



**NEWSLETTER, EDITION XII**



**TEAM ADMINISTRATION, CHITKARA UNIVERSITY, PUNJAB**

## NOTE FROM DIRECTOR, ADMINISTRATION

The beginning of a new year, *swachhta* awards, many celebrations, venue setups, lots of team work, our HP campus being accredited with the NAAC A + grade, the *Spectacles* (our Museum) having more credits to add..... and so much more that happened in this quarter! The weather was very confusing . But life went on.



Most of the events/ activities of our University, be it for academics, student welfare, research or entrepreneurship, all are based either on our **Charter**, **the 17 UN SDGs**, **NEP 2020**, and now, **the G20 Summit**. Once we analyse the purpose of the event..... , there can be so much learning.

Many teams contribute to the success stories of the various events/ workshops and sessions of the campus, and we are one among them, striving to contribute to all great causes, .....may be indirectly, .....but yes, **positively..!!**

Yet another eventful quarter completed... and here we are.... sharing the highlights and some glimpses with you....!

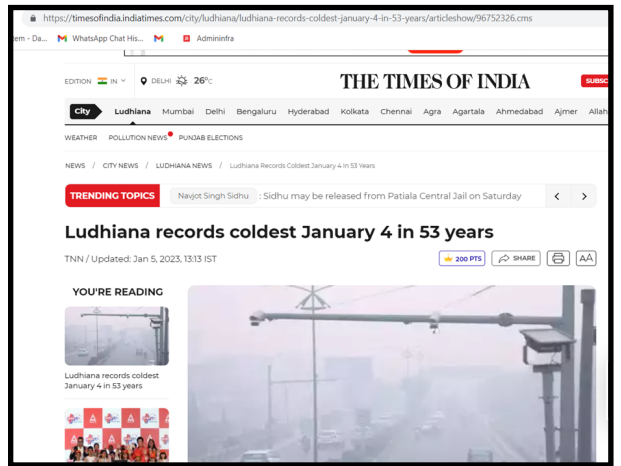
***Happy Reading..!!***

Director, Team Administration

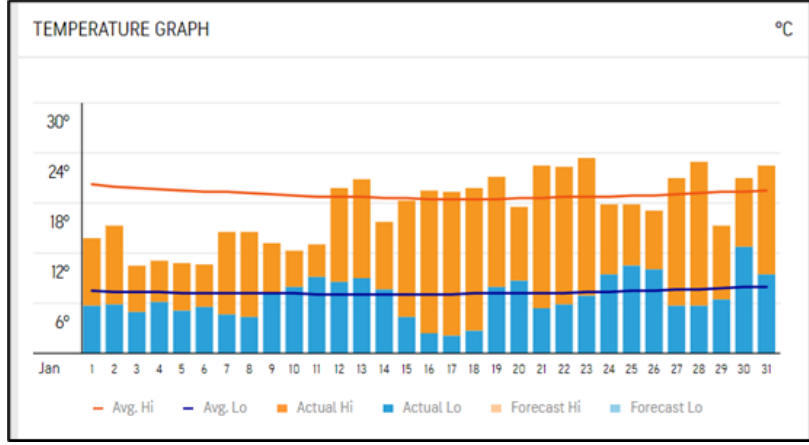
Sqn Ldr (Dr.) Rina Angel (V)

# AS 2023 ARRIVED

The whole of this quarter was like as if the weather Gods got the readings wrong ... First the New Year ... It was an absolute cold welcome to the new year 2023.....literally..... , as the temperatures took a deep dive to a record cold after 53 years (as per records), as it touched 3 degree Celsius during the first and second week of January. Then in March the heavy downpours caught us off-guard and interrupted many of our events too!! To add to all this, we had tremors of earthquakes too. It was like as if the Gods had some unspent funds, which had been allotted for the downpours and earthquake jolts, and had to compulsorily be cleared before the financial year ending !!! Some news reports posted.



Temperature Graph Patiala— <https://www.accuweather.com/en/in/patiala/190066/january-weather/190066>



None of these weather changes or situations could deter the spirit of hard work and happiness at Chitkara and life went on as usual. Here are a few pictures of campus with harsh weather but where work continues to go on..... Our newsletter will give you more details....!!



***This Newsletter, Edition XIII, Team Administration unfolds .....***

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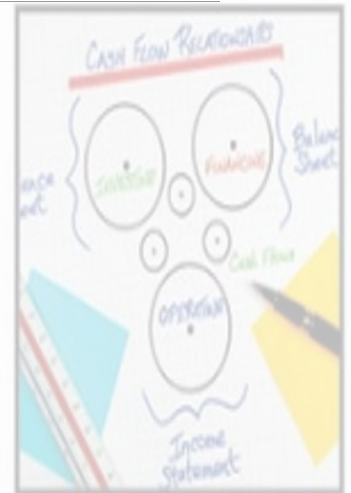
Let's educate our students to become globally competitive



Let's encourage our students



Let's infuse leadership skills in our students



Let's ingrain spirit of entrepreneurship among our students



*For the team...with the team...*

Subtitle Text

## **MOTIVATING HUMAN RESOURCE**

***"Everyone talks about building a relationship with your customer. I think you build one with your employees first."*** -Angela Ahrendts (Senior Vice President, Apple)

We totally agree with the ideology of *Angela Ahrendts*....!

In Administration, the most important resource that keeps all the stakeholders comfortable and takes care of the other resources is the Human Resource. Hence, this resource need all the attention, care, motivation, training and awareness so that they understand their roles and perform better ; thus ensuring that the stakeholders are even better taken care of !!!

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## NEW YEAR GET-TOGETHER

The low temperatures did not deter the warmth of Team Administration in getting together and having some fun and *masti*...

While we discussed our resolutions for 2023, and thanked each and everyone for their contributions in 2022, we agreed that there is always room for improvement, and that we shall engage even more passionately in all the activities ...while giving absolute weightage to SUSTAINABILITY .

Over some refreshments and some fun activities and light performances, we made our resolution to continue to give our best shot for all activities and to standby each other , come what may! MOVING AHEAD together.... to achieve even more !!!



## A MATCH OF KABBADDI

*Kabaddi...kabaddi...kabaddi....kabaddi....kabaddi....*

*Enter opponent area ....touch an opponent .....hold your breath ...keep chanting kabaddi.....and **RUN** back to your area without getting **breathless and caught** before the demarking line...!!!*

A rough and tough game ..... a game which is of Indian origin (as per Wikipedia) !!!



A kabaddi match was organized by the USB in the month of February 2023 for the task force. The enthusiastic participants of Team Administration gave a tough fight and won the match (best of

S. No.	Player's Name	Emp Code
1	Ravi Singh (Fleming)	T2917982
2	Paramjeet Singh (Fleming)	T29211411
3	Jagdeep Singh2 (Fleming)	T29211413
4	Barinder Singh (Fleming)	T29211374
5	Balwinder Singh (Le- Corbusier)	T29181139
6	Sukhwinder Singh (Le-Corbusier)	T29191249
7	Amrik Singh (Edison)	T2917992
8	Rakesh Kumar (Picasso)	T29221507
9	Gaurav Singh ( Plato Hall)	T29181161
10	Lovepreet Singh (Galileo)	T29221491

three matches). Each match was an example of team work & smart moves, and kept all the spectators speechless and biting their nails. The names of players from Team Administration is tabulated here on this page—

***Congratulations Boys.....  
you played well !!***



## TRAINING ON CPR

Some medical technical terms -

CPR— Cardio-Pulmonary Resuscitation

BLS— Basic Life Support

***Life is very precious.*** In case of an emergency it is only the presence of mind and the correct response, that would help save a life. But for this it is necessary to know the right response too !!

Keeping in mind this thought, **Hon'ble Pro Chancellor** advised that sessions be conducted for the various teams so that incase of an emergency, especially if our students need the help at odd hours, the staff is able to handle the situation. Hence, in liaison with the department of Nursing, **session of CPR / BLS** was conducted and some more sessions are scheduled so that maximum number of personnel are trained. The staff being provided the training are from the departments of Administration, Maintenance, OAD, Transport, Civil, Central Stores, Hostel, Horticulture, Central Purchase, Security and Fire. The sessions are being coordinated and organized by Administration and the resource person is from Department of Nursing.

*Thankyou* Dr. Harmeet Kaur and the team of Nursing Department for the support !!





## ENCOURAGEMENT ON SWACHHTA AWARDS

*Swachhta Abhiyaan* competitions were held in the quarter. The categories were Clean and well maintained buildings, Clean and well maintained storerooms, and Clean and well maintained classrooms.

*Swachhta* is a routine task which is taken care of by the Housekeeping Team. The tasks are many, which go unnoticed when done and get **noticed, ONLY if NOT DONE...**!

