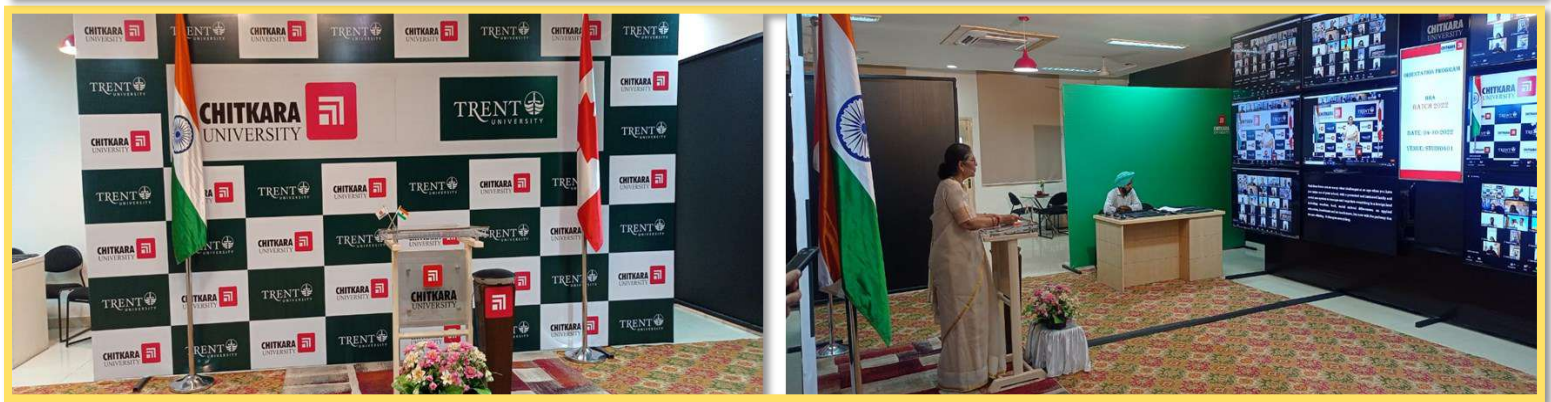
The packed EXPLORETORIUM with the poster in air that says *The World Is My Classroom*



Provided below are a few glimpses of the event, as covered in the Social Media. The first picture shows the *Tree of UNITY* that we created conveying the message that faculty from the various continents, across the globe, join hands, here at our campus, to share their experiences and to help our students understand, appreciate and interact with the International Faculty



SET UPS at STUDIO 401






**CHITKARA
RATNA**

***SAMMAAN SAMAROH -
EXTRAVAGANZA UNLIMITED!!!***

SAMMAAN SAMAROH

What makes CHITKARA unique is the respect and personal touch given to each and every member of the CHITKARA FAMILY by the Honorable Management .

SAMMAAN SAMAROH is an EXTRA-VAGANT event, one of its kind, organized on 20 November 2022, where the Management personally awarded all the family members who completed twelve years or more with the organisation, with a token of love and gratitude- a warm, heart-touching gesture indeed !! The event was as huge as any convocation ceremony being held in the campus.

The spirits of all the award winners (CHITKARA RATNAs) was sky-high, and glowed more than the glitter used in the decoration for the event!! Team Administration was fortunate to handle the setup of the venues, and for further coordination for the awards layout.



The INAUGURAL PLATE



The INAUGURATION



VOTE OF THANKS



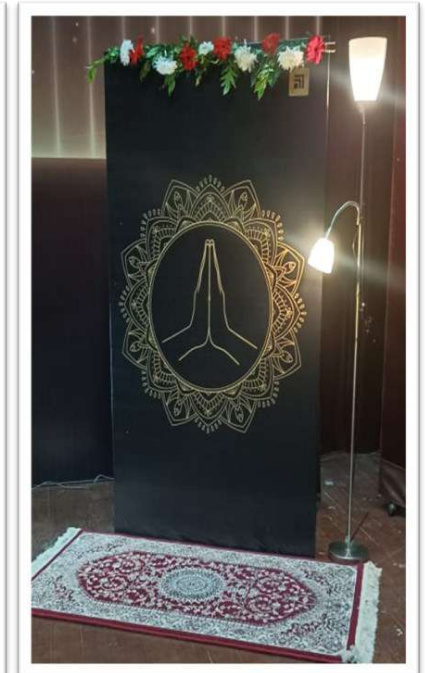
The AWARD CEREMONY



GLIMPSES OF FUN DURING THE GALA EVENT



SETUP OF VARIOUS VENUES FOR SAMMAAN SAMAROH



SAMMAAN SAMAROH - FROM THE EYES OF TEAM ADMINISTRATION

A *star-studded event* where all the CHITKARA RATNAs were awarded PERSONALLY by the Honorable Chancellor and Pro Chancellor themselves. Dr. Niyati Chitkara and young Ms. Anvi Chitkara also took time and efforts to be present and thank each and every CHITKARA RATNA. Team Administration too has thirty five CHITKARA RATNAs and we feel proud about the same. We would like to congratulate all the CHITKARA RATNAs on this occasion.

The venues for the event were Exploretorium and the Sportorium. While the main award ceremony happened at the Exploretorium, the Sportorium was the dining area for the event. With more than 800 guests, the event being as grand as it was, the tasks were many. Group effort by Teams Administration, Maintenance, Purchase, Central Stores, Horticulture, Electrical and Office of Architecture and Design, the outcome had to be nothing less than excellent! There was no stone left unturned to ensure that the best was delivered.

All the efforts put in could not be captured in pictures, and all the pictures clicked could not be included in this newsletter. The next page has a few glimpses of the actions initiated by Team Administration and various teams for the event. Be it as part of decorating the stage or the entrance or creating selfie booths at the Exploretorium foyer or at the Sportorium, or for the setup of the dining spaces and the decorations, Team Administration had put in relentless efforts. I would like to make a mention here that the members of Team Administration including Hon. Captain Ravinder Singh, **Mr. Harbans Singh**, **Mr. Balwinder Singh**, Mr. Gurjit Singh, Mr. Rattandeep Singh, Mr. Pramod Singh, Mr. Davinder Singh, **Mr. Gurpreet Singh** and the support staff Ms. Dimple has been par excellence (marked in red are our CHITKARA RATNAs). Three cheers to all their hard work !!



We would like to thank Mr. Sudarshan Pal Singh, Mr. Mandeep Singh, Mr. Rupinder Singh, Mr. Darshan Singh, Mr. Kartik Sharma, Mr. Gurupal Singh, Mr. Hamid Raza, Mr. Kulbir Singh, and Mr. Gurpreet Singh, for all the help extended, even out of office hours, to make sure that the venue setup could be done well.

Coordination with Chitkara International School as well as the Registrar Office was also done continuously for various arrangements for the event. We worked closely with Mr. Sachin Bhogal also for the arrangements of the dining area.

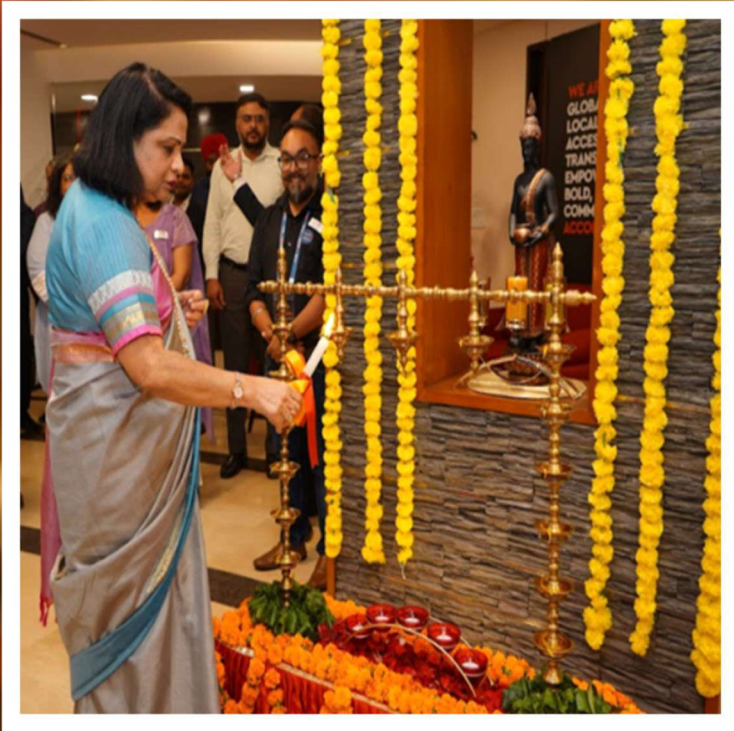


TEAMWORK MAKES THE DREAM WORK

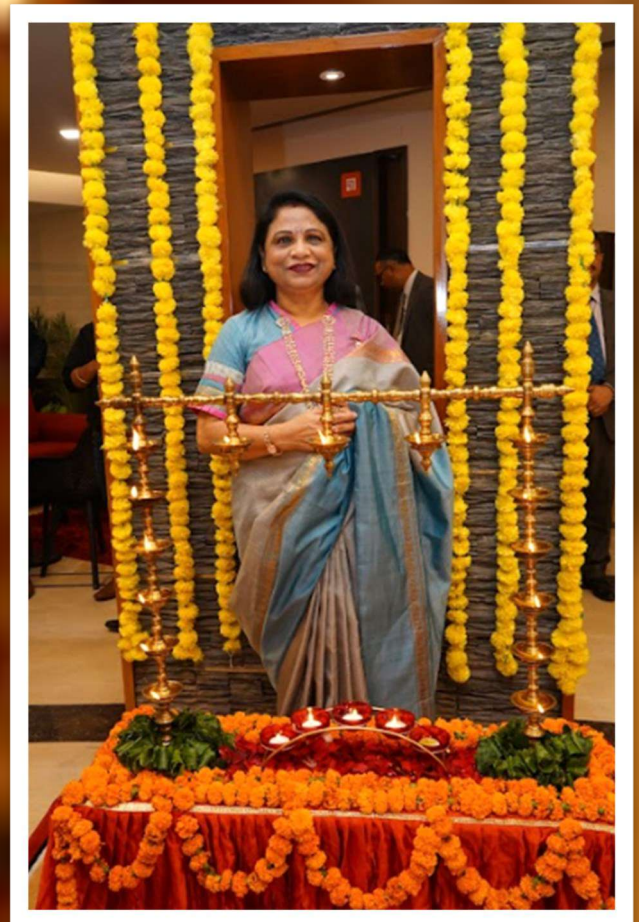




DIWALI CELEBRATIONS



Hon'ble Pro Chancellor lighting the lamp





DIWALI CELEBRATIONS & ARRANGEMENTS

The festival of lights DIWALI is a time when the whole campus is in a festive mood. Gifts , sweets, lights, rangolis and what not.....Oh My Mythe cheer and celebrations just go on and on !!! Team Administration enjoys every bit of the celebration as well as the responsibilities that come along with the festival.

This year the responsibilities included, making arrangements for distribution of gifts for all the employees; arranging the get-together of the Heads and Deans of the campus with the Honorable Pro Chancellor at the Chancellor’s Secretariate ; setting up of the Registrar office where all employees meet and exchange greetings, and have some fun time. This year Director Administration had the chance to be part of the panel to judge the Diwali decorations and celebrations organized by CCP . Inspired by the competition a competition was held Centrally too for the best decoration and the best team picture. Oopsie....the award is awaited as there were some technical issues with the CRUISE.... believe me !!! 😊

Am sure each one of you would have been part of the celebrations all over the campus. If at all you are new to the family of Chitkara, or by any chance if you missed out being part of the celebrations, you can have a look at the pictures. (But make sure next year you DO NOT miss out on these celebrations!!) Some pictures of the celebrations and activities are available in this Newsletter .You can find more pictures and details on our webpage.



@ THE CHANCELLOR'S SECRETARIAT

Honorable Pro Chancellor has always handed over gifts on Diwali to the Deans and Directors personally. A small get-together is organized at the **Chancellor's Secretariat** ...its some time of cheer and laughter . Some glimpses of the get-together... and distribution of Diwali gifts!





DIWALI DECORATIONS OF REGISTRAR OFFICE



It is a venue where staff from all over the campus click group pictures and exchange greetings...For the decorations, the teams of Registrar Office, Accounts department, Branding Team and Team Administration joined hands. Some help was also taken from the students of CCP. The result was fun time while setting up the area and even more fun while clicking pictures !!!





CHRISTMAS DECORATIONS



CHRISTMAS DECORATIONS

As per the tradition of Chitkara University, all festivals of India are celebrated in the campus. Christmas was no exception. We decorated various venues for the same.... the Corporate office, the Creche, the Square One, and yes of course the guest houses too!!

Decorating venues is one of the tasks we ENJOY !! The planning starts with ideas from all team members and the air is filled with spirit of the festival as we all decorate the venues.....



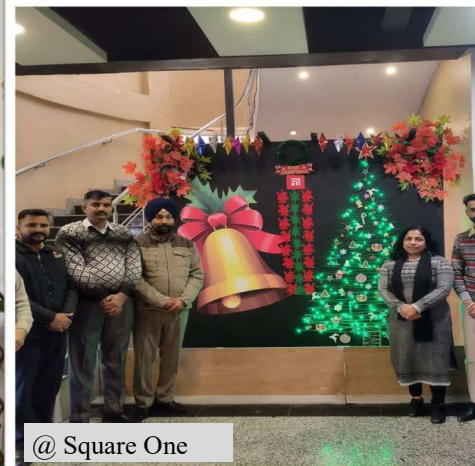
@ the Creche



@ the Chancellor's Secretariat



@ Square One



@ Square One



@ the Chancellor's Secretariat

BONFIRE ARRANGEMENTS

A bonfire adds to the fun of the event in winters !! *Brrrrr...* With the winters getting colder and as part of the Christmas celebrations, there was a demand for bonfire arrangements for two events - the DJ organized by the Office of Student Affairs as well as the get-together organized by Happiness Center.

Team Administration organized both the bonfire. Teams Maintenance, Horticulture also helped in the same.



DJ Party by Team OSA



Get-together by Team Happiness

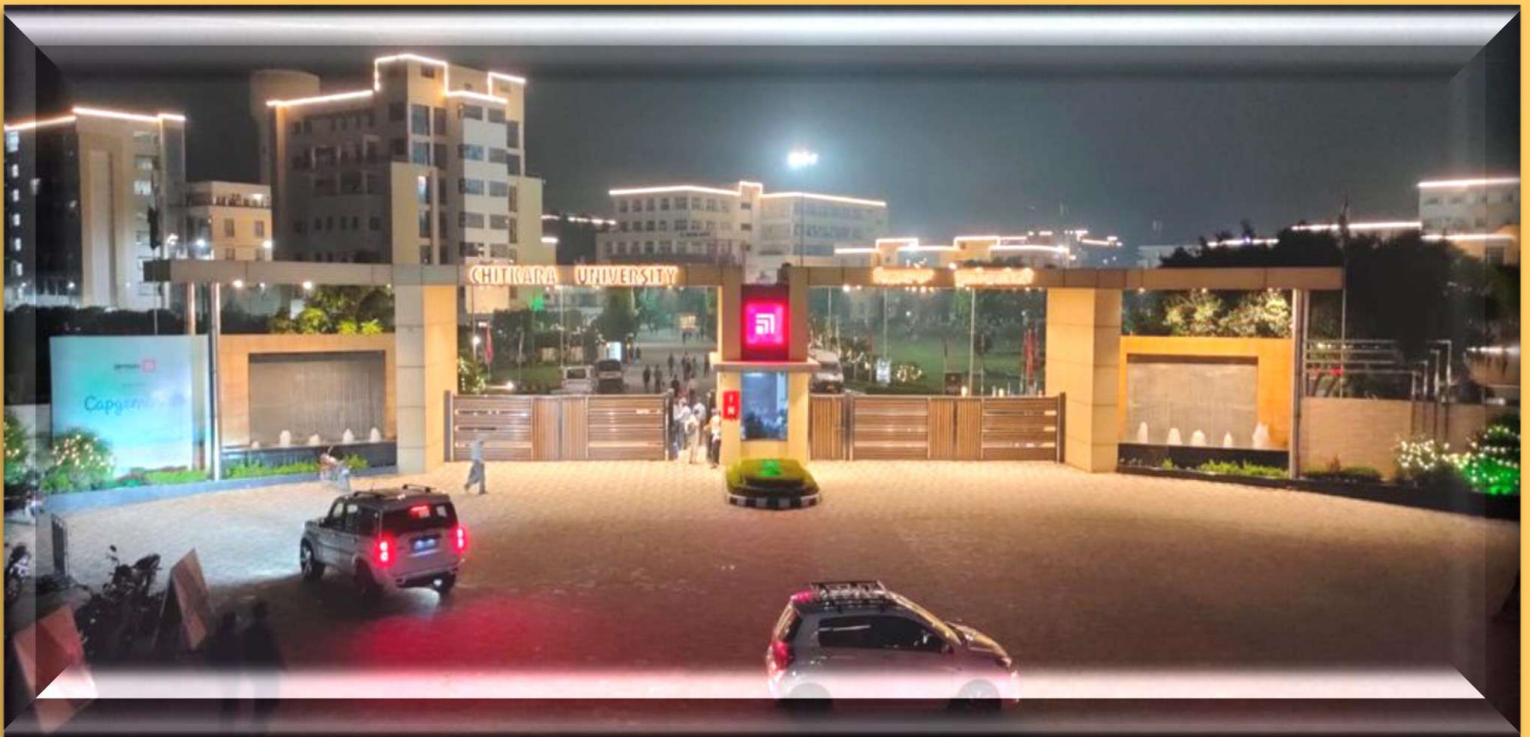


As we come to the end of a year....a beautiful year filled with lots of action, challenges, learning and varied experiences, we look back to what we achieved..... to what we learned and where we could do better.... and look forward to how we can improvise and perform better...!!

No resolutions or promises...just the determination to contribute more to the organization and to each other for personal and professional growth . We have listed improving activities towards sustainability. There is so much we can do and that exactly is what we shall strive for !!!

For now, we plan to go and enjoy our vacations and rejuvenate ourselves. We shall then join back ushering in the New Year with so much more “josh” and energy to continue to make this campus a beautiful place where our stakeholders EXPLORE THEIR POTENTIAL...!

WISHING YOU ALL A VERY HAPPY, SAFE & PROPER OUR 2023 !!!



We shall meet you again... with more newsin the next quarternext year...

Signing off for now.....

TEAM ADMINISTRATION