



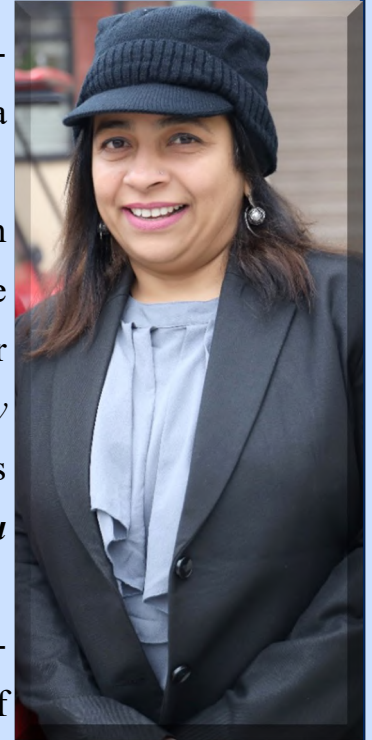
NEWSLETTER (EDITION XV)

OFFICE OF ADMINISTRATION

OCT - DEC 2023

MESSAGE FROM DIRECTOR ADMINISTRATION

There is so much to enjoy in every season and the same applies to the winter also ... as they say, winter is not a season but a celebration!!!



Who can better explain the depth of the cold better than those who start work early and wind up late after their work, baring the cold, to keep their customers warm and happy. When asked “*how are you*”, their answer with a smile has always been “*changa ji...wadiya ji....rabb ne appanu bahut hi khush rakhiyasi....*”.

There is so much to learn from their motivation and hard work, and it’s a matter of pride to be part of such a team. It is of course the effort of the taskforce that we can see in the news and pictures of this newsletter !!!

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H U M A N R E S O U R C E

For the Office of Administration, Human Resource is undoubtedly the most important resource that helps put other resources to optimal utilization. Hence it is pertinent to sharpen and update their skills at regular intervals and help them update with the latest trends and technology in their professional areas.

Mentioned below are the activities initiated for our Human Resource in this quarter.

Training

We believe **productivity** is a very important result of **training**. It enables employees to inherit the skills and knowledge, stay updated in their fields , build their confidence and improve their efficiency. Hence, we have always emphasized on the need for training and meticulously ensure the same.

(Pgs 4 &5)

Motivating

Motivation always improves behavior of human resource. To appreciate the work they do , we honor the outstanding performers with incentives and certificates and to keep our staff motivated we provide them various opportunities that include opportunities to display their potential in fields other than their professional fields. In this quarter we gave them a a stage to perform their talent

(Pgs 6 to 8)

Sports Activities

All work and no play actually makes Jack a dull boy!!! So we try and encourage our workforce to participate in the various sports events organized for them by the University Sports Board.

(Pg 9)

Administrative Officers conduct refresher training for the staff in routine. In this quarter too, sessions were conducted for the staff. These sessions create a cordial atmosphere where the staff can raise their queries confidently.

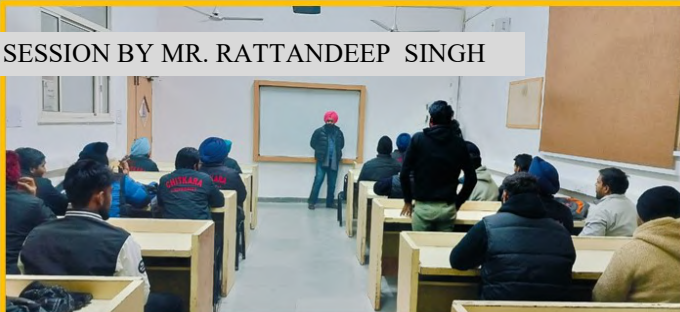
SESSION BY HON. CAPT RAVINDER SINGH



SESSION BY MR. GURJEET SINGH



SESSION BY MR. RATTANDEEP SINGH





INTERACTIVE SESSION FOR TEAM FROM HP CAMPUS



An interactive session was held for a team of staff from HP campus on the various aspects of Administration.



The session was for a day and the resource person was Sqn Ldr (Dr) Rina Angel (V). The session covered subjects like leadership skills, communication and conflict management and team members shared their experiences and raised many queries as regards how to tackle situations that arise in the day-to-day management of the campus.



CELEBRATING THE CLEAN & GREEN WARRIORS



This was the last event organized in the quarter by the Office of Administration and undoubtedly the best, as it motivated each and every staff to EXPLORE their POTENTIAL and it assured them that they are valued by the Organization and so are their efforts!! On 23 Dec 2023, Office of Administration celebrated the Clean and Green Warriors of the campus. Venue was the Exploretorium. The event started off with a very warm and heart-touching as well motivating message from Ma'am.. Thank you very much Ma'am for always being our guiding light !! The MCs for the event were Mr. Harbans Singh and Hon. Capt Ravinder Singh, both Senior Administrative Officers.

Message from Hon'ble Pro Chancellor Mam



Audience

The Stage



MC for the event—
Hon. Capt Ravinder Singh



Audience



MC for the event—
Mr. Harbans Singh





SOLO PERFORMANCES



GROUP PERFORMANCE DANCE



GROUP PERFORMANCE FASHION SHOW

It was an absolute treat to watch the performance. The performers were so full of energy and enthusiasm. We had solo performances as well as group performances. Further there were entries from other teams too who requested a chance to perform..... the more the merrier ...they were all given a chance and the audience loved and encouraged each performance. The judges Capt Nigam (VP, CUSMS) and Dr. Rajeev Kamal Sharma (Dean, Examinations) helped select the best performers and all performers were encouraged with a token of love.

Certificates of appreciation and a cash award was also distributed to all the outstanding performers of the last two quarters. Then there was a lavish spread of refreshments for all before the event wound up.





Games keep staff healthy—mentally and physically ; hence we encourage their participation in games. The enthusiastic staff of the Office of Administration participated in the Cricket match organized by the University Sports Board. It was a time of enjoyment when the team won the first match played on 18 Nov. While the team moved on to the semi-finals, and played two matches consecutively on 08 and 09 Dec, they had to bid goodbye to the session. Nevertheless, the efforts and the spirit is what matters and the players did their best..!! There’s always a better chance next time !! Kudos for the efforts boys!!



To familiarize the new members to the Chitkara Family, an Exploration Program is organized by the Office of Talent Management. The new members are hand-held and made aware of the facilities available to them.

In a campus tour they are shown the various facilities, venues and places of importance. These are maintained by Office of Administration with the support of various central teams including Maintenance, Electrical, IT, Branding, Central Stores and Central Purchases. Hence, in the session where the facilities and common venues are briefed to the



CHITKARA EXPLORATION PROGRAM			
VENUE		Einstein Hall, Ground Floor, Galileo Block	
DATE		December 16, 2023 (Saturday)	
REPORTING TIME		8:55 AM	
Sr No	Speakers Talk On	Session By	Duration
1	Warm Welcome of Participants	Mr. Harpreet S. Bhatia (Director- Office of Talent Management)	09:00 to 09:10
2	Message to All New Joinees	Hon'ble Chancellor Sir	09:10 to 09:30
3	Session on CUAQAC framework at Chitkara University	Dr. KK Mishra (Pro Vice Chancellor- CUAQAC)	09:30 to 10:00
4	Life, Journey and Culture at Chitkara University	Dr. Sangeeta Pant (Dean- College of Education)	10:00 to 10:30
5	Interaction with New Joinees on research framework - (CURIN) Chitkara University	Dr. PK Khosla (Pro Vice Chancellor- Research)	10:30 to 11:00
6	Journey Beyond Classroom	Dr. Neelam Verma (Dean- Office of Student Affairs)	11:00 to 11:30
7	Tea Break		11:30 to 11:45
8	Understanding HR Role, Processes & Policies - Office of Talent Management	Mr Gopal Krishan Garg (Associate Director- OTM)	11:45 to 12:20
9	Fun Activities Quiz	Ms. Diksha Sharma (Senior Executive - OTM)	12:20 to 12:30
10	POSH Awareness Training: The What?, Why? and How?	Prof. Harkiran Kaur (Pro Vice Chancellor -Chitkara Alumni Association Network)	12:30 to 1:00
11	Administrative Support for Infrastructure & Facilities	Sqn Ldr (Dr.) Rina Angel (V) (Director - Administration)	01:00 to 1:30
12	Lunch Break + Campus Tour with Col. Rakesh Sharma (Director - University Affairs)		01:30 to 2:30
13	Divergent Chitkara	Mr. Viney Khurana (Director- Professional Development Centre)	2:30 to 3:00
14	Information Technology - A tool to Build or a hammer to Destroy?	Mr. Pawan Kumar (Director- Information Technology)	03:00 to 3:30
15	Certificate Distribution Ceremony	Mr. Harpreet S. Bhatia (Director- Office of Talent Management)	03:30 to 4:00

new members, they are also guided as to how they can contact the concerned Heads and In charges.

The interactive session with the new joinees regarding the administrative support of Infrastructure and facilities was taken by Sqn Ldr (Dr) Rina Angel(V) in this quarter.



SUPPORT FOR EVENTS

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In this quarter Office of Administration provided venue support for **497 events**. These are events where venues are booked. Some of the events and venues are enumerated below. Mr. Balwinder Singh, Senior Administrative Officer, handles the task of allotting venues.

The next few pages would provide a peek into these events as regards the venue support or the Stage-Art support .



<u>Date</u>	<u>Event</u>	<u>Venue</u>
4-Oct-23	CBSE Exposure Visit	Exploretorium
5-Oct-23	Convocation	Exploretorium
6-Oct-23	Explore Talks - INNOVATION IN ENTERPRISE SECURITY	Exploretorium
7-Oct-23	Fresher's Party	Alpha Zone
9-Oct-23	The Wellness Carnival	Alpha Zone
10-Oct-23	AU (Small Finance Bank) PLEDGE Ramp Walk Show	Exploretorium
11-Oct 12 Oct -23	World Mental Health Day OCTOBER 10	Pulitzer Hall Einstein Hall
16-Oct-23	13th Global WEEK -2023 Inaugural	Exploretorium , Various Classrooms
20-Oct-23	Global Week Valedictory	Exploretorium
26-Oct & 27-Oct -23	COA Excellence Awards	Exploretorium / D'Art Gallery
30-Oct-23	In Conversation with Aman Gupta	Exploretorium
4-Nov-23	CUDC 2023	Chitkara Woods/ Studio 401
14-Nov-23	Vishwakarma Puja at Workshop	Pythagoras
21-Nov-23	Conversation with Ghazal Alagh	Exploretorium
22-Nov-23	EDUREFORM	Pierre Hall & Pulitzer Hall, Exploretorium, Einstein Hall
23-Nov-23	EDUREFORM	Exploretorium
24-Nov-23	National Law Day	Moot court
30-Nov-23	Conversation with Ananya Birla	Exploretorium
17-Dec-23	Excellence Awards 2023	Exploretorium

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CHITKARA
UNIVERSITY




EXCELLENCE
AWARDS
Incentives | Rewards | Recognitions



EIGHTH EXCELLENCE AWARDS 2023

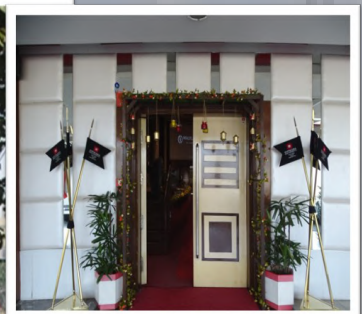
EIGHTH EXCELLENCE AWARDS 2023

The 8th Excellence Awards was organized in the campus on 17th Dec 2023. This is an event where the extraordinary stars of various fields of Research, Consultancy, Patents etc., are felicitated for their contributions. The stars, as they receive the awards would proudly strike a pose with the Revered Chancellor, Hon'ble Pro Chancellor and Respected Vice Chancellorhence it was pertinent that the stage be made “STAR worthy”. Let's take you on a virtual tour of the star-studded event ...!!!





The expected gathering for the event was a whopping one thousand. With this number we felt it appropriate to create some photobooths. The pictures of the Photobooths that were created are provided below.



IN CONVERSATION WITH STALWARTS OF THE FIELD OF ENTREPRENEURS

This quarter was witness to three amazing conversations with stalwarts from the field of ENTREPRENEURS....organized by CEED, Chitkara University, Punjab. These conversations were part of the EXPLORE TALKS organized by the Office of CEED.

The three conversations were with -

- 1) Ms. Ghazal Alagh
- 2) Mr. Aman Gupta
- 3) Ms. Ananya Birla



Each conversation was unique and had a beauty of its own. While each guest had their own path of success to share, Team Administration had to plan the stage-art for each event and

make a marked difference in each set-



up while bearing in mind that all guests are equally and very important. The next few pages shall give you further details.



Ghazal Alagh, the co-founder of MamaEarth was on our campus on 21 Nov 2023 for a conversation with Chitkara University.

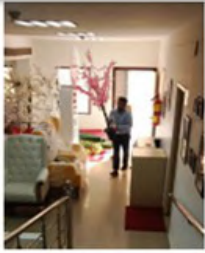
The audience was awe-struck by the stories as she narrated them and as she threw light on her step-by-step entry into the world of entrepreneurs.

The venue was the Exploretorium. Team Administration strived to create Stage Art so that the stage would look as magnanimous as the guest.

Have a look at a few pictures in this page and the next !!



In Conversation With Aman Gupta

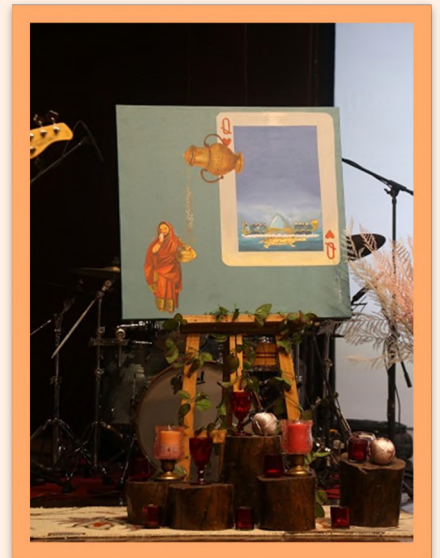




The color theme for the stage was **pink and red**. Pink symbolizes **success** in the expression that “everything is rosy” and red is the color of **passion and energy**. White, golden and black were used to highlight these colors and enhance the look of the stage

The color theme for the stage was **pink and red**. Pink symbolizes **success** in the expression that “everything is rosy” and red is the color of **passion and energy**. White, golden and black were used to highlight these colors and enhance the look of the stage .

The stage-art was designed bearing in mind the fact that the powerful conversation on stage was between two amazing ladies – **Dr. Cavita Taragi** (Pro VC, Office of External Affairs) who was striking the conversation with the guest, **Ms. Ananya Birla** (Indian singer, songwriter and entrepreneur)!! After the conversation, a *swift change* of the stage setup for a mesmerizing musical performance by the guest was facilitated by **Team Administration**. This readiness demands a planned execution which was indeed executed very smoothly and swiftly !!



EDUREFORM INTERNATIONAL CONFERENCE ON RETHINKING EDUCATION IN THE AGE OF AI



The Edureform International Conference was held for two days (22-23 Nov) by the College of Education. The Conference had numerous events going on simultaneously and was conducted at multiple venues . Many International guests were also part of the event. Office of Administration actively participated in ensuring that all the required logistics was provided at all venues. Be it the stage-art or the readiness for the poster display near Sportorium or the venue setup of the various halls, setup required for registrations or receiving of the guests at the Exploretorium etc., there were a lot of tasks that involved a lot of coordination. Arrangements for the inauguration of the Indian European Alliance for Education, the launch of a special issue journal, panel discussions, and presentations by experts from Europe were made at the Exploretorium stage. As the number of guests was more that the stage could accommodate comfortably, we arranged the lamp lighting in a different style keeping it very ethnic, traditional and colorful . The signing of an MoU was a special attraction for all the guests and so was the inaugural.

What Office of Administration is proud of is that all the material used for the event is reused with slight changes thus ensuring optimal utilization of resources under SDG 12.



Registration Counter



The Lamp Lighting at The Exploretorium Foyer





The VIPs Lamp Lighting on Stage

CHITKARA UNIVERSITY



Signing of MoU and launch of Journal



The first panel discussion of the conference was on the topic “The role of Schools and International Cooperations in Rethinking Education “. We tried to showcase the subject also in the setup, so that the audience could easily refer to the topic when listening to the amazing panelists.



On the first day of the conference, there were two panel discussions, back-to-back at the same venue.

A different look for each event is what we always strive for and for the panel discussion too we tried to provide two different stage-art, while highlighting the subjects of discussion too. While the last page provides a glimpse of the first panel discussion, this page provides a glimpse of the second panel discussion.

As a reader, I am sure you will agree that the stage-art is different for both the panel discussions. This kind of arrangement calls for a huge amount of planning, liaison, coordination and absolutely swift and smooth execution. While we thank the College of Education for providing us timely information, so all events could be coordinated smoothly, we also request a huge applause for the team members of Administration who understand the need of the event, and put in their best feet forward for all events!!!



Poster display ...As Students Proudly Explain Posters They Created



As Respected Dr. Niyati Chitkara views the Posters on Display



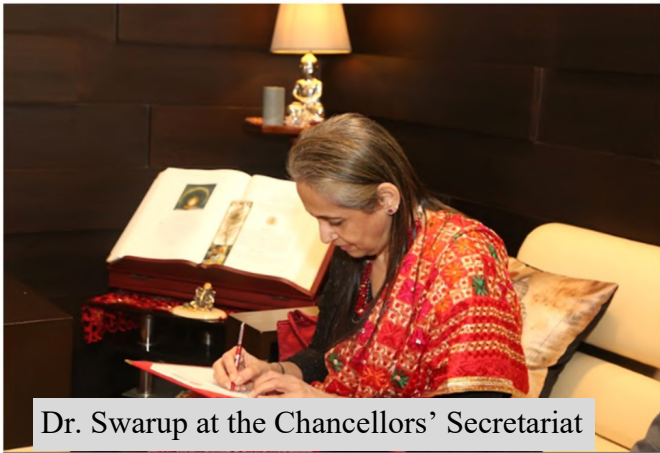
Pinup Boards Set for the Students to Display Their Posters





As was explained in the earlier pages that multiple venues were utilized simultaneously for the Conference. The sessions at Pulitzer hall, Plato hall and Pierre Hall can be seen on this page. Other venues like the CLIL