Though we involve students, faculty and staff also in the competition, with an aim that they appreciate the work load, as well imbibe the importance of a *swachh* lifestyle, the workload of the HK staff increases manifold during such competitions — yes ..undoubtedly, the result is more *Swachhta*....!!

For their untiring efforts during the *Swachhta Abhiyaan*, the support staff of the award winning venues were also awarded and their work recognized.



# PROMOTIONS

Without promotion, something terrible happens... nothing! [P. T. Barnum](#)

For every success story there is a team that works backstage...very hard....very smart....with creativity....but many a time silently ! The noise they make..... is the result that we see and experience.....!!! The same applies for the clean and maintained campus, the smooth logistics support for all events, the well maintained records....the last minute arrangements and so much more !

Being a department where Human Resource is the most important asset, it is necessary that their hard work is appreciated and they are encouraged to continue to perform and stay motivated. This quarter we promoted some of our staff who contribute relentlessly to make sure that the team does well .

***CONGRATULATIONS TEAM MEMBERS...YOU REALLY DESERVE THE PROMOTION!!!***

Sr. No.	Name of the Staff	Promoted As
1	Mr. Balwinder Singh	Senior Administrative Officer
2	Mr. Mandeep Singh	Senior Administrative Supervisor
3	Mr. Gurpreet Singh	Senior Administrative Supervisor
4	Mr. Prince Singh	Administrative Supervisor
5	Mr. Manga Singh	Administrative Supervisor



Mr. Mandeep Singh  
...being handed over the letter of Promotion



Mr. Balwinder Singh  
.....being handed over the letter of Promotion

## ENTERTAINMENT, FUN & MASTI

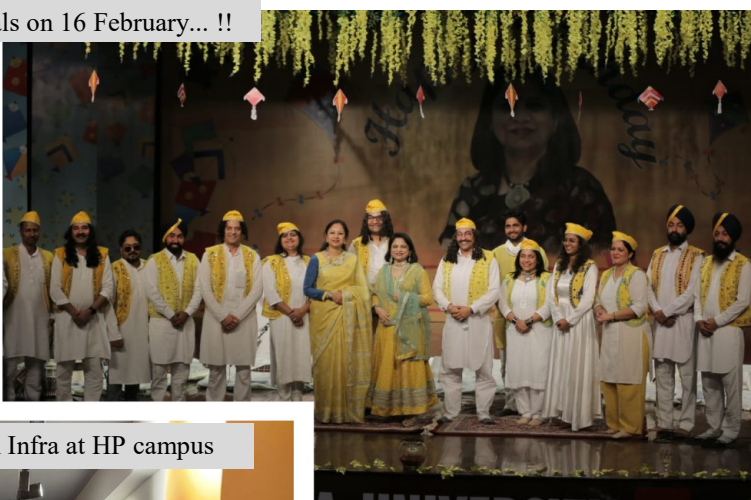
All work and no play makes Jack a dull boy!! So we make sure that we participate in as many fun events as possible. This quarter too we absolutely enjoyed participating in dance events during Excellence awards, Qawwali on 16 February, and some fun time at HP campus too. We were there for some tasks of the campus, but we made sure we enjoyed personal celebrations and group activities there also. After all when happier we perform even better !!



Adding some *masti* in between dance performance by students !!



Absolute fun time as Qawwals on 16 February... !!



At HP campus with Team CSBS



Party time with Team Infra at HP campus



With Team Infra at HP campus

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## EFFORTS TOWARDS SUSTAINABILITY

# Chitkara

has always given prime importance to a welfare of its stakeholders, providing state-of-the-art infrastructure and facilities, as well as a well maintained and clean campus, and our efforts as Team Administration, has always been to ensure the same. The UN SDGs have channelized our thoughts further into the importance of the role. Hence extra attention is paid to the efforts, which contribute to an effective and content human resource, sustainable environment, as well as the UN SDGs, directly, or indirectly.

## 8 DECENT WORK AND ECONOMIC GROWTH



Decent work and economic growth and welfare of staff is given due importance as can be seen in the earlier pages of this newsletter. This further compliments SDGs 1,2 and 10 and enables eradicate poverty, making the staff self sufficient and reducing inequalities.

## 1 NO POVERTY



## 2 ZERO HUNGER



## 10 REDUCED INEQUALITIES



## 3 GOOD HEALTH AND WELL-BEING



## 4 QUALITY EDUCATION



Trainings on CPR conducted in this quarter , health checkup camps etc., contribute to SDG 3. The trainings that we provide to the staff are part of SDG 4 as quality education , as required for the profession, is being imparted.

There are other activities too, which were initiated by Team Administration in this quarter, that contributed to other SDGs and towards a clean and environment friendly campus. The next few pages would take you through those activities /contributions.

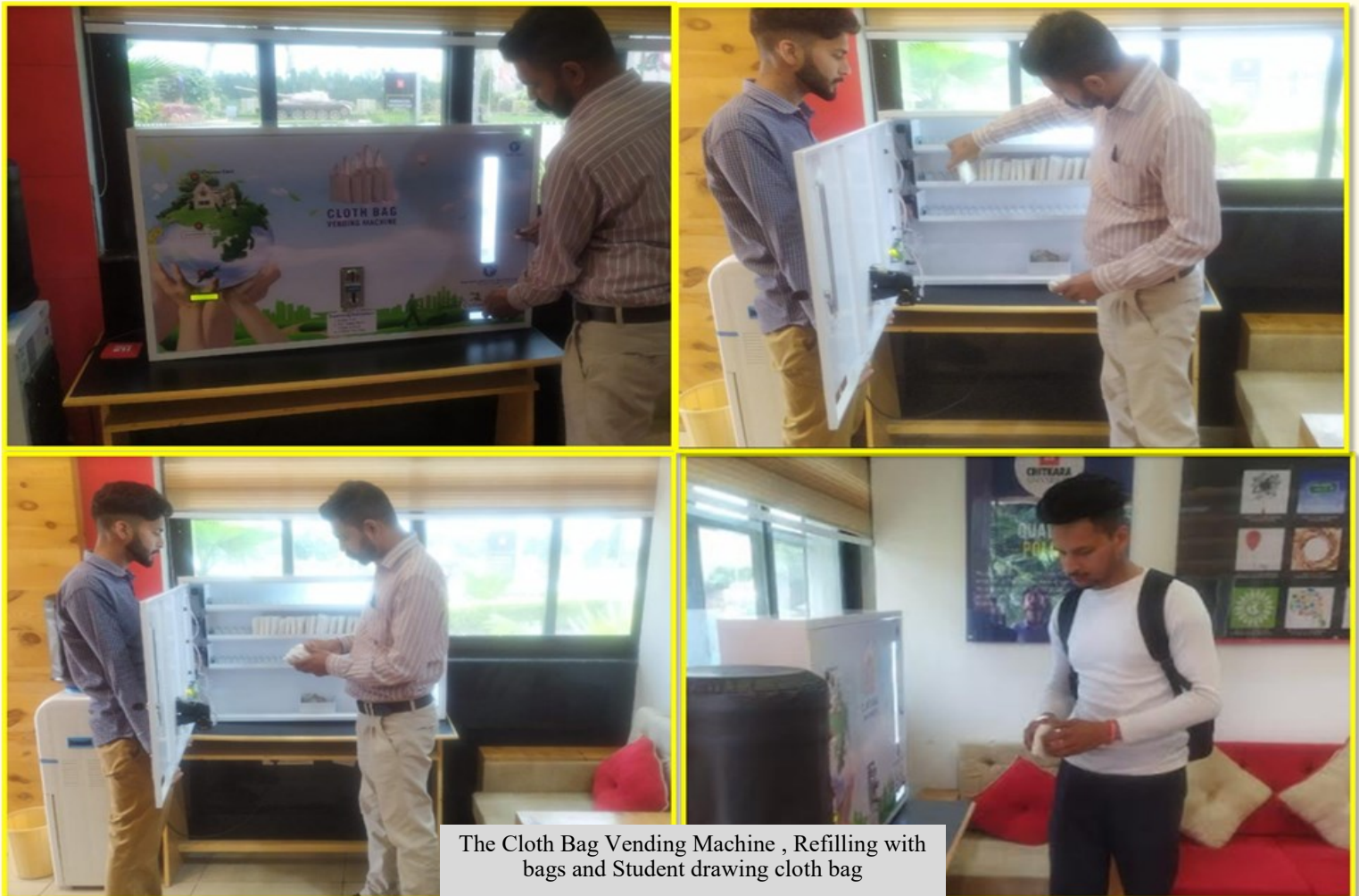


Team Administration, backstage, before the event commenced !

## REDUCING PLASTIC IN CAMPUS



An excellent method to promote **SDG 12** is through an absolute reduction in plastics. The government as well as UGC have issued norms in line with the global requirement to restrict /ban usage of single-use plastic in campus, and the same has already been incorporated in our campus too. As a further step to reduce plastic in the campus, in this quarter, a **cloth bag vending machine** has been placed at the main gate of the campus. As single-use plastic bags are banned in the campus, all those carrying plastic bags are advised to dispose them off in a bin placed at the gate. With the cloth bag vending machine being positioned at the main gate, now they have the option of procuring cloth bags easily and thus to carry the material (earlier placed in the plastic bag) to campus.



The Cloth Bag Vending Machine , Refilling with bags and Student drawing cloth bag

Burning **plastic** as a form of waste-management contributes to toxic air pollution and burning of any kind of waste is strictly banned in our campus for years now. Reduced plastic also indirectly affects SDG 14 as reduced plastic in the environment means reduced plastic in the oceans and thus a better life underwater.

## CLEANING THE SOLAR PANELS

7 AFFORDABLE AND CLEAN ENERGY



Each one of you may be aware of the amazing efforts of our campus to install solar panels atop our buildings so that we channelize solar energy to create clean energy. This has brought the University many laurels, and rightly so, as we have immensely contributed to SDG 7.

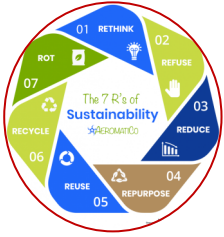
Now imagine, if these panels are filled with dust would they be as efficient in tapping the solar energy? As per [www.popsci.com/environment/dust-repellent-solar-panel/](http://www.popsci.com/environment/dust-repellent-solar-panel/) the efficiency could **reduce by almost 30 percent** within one month of operation . After rains, and with the morning dew, these panels tend to get wet, and further accumulate dust which could reduce their efficiency . The solution is of course to clean the panels in routine. Hence, not only fixing of the panels, but the *routine cleaning of the solar panels also contributes towards SDG 7.*



Glimpses of cleaning of the various Solar Panels



## 7 Rs of SUSTAINABILITY



Of the 7 Rs of Sustainable management, our campus follows all, and so does Team Administration.

Timely **repairs** helps in extending the life of the furniture and fixtures. For timely repairs, team administration strives to continuously monitor the requirements and take up for required corrective or preventive actions. Be it the **Annual Maintenance Contracts (AMCs)** for **water filters or the anti-termite treatment, or the online maintenance works** raised by Administration, all are with an aim to improve life of existing assets and avoid damages. In this quarter we raised more than 6000



Termite Treatment and Fogging work in progress

complaints raised online, about 185 complains on F(29), and also handled the AMCs for water filters and termite treatment, that were due.

The biodegradable food waste from the building pantries are disposed off in the food waste pit to create manure, thus following the principles of **recycling** and **rot**. In this quarter too waste upto 190 kgs have been collected and deposited in the food waste pit. The routine waste collection and segregation in the quarter has also continued and continuous efforts are put in to restrict any plastic waste being thrown into the Main Food Waste Pit.

Believe me, another effective method for reducing wastage and ensuring sustainable handling of material is to share resources and products. What may seem to be a waste for you may be useable by someone else. We **share furniture**, which are in good condition but cannot be used due to changed décor or any other reason, with nearby villages in schools and offices thus applying the principle of reuse. We may not be the end users but the asset ends up being used well, and not becoming part of waste as such. This quarter too we shared our resources with a local Police Station as well as some local offices of the PSPCL.



Pictures of furniture donated to various local offices

## MAINTAINED CAMPUS

**6** CLEAN WATER AND SANITATION



Let's have a look at our contribution to **SDG 6**. Be it providing clean water or a well-maintained campus there is a lot of effort in guaranteeing the same. The 7 Rs mentioned in the last page are also part of SDG 6. The various data pertaining to the AMCs for termite treatment as well as for water purifiers, solid waste management, etc., is tabulated here in this page.

Am sure you would all agree with me that all the activities that go into keeping venues well maintained and clean directly or indirectly contribute to SDG 7. The next few pages would give a gist of the actions initiated in the quarter for upkeep of various venues.

AMC – ANTI- TERMITE TREATMENT JAN-MAR
Picasso Second to Seventh Floor
Newton Ground & First Floor
DeMorgan & Museum
Square Two & Circle One
Fleming Stilt Area
Hello Future

AMC WATER FILTERS & RO JAN-MAR	
Water Filter / RO Under AMC	Nos.
AMC UV Water Purifier 50 Ltrs	3
AMC Water Filter Aquaguard	50

### Solid Waste Detail JAN-MAR 2023

Month	Pantry	Bio Medical	Solid	Waste Food
	Waste In Kg	Waste In Gms	Waste In Kg	Given to Piggery In Kg
January	66	6	16800	5218
February	58	5.6	19300	5300
March	66	5.2	20200	4948
Total	190	16.8	56300	15466

TYPE OF GENERAL COMPLAINT	COMPLAINT RAISED	ELECTRICAL COMPLAINTS JAN-MAR 2023	
	JAN - MAR 2023	Building	No. Of Complaints Raised JAN-MAR 2023
	Online		
Carpentry	1842	Edison & Newton	89
Glass Work	174	Fleming	103
Masonry	420	Exploretorium	31
Painting	696	Tesla	56
Plumbing	569	Turing & De-Morgan	157
Tailoring	368	Babbage & CSPA	99
Welding	257	Galileo	84
Whitewash	912	Workshop	18
Total	5238	Plato Hall	15
		Explore Hub	19
		Picasso & Bloom	81

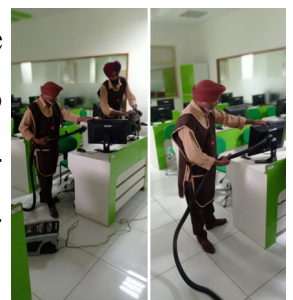
## UPKEEP OF CAMPUS

Upkeep of any asset is a continuous process and so is it for the academic infrastructure of our campus. The state-of-the-art infrastructure created has to be used to its fullest, and then there needs to be constant monitoring for the upkeep. Upkeep includes cleanliness and /or/as well as, maintenance. The cleanliness activities are undertaken as per laid schedules. Sharing some glimpses here.



## MAINTENANCE OF RECORD STORES & PCs (COMPUTER LABS)

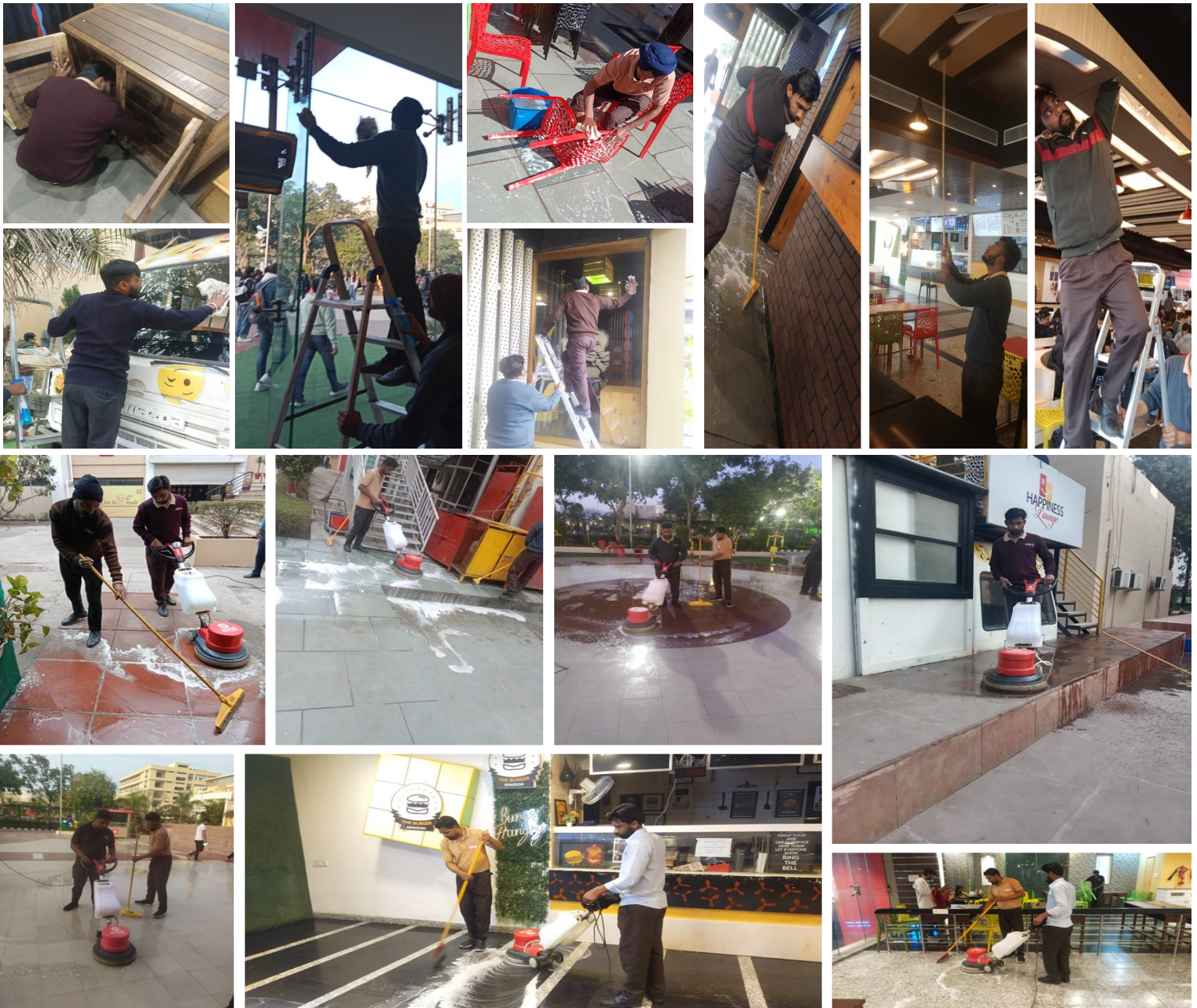
In this quarter too, all demands of the various schools and colleges for vacuum cleaning of the PCs of the Computer Labs, of CCTV Surveillance room and cleaning of the record stores have been catered to by Team Administration. This is with an aim to have a pest free campus, improve life and performance of the PCs, as well as ensure that the records are maintained neat and tidy and not adversely affected by rodents /termite.



## UPKEEP OF REFRESHMENT AREAS

If at any time we make an analysis of which is the rendezvous of the students, in our campus, we are sure the answer would be the various refreshment areas of our campus and the treehouses. These venues are always abuzz with students and many a time some activities too take place here.

In the refreshment areas, with tasty and mouth-watering dishes that literally make you go finger-licking, and with many choices of healthy dishes as well as refreshing juices and drinks, there is so much to choose from. Team Administration handles the task of maintaining the dining areas of all the refreshment areas. Hygiene is a very important factor here and with the kind of foot-fall that these venues have, the task of cleaning and maintenance is a herculean task and needs immense amount of monitoring. The work in these venues go on till late hours. Have a look at some of the pictures of this quarter.



# OTHER TASKS



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## HANDOVER / TAKEOVER OF VENUES

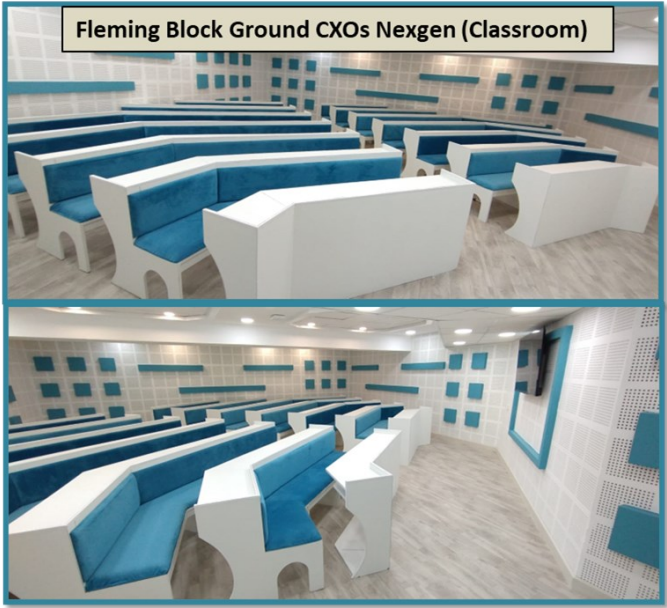
We are proud of our state-of-the-art infrastructure. Team Administration holds responsibility of maintaining the academic venues and the refreshment areas. These venues undergo various renovations and repairs and for this there are some tasks that Administration has to handle like vacating the venue for the required works and then setting the venue after completion of the works. The task involves a huge amount of shifting of furniture & fixtures, maintaining records, cleaning etc. It also involves storing of the said shifted inventory .

In this quarter too, there were many venues that were handed over for further works and many venues that were taken over after completion of renovation. The details are tabulated below on this page and a few pictures shared in the next page.

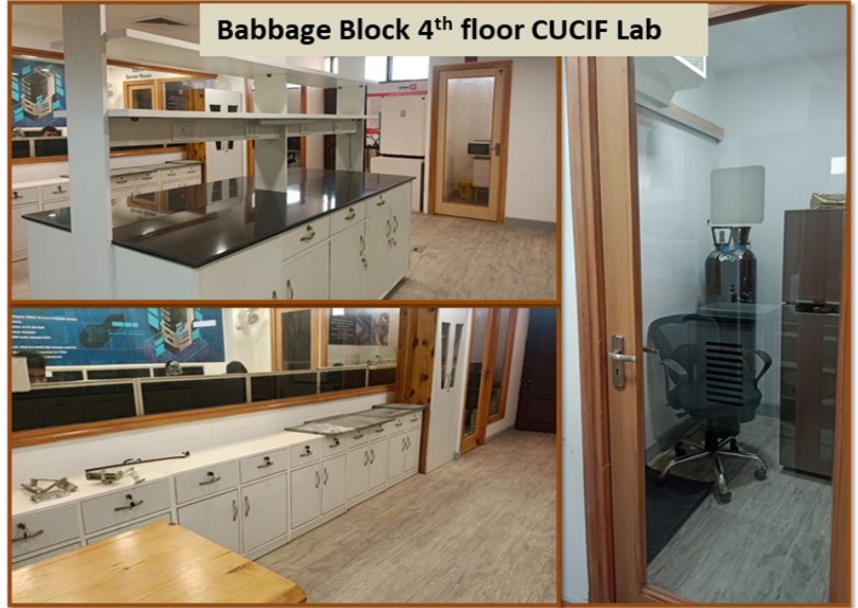
<b>Details of Venue Taken Over (Jan 2023 to Mar 2023)</b>				
<b>Sr. No.</b>	<b>Taken</b>	<b>Building</b>	<b>Floor</b>	<b>Department/Area</b>
1	09-Jan-23	Fleming	Ground	CXOs Nexgen (Class Room)
2	09-Jan-23	Fleming	Second	Pharmaceutical Lab Pharmacy
3	10-Jan-23	Tesla	First	Alteration of Furniture in Room Nos
4	16-Jan-23	De-Morgan	Ground	Control Room Extension
5	16-Jan-23	Babbage	Fourth	CUCIF Lab
6	16-Jan-23	IHM	First	Chef Office Washroom Division
7	16-Jan-23	IHM	Third	Renovation (Lecture Hall -11) Culinary Arts
8	27-Feb-23	Bloom	2nd	Handover of the floor
9	02-Mar-23	Turing	Ground	Computer Lab TG-020A
10	15-Mar-23	De-Morgan	2nd	Renovation of DM-01 Lab
11	21-Mar-23	Aristotle	8th	Aristotle Nest -8

<b>Details of Venue Hand Over (Jan 2023 to Mar 2023)</b>				
<b>Sr.No.</b>	<b>Date of Handover</b>	<b>Building</b>	<b>Floor</b>	<b>Department/Area</b>
1	04-Jan-23	Pharmacy Extension Two	Basement	Making of Explore Lab
2	20-Jan-23	Fleming	1st & 2 <sup>nd</sup>	Renovation of Pharmacy Lab
3	21-Jan-23	De-Morgan	Second	Renovation of M-1 Lab
4	23-Feb-23	Tesla	Third	Room Number - 307 ( Dean Office & Simulation lab)
5	23-Feb-23	Tesla	Third	Room Number - 316 ( Dean Office & Simulation lab)

# GLIMPSES OF VENUES TAKEN OVER



Fleming Block Ground CXOs Nexgen (Classroom)



Babbage Block 4th floor CUCIF Lab



(Tesla (1st Floor)-Room No- 102,103,110,112,113)



Fleming Block 2nd Pharmaceutical Lab

Bloom Block 2nd Floor



# TASKS OF SHIFTING

Be it an event or a handover/takeover, shifting are a necessity. Sharing some glimpses from the more than 100 shifting done in the quarter.





## INVENTORY AUDIT & UPDATION OF RECORDS

One of the rules of space management is a place for everything and everything in its place. Another states that unless you know what you own, you can never estimate what you need ! Maintaining records helps in storing and managing data appropriately so that the information will be available whenever required.

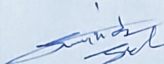
Team Administration handles the inventory of the Academic venues. The records for these are also held. As the organisation grows, there is a frequent demand for increase in/ alteration of furniture /fixtures etc. These need to be tracked, in time, and the required amends to the records made.

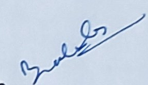

As part of the inventory management, annual audit of the inventory in conducted in the month of January. Physical check of the inventory is ensured for each and every academic and refreshment venue. The records are maintained online, which is updated once after the audit. This audit enables to check if the inventory is in fact held at the space meant for it, and if the amends have been made in the records. In this quarter the audit was conducted.

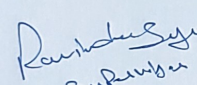
A picture of the certificate after audit and updation of inventory records

**CERTIFICATE**

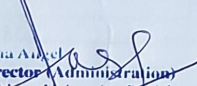
It is certified that inventory of **Galileo Block** has been checked and verified by me on 13 Feb 2023 for the year 22-23.

Signature   
 Supervisor R  
 Photograph  
 Surinder Singh  
 Ravinder Singh

Signature   
 Balwinder Singh  
 Harbans Singh 

  
 Supervisor

**COUNTERSIGNATURE**

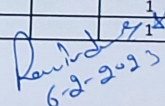
  
 Kuma Arvind  
 Director (Administration)  
 Chitkara University Punjab  
 Chandigarh-Patinda National Highway  
 Rajpura (Punjab) 140401-India

Galileo

wall St  
 Tube  
 Corner table - 4  
 Fly catcher - 1

Spaak center (Room no.002)

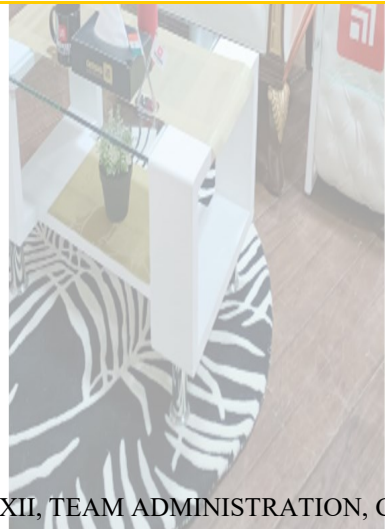
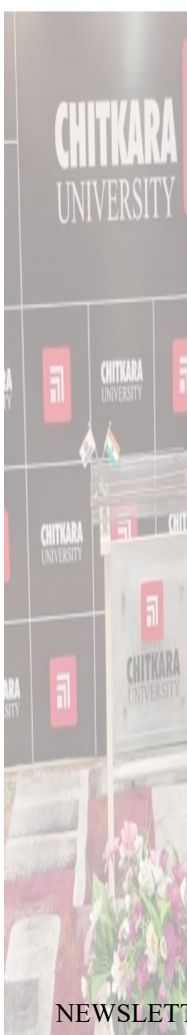
White Board	white				1	✓
Conference table	Brown				1	✓
Steel Dustbin					2	✓
center table	Brown				1	✓
Blind	Brown				7	✓
LED	Black				1	✓
Computer Table	Brown	42"	2'	30"	1	✓
Sofa three seater	green				1	✓
sofa one seater	green				2	✓
WI-Fi Box (IT)					1	✓
Printer (IT)	White				1	✓
Tft With Stand					1	✓

  
 6-2-2023

# FACILITIES

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## OUR CRECHE

This is the place where we have an overload of **cuteness and fun** - the creche facility extended to the tiny toddlers of the faculty and staff of our campus. A visit to this space always rejuvenates us. The darlings at the venue come running to you and have so many stories to narrate, in their own languages and faces full of expressions .... about their pet toy, or with a demand to go out for a stroll !!



When parents of these children feel comfortable, we feel satisfied that we have been able to provide them with comfort, as they concentrate on their work. Have a look at some glimpses of the Creche in this quarter.

In this quarter, in January, during Lodi celebrations, with help of team F & B, we gave the children also small packets of Lodi goodies, which they enjoyed !

## BLOOM NEST & EXPLORE NEST

There is always **room** for improvement ...and when it comes to providing comfort to 'our *athithi*' in our **guest rooms**, Chitkara leaves no stone unturned.



Our first set of guest rooms at **Bloom Nest** underwent a huge amount of beautification this quarter. After a lot of deliberations and thought process, the makeover of the venue was done and processes brought in place (which was updated on the InfraAdmin webpage too). **Explore Nest** too was given extensive attention, including venue beautification and laying processes to make the stay of guests comfortable as well as and the providing of service smoother and accountable. Management of a resource is like a duck in water—smooth on the surface but paddling with its feet continuously under water !! For the guest houses too the situation was alike. Team Administration put in their best to take care of the venue and the guests.

As part of their training, students from Chitkara School of Hospitality, under the able guidance of their faculty also contributed in maintaining these guest rooms. Thank you Ajay Kumar Krishna Sir and team!!

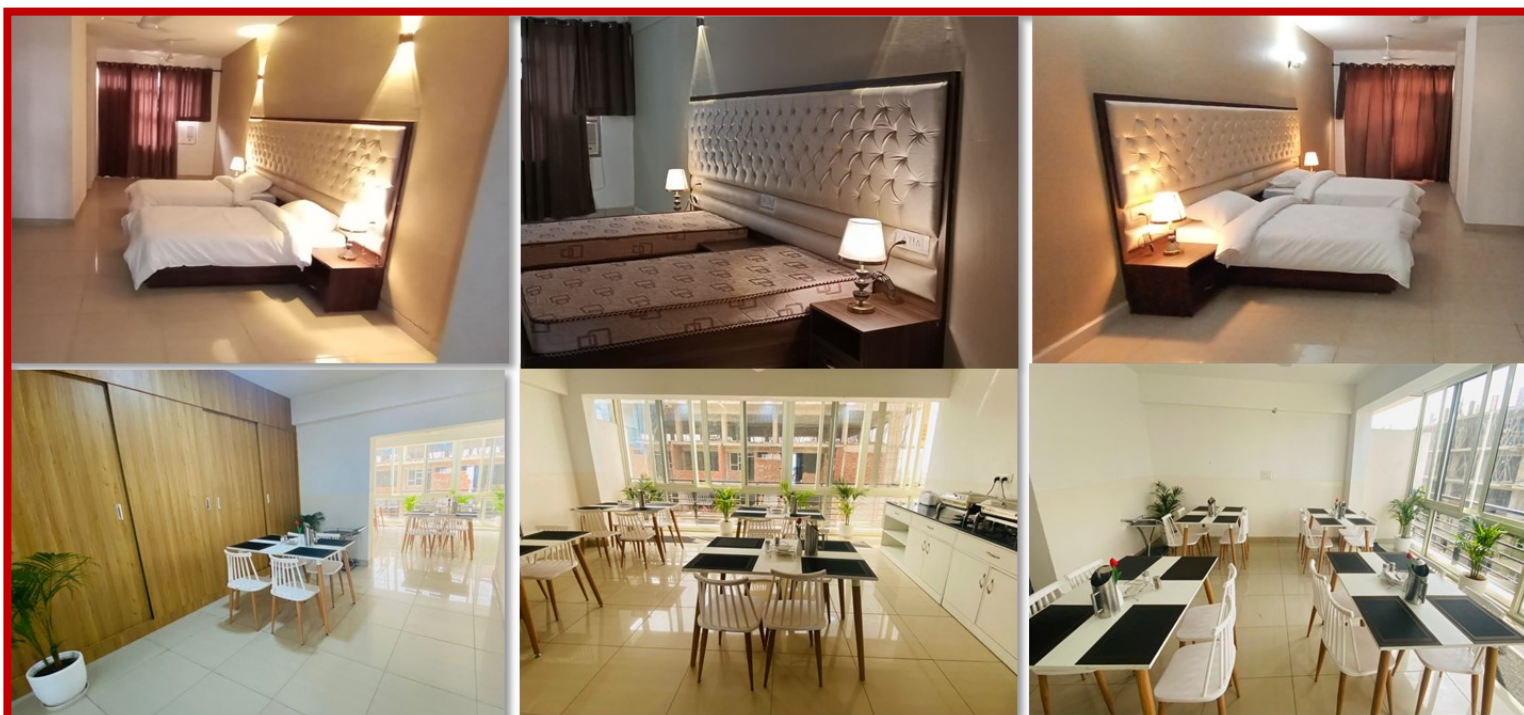


# GLIMPSES OF EXPLORE NEST & BLOOM NEST



## ARISTOTLE NEST 8

To ensure the best of stay and support to our guests, the takeover of the **Aristotle Nest 8** was a lightning task. With 18 rooms, all rooms with attached washrooms, dining area over as area spread over 12,042 sq ft built up area, which could accommodate 36 guests at one time - it was one of the biggest guest house setup we had in our campus (one more floor with exactly same facility was also getting ready!!). There was not a minute to spare! Team Administration sprang into action and made sure that the venue was all set for the guests arriving to have a comfortable stay!



## HALLS , EXPLORETORIUM & SPECTACLES

It is indeed a matter of happiness and pride that the facility of common venues is used to full throttle in our campus. In this quarter we had **525 online venue booking demands**. There has been a huge amount of requirements raised for additional classrooms too. While it is very satisfying to note that the venues are being used to the fullest, it is a huge challenge and keeps us on our toes at all times. Further, as we have various sessions being organized for our students and scholars in the various classrooms /labs as well as the common facilities, the tasks of providing suitable space within the laid time, at short notice, has increased manifold. Team Administration has been continuously managing space in the academic area, and making sure that all demands of users are satisfied, well within time.

Another demand that we had to handle in this quarter, in routine as well as for the major events, was the readiness of the guest houses and the routine requirements of the guests. Not only did we have to ensure that the facilities were up to the mark, made available in time and always maintained; the requirements of guests as regards refreshments etc., had to be taken up with the F&B team timely too. This also went could be handled well with the efforts of teams Administration as well as Team F&B.

Further, the requests for venue setups also were received with utmost happiness by Team Administration. This task involves some amount of creativity, and some amount of coordination with different teams like Maintenance, OAD, Horticulture, Electrical, IT, and Branding. The decoration for various venues revolves around the occasion, and the theme of the event. The final setup depends on the time available, other resources available, and many other such factors. The task involves planning, liaison with various team, timely shifting, cleaning and maintaining the venues, fixing the setup and final checks. There's so much to do...believe me....its fun time!!!

The Spectacles is a venue which almost all guests visit, and are thrilled with the experience. With many awards coming our way, it is a feeling of pride to include and display the various certificates and awards received, in the different sections at the Spectacles. We would suggest that you take some time off and do come visit the facility, to appreciate , understand and remind ourselves about the wonderful organisation where we all work and how far we have come as an amazing team, and to ponder over how much more we can do !!



## EVENTS & CELEBRATIONS



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# LOHRI CELEBRATIONS IN CAMPUS



## LOHRI CELEBRATIONS & ARRANGEMENTS



The festival of *Lohri* has always been celebrated with a lot of enthusiasm and fervor, keeping up with the Punjabi traditions and in tune with our Charter to as well as UN SDG 11 in preserving the culture of the Indian State of Punjab.



The festival celebrations started as the bonfire was lit by Hon'ble Pro Chancellor and all gather around to worship the blaze. Later the celebrations go on as the students perform the traditional *bhangra*, *gidda* etc..

Team Administration helps with the setting of the bonfire as well as readiness of all the venues, arranging the logistics and setting up the stage for the event. The responsibility continues till the ashes from the blaze if cooled and cleared.

This year arrangements were made at the guest houses as well as at the creche. The festive snacks of *moongfali*, *rewadi*, etc., were distributed to guests at the Guest Rooms as well as the tiny-tots of the creche, in liaison with team F & B.



# LOHRI CELEBRATIONS

## LOHRI CELEBRATIONS @ EXPLORETORIUM



## LOHRI CELEBRATIONS @ GUEST HOUSES



## LOHRI CELEBRATIONS @ CRECHE



## REPUBLIC DAY CELEBRATIONS

We decided for a décor with the tricolor and a pinch of blue. We maintained this for the VIP stage where Hon'ble Pro Chancellor would receive salute of the March past as well as for the stage in the Exporetorium and the flower arrangements too. The Stage backdrop showpieces had a blue "pakhi" displaying the Punjabi tradition !!!



While the earlier page would give you an idea of how the decorated venues looked , this page would give you an idea of the activities involved in preparing the material required for setup of the venues.



As always, it was a team work where the house-keepers, service boys, maintenance staff, electrical staff, branding team ...everyone pooled in their efforts to celebrate our Republic Day with pomp and shower!!



## CELEBRATIONS AT UCO BRANCH



Another celebration in this quarter was the anniversary of UCO Bank. As we have a branch of the UCO bank in our campus, we were invited over, but they asked us for some support too. So there we were ...setting up the bank and decorating it so they could enjoy the celebrations



of the special day along with their guests and all of us.

The Sportorium was also setup for a few events by the USB.

## VALENTINE'S DAY CELEBRATIONS

A day very close to the heart for our young stakeholders ! Celebrations were planned at the Alpha Zone. We tried adding some color and charm to the venue, with a gate of hearts and lights, a selfie point, and the stage being decorated with cupid who had wings of “silver glitter”.



# EXCELLENCE RESEARCH AWARDS



An amazing capture as Hon'ble Pro Chancellor strikes a pose at the Research Excellence Awards



# EXCELLENCE RESEARCH AWARDS

A star-studded annual event where the exemplary research work gets honored !

This year it was all about an overload of excited audience, lamp lighting, inaugural of the event with a *turning page* , performances by students, signing of an MoU, the award ceremony and so much more !! Over and above the arrangements for all these, Team Administration also created a selfie point for the awarded! Enjoy the glimpses....!



Lamp Lighting



Event Inaugural



Event in Progress



MoU Signing



Fully Packed Hall



Selfie Point



Some Awardees

## THE SWACHHTA AWARDS

*Swachhta* is a very commonly used term in each household.... thanks to our Government, *Swachh Bharat Abhiyan* is a very well-known national level campaign which was initiated in Oct 2014 to improve the cleanliness in India. But long before that CHITKARA university had adopted the essence of *swachhta* and always believed in providing a clean and hygienic environment for studies and work, to our stakeholders.

Yes ...there is a dedicated team to ensure cleanliness; but we believe that maintaining the venues clean and best utilization of space, is **the responsibility** of each and every stakeholder,.

This year, the competition held in January 2023 was for three categories - *SWACHH STORE-ROOM*, *SWACHH CLASSROOM* and *SWACHH BUILDING*. The *Swachhta Awards* felicitation was held as a segment of the Excellence Awards held on 04 February 2023. This page has a few glimpses of the *Swachhta Awards*! A complete report of the Swachhta Awards is available on our webpage - <https://infraadmin.chitkara.edu.in/>



## DELCON 2023





2nd Edition  
**DELCON 2023**  
An IEEE Delhi section owned conference

**Technological Advancements in Current Times for the Benefit of Humanity**

February 24-26, 2023 | Chitkara University, Punjab, India  
Website: [www.chitkara.edu.in/delcon2023](http://www.chitkara.edu.in/delcon2023)

Organized and Hosted by  
Chitkara University, Punjab, India

*Invitation*

You are cordially invited to attend the inauguration ceremony of DELCON 2023.

**Some Important Stats**

- Paper submissions from 116 institutes & 28 states across country.
- 205 subject experts from top institutes of the country reviewed more than 270 papers.
- More than 20 delegates from IEEE Delhi Section attending the conference in various capacities.

**Date** : February 24, 2023  
**Time** : 12:00 Noon – 2:00 PM  
**Venue** : Exploretorium

You are welcome to attend the technical sessions of the conference.  
Technical program is available on the conference website.

The DELCON event at our campus was one of the high-lighted events of the semester with all the who's who of the IEEE chapters being present in our campus. It was the 2nd edition of IEEE Delhi section owned conference DELCON 2023, and was held on 24th February, 2023,| at Exploretorium.

The arrangements made by Administration in this event was the stage set up as well as the complete arrangements for the Guest houses where these eminent guests were accommodated. The stage setup include a lamp lighting as well as an inaugural.

Further to the inaugural, there were various technical sessions at different venues, including halls.

# BIRTHDAY CELEBRATIONS



## BIRTHDAY CELEBRATIONS OF HONORABLE PRO CHANCELLOR

Some days are very special and really close to your heart !! 16th of February is one such day. The birthday of our Hon'ble Pro Chancellor . A very special day indeed of a gracious lady with a magnanimous heart, whose presence brings a twinkle in the eyes of all her team members, who is mentor to each and everyone of us, whose personal touch with each and every staff is what binds us to the organisation, who is always ready for fun and frolic, and at the same time ensures that the organisation delivers its best,..... no amount of words can describe the feeling of respect and love we have for our very own MADHU Mam!!

Let us take you through the amazing and beautiful day.....The theme for the day was "Basant Panchami" to remind Ma'am of the day she was born. For the celebrations, members from all Chitkara campuses assembled at our Punjab campus...at the Exploretorium. A cake specially designed to match the theme (and prepared by our Culinary School) was cut and then there were photo sessions. Entertainment was next with all teams performing some cultural

activities. Group dances, skits, drama , Qawwali.... The Exploretorium was filled with energy , fun, frolic and happiness. To add to all the *masti*, we had our Hon'ble Pro Chancellor Ma'am on the stage, sharing with us episodes of yesteryears and taking us through her earlier days in campus; sharing incidents and adding fun and laughter; and elegantly sharing a few steps of dance along with each team that performed!!! It was indeed a day to remember!

....and then it was time for refreshments. With live-venue stalls set up by Team Events Hospitality, the sumptuous snacks were relished by all. The dining venue was the parking area near Exploretorium. The venue appeared and felt nothing less than a stunning and well –lit resort, with canopies, round table seating, butterfly lights, balloons and so much more. Light music in the background added to the décor and ambience.

Ma'am, we wish you many many more Birthdays !!!



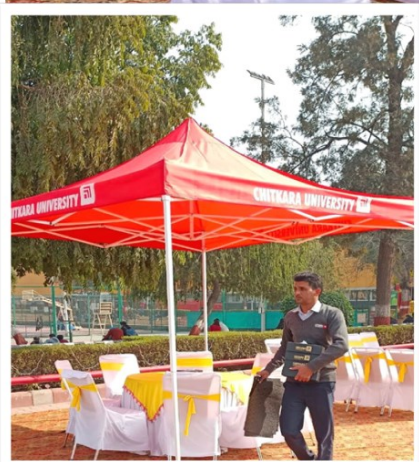
# The graceful, majestic, fantabulous Dr. Madhu Chitkara, on her Birthday !!!





Team Administration strived hard to match the venue setup with the occasion that was being celebrated.. It was a special day and any amount of readiness would fall short if not given due attention. Help from other support teams was also sought.

# The Parking Area Being Converted to Dining Area for the Special Event





## A DAY WITH CHANCELLOR (ADWC)

A day where every student gets to meet our Hon'ble Chancellor and listen to his pearls of wisdom. This is organized every year so that all students get a day to attend this session. This year too we had these sessions, some of them were in this quarter.

Team Administration provides the venue support with the venues being set in a different look for each session.



A Session at Pulitzer Hall




ADWC Sessions at Exploretorium



ADWC Sessions at Exploretorium—Faculty & Students strike a pose as Hon'ble Chancellor looks on



**CHITKARA UNIVERSITY** 

## CAN - WE CARE - SO DO THEY



An alumnus, Ms. Sukhman Ghumman, a member of CAN (Chitkara Alumni Network)- who contributed to the cause, inaugurated the swimming pool, this quarter. We wanted to make sure she felt very welcome and grand at the event, so we had red carpets laid and an inaugural board placed. It was so soothing to watch the excitement of the alumnus, filled with nostalgia. The daughter, spouse and parents of the alumnus were also thrilled about the occasion. A proud moment indeed!

Connecting the Dots - Another occasion when we have Principals from various schools across the country visiting us ! We had a session in this quarter also



## LITERATURE FEST

First of its kind in our campus - the literature festival was an amalgamation of the who's who from the amazing and awesome world of literature. It was surely an event with a lot of take-aways for the students and staff! The mesmerizing poems and books by each author created goosebumps which was followed with a lot of applause and appreciation.

The venue selected was the Exploretorium after which there was a music show at the Square-One OAT. For the Exploretorium, team Administration put on its creative cap to decorate the entrance, the foyer, as well as the stage to be in synchronization with the theme. The highlight of the day, as regards the setup, was a book, the pages of which unfolded for each session, and the book launch with a difference. This could be created only with the teamwork of Administration, OAD and Maintenance. Some glimpses have been shared on this page as well as the next page ..



सिटी लाइफ 26-02-2023

### लिटफेस्ट के पहले दिन बात हुई जातपात और पक्षपात पर

**Lit Fest**

चितकारा यूनिवर्सिटी के पंजाब कैम्पस में दो दिवसीय चितकारा लिटफेस्ट की शुरुआत शनिवार को हुई। इसमें पहले दिन कई सेशन आयोजित हुए।

**लिटफेस्ट** | चंडीगढ़

चितकारा यूनिवर्सिटी के पंजाब कैम्पस में शनिवार को चितकारा लिट फेस्ट शुरू हुआ। इस दो दिवसीय फेस्टिवल में देशभर के लेखक, कवि और साहित्य में रुचि रखने वालों ने हिस्सा लिया। फेस्ट के पहले दिन कई विषयों पर चर्चा हुई जैसे किताबें पढ़ना, प्रेरणादायक बातें व समकालीन साहित्य से लेकर राजनीति समाज और संस्कृति आदि। पहले सेशन में युवा एक्टिविस्ट, लेखक और रपर सुमित समोस की किताब अफेयर ऑफ कास्ट का लक्ष्मी धोल ने विमोचन किया। इस मौके पर ट्रांसमिडिंग द कास्ट बैरिक्स विषय पर सुमित समोस व ऋचा लखौर ने आधुनिक समाज में जाति-आधारित बाधाओं पर कालु पाणे की कठिनवायों पर बात की। साथ ही उन्होंने जाति-आधारित भेदभाव की जटिलताओं के बारे में भी बताया। इसके अलावा डॉ. इस्लाम चटराज ने डॉ. गुरुप्रताप खेरा और दीक्षा अग्रवाल में रहने वाले भारतीय लेखक अमन एस महाराज के साथ उनके काम के बारे में श्याम ट्रांसफॉर्मेशन जर्नी के बारे में बात की। एमी सिंह ने अपनी कविता 'डक टू लाहौर' को सुनाया। इसके बाद डॉ. गुरुप्रताप खेरा ने लेखिका और एक्टर ऋचा लखौर से उनकी पुस्तक, 'द जेंडर एनोस्टिक हीरो: कंटेनिशन' पर बात की। आखिरी में प्रसिद्ध सूफी गायक बोर सिंह ने लखौर परफॉर्मिस दी और गीत सुनाए।

डॉ. मधु



• शिंदेदेवर फेस्टिवल की शुरुआत करते मेहमान व डॉ. मधु और अशोक चितकारा।

**आज होगा यह सब**

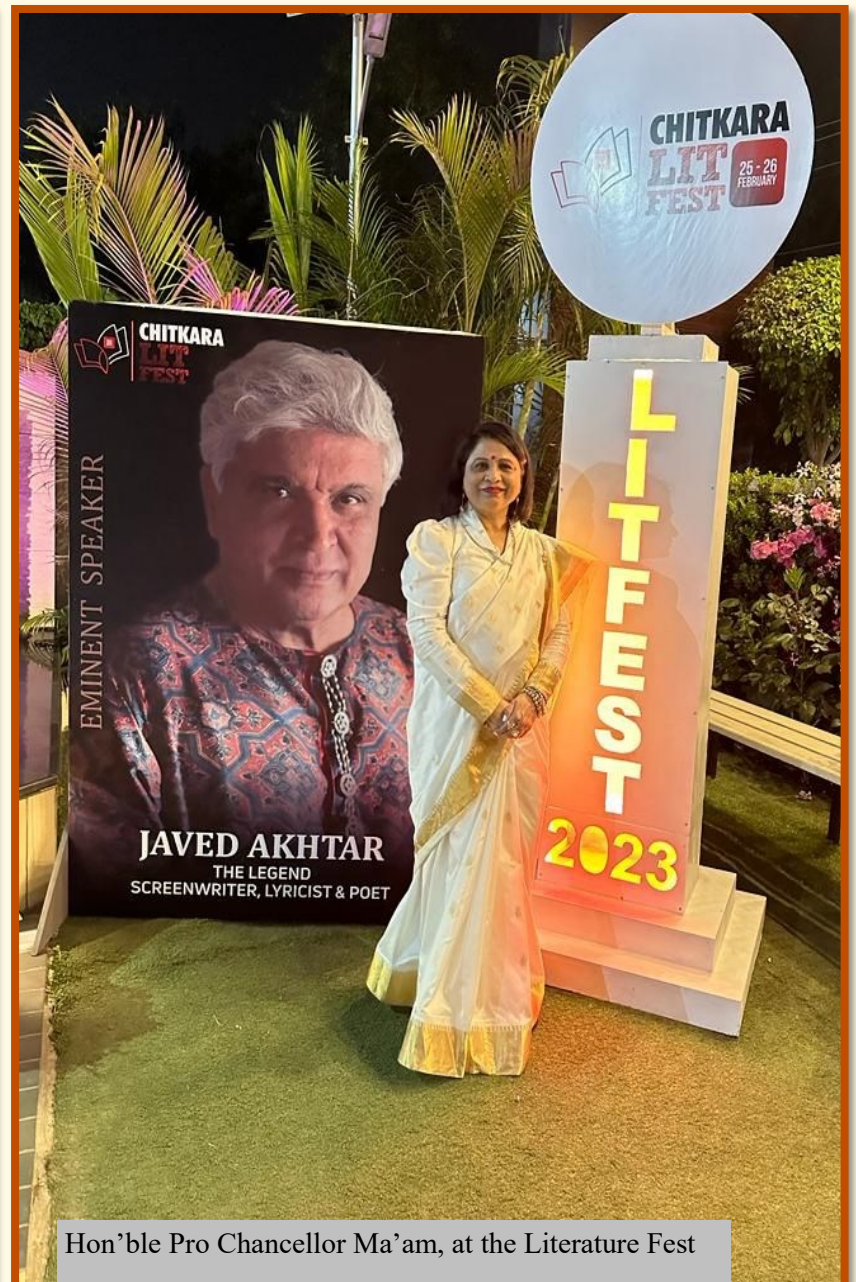
चितकारा लिट फेस्ट के दूसरे दिन के कार्यक्रमों का आयोजन चंडीगढ़ में चितकारा इंटरवेंशनल क्लब, सेक्टर-25 में होगा। इसमें लेखकों के साथ कैबल डिस्कशन और इंटरेक्टिव सेशन आयोजित किए जाएंगे, जिनमें जयदीप अग्रवाल, इरशाद कामिल और उषा उद्युत सहित कई जने-जाने कवि और कलाकार हिस्सा लेंगे। इसमें चंडीगढ़ की आर्टिस्टिकरल लैबरेटरी के संस्थापक जे. वी. वेंकटेश्वर के साथ में एक सेशन को, कवि के लिए डॉ. वी. वेंकटेश्वर चौधरी और पर्यावरण के लिए लक्ष्मी धोल को सम्मानित किया जाएगा।

**बात जाति और पक्षपात की**

य अफेयर ऑफ कास्ट को लेकर सुमित समोस ने बताया - किताब में उन खालों का जिक्र है कि कविता तब से हो रही है जब से संविधान बनने की प्रक्रिया जारी थी। साथ ही उन अपराधों पर नजर रखने की बात भी है, जिसके दम पर उच्च जाति होने के चलते विशेषाधिकारों का आनंद लिया जाता है। लेखक जेड एनोस्टिक हीरो- कंटेनिशन में ऋचा लखौर ने कहा - भरत में कहानी कहने की पंथा कहने ही बात करने से यह सच है कि इसमें पक्षपात झलकता है। अपनी की नजर से ही यह कही जाती है। इन्होंने बड़ा धक्का औरत के लिए कहा हो सकता है।

को करवाने का मकसद स्टूडेंट्स को ताकत है। साथ ही आलोचनात्मक सोच को प्रेरित करने और हमारे अनापस को सुनाए।

**Media Coverage of the Literature Fest**



Hon'ble Pro Chancellor Ma'am, at the Literature Fest

# LITERATURE FEST- A FEW GLIMPSES



Shot on OnePlus  
Powered by Triple Camera

Shot on OnePlus  
Powered by Triple Camera



Set up of Warren Buffet Hall for



Pooja of upcoming hostel



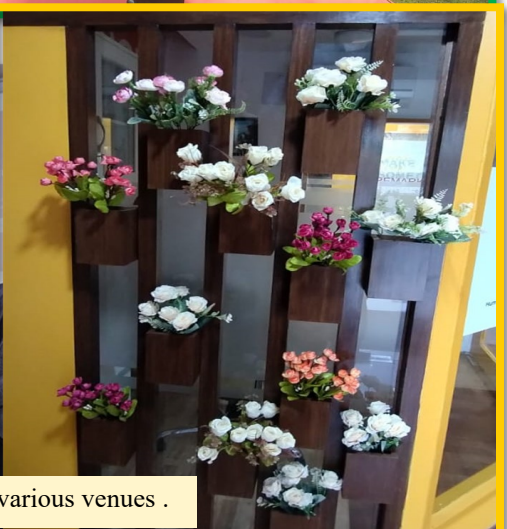
Inaugural of MBA Online Course



Plantation Drive



Administrative support is provide for activities of various types, be it a workshop, a pooja, procuring decoration material to set up venues and facilities, inaugural boards etc..



Procuring decoration material and setting up various venues .

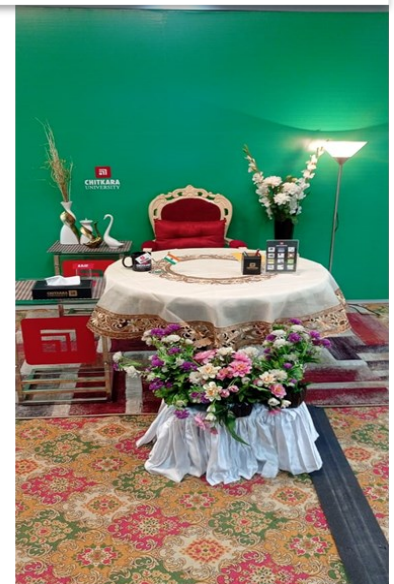


## STUDIO 401

Our central e-facility for online sessions— Studio 401 is used by different colleges and schools for online sessions.

In this quarter the users were—

Date	Users
5-Jan-23	VVIP Event
13-Jan	VVIP Event
15-Feb-23	SRM
23-Feb-23	VVIP Event
26-Feb-23	CSE
31-Mar-23	CSPA



## MULTIPLE SETUPS - SAME DATE/ VENUE

Events go on at our campus and that keeps all our common facilities utilized to the fullest .....in fact ...*yeh dil maange more* !!

But the challenge strengthens at times to such heights that we literally pool in all resources to attain and maintain our laid standards. These challenges test our abilities too!!

We were just back from HP campus and we had this challenging requirement. While other events were already in progress, three extremely important events came up on the same day, ...and **ALL at the same venue...!!** This actually got us *churning our brains real hard* so that the demands of the various users be met with, and the venue setup for each event could be different. Time was the biggest constraint but NO was NEVER the answer !!!

The events that were scheduled at the Exploretorium were :

The Convocation Ceremony

The AI Summit by CUIET

The CEO Conclave by CBS

Well...this page and the next two pages would give you glimpses of the different setup...! We could have these pictures put up on a competition for “**SPOT THE DIFFERENCE & THE CHANGES**” !!! A little change here and there, within the time permitted, is what we tried. But for the so called “little” change, with the constrained resource of time that we had, the manpower of

our team had to literally be on their toes.



## CONVOCATION CEREMONY

Glimpses of the convocation ceremony where Dr. Ashish Chaudhary was honored with an honorary doctorate !!



**Chitkara University**

69,962 followers

2d · 🌐

Dr. Aashish Chaudhry, Managing Director of Aakash Healthcare Super Speciality Hospital, Dwarka, New Delhi, was awarded an honorary doctorate by... see more



Chitkara University Awards an Honorary Doctorate Degree to Dr Aashish Chaudhry of Aakash Healthcare - ...

zee5.com · 2 min read







The setup



Chitkara University 1h

Chitkara Business School organised a 'CEO Conclave' with the theme 'Future of Work, Skilling, and Mobility'. The conclave panel com... See more



Report on Social Media

The Event in Progress



## SOME TASKS AT HP CAMPUS



Its in the family of Chitkara that if any campus needs the support of the other, its provided whole heartedly, whatever the occasion be.

Our campus at HP had a requirement where our support was sort. Teams were detailed to handle all the tasks, as required and requested. There's always a learning in sharing and caring and this applies for efforts too. Our experience and efforts helped HP campus to learn, and we from PB campus learnt from their experience and efforts.

All is well that ends well - with the HP campus having cleared the NAAC accreditation in flying colors ( A + grade ) , our happiness knew no bounds!!





## TOGETHER WE CAN AND WE WILL .....

"None of us, including me, ever do great things. But we can all do small things, with great love, and together we can do something wonderful." – Mother Teresa

Hon'ble Pro Chancellor Dr. Madhu Chitkara & Respected Dr. Niyati Chitkara,  
at a selfie point on Team Work made by Team Administration



Team work can make the dream work! ...and there is so much more we strive to achieve ! To achieve our targets and goals, and then to further improvise on it, all that we need is the determination to work, and the team to stay together and hold on to each other. When we look back and see the progress that we made, it gives us the confidence and energy to keep going even further.

We shall meet you in the next quarter, at the same platform, with more exciting news of what we further achieved as a team .... till then stay happy, stay healthy!!

Signing off for now....**TEAM ADMINISTRATION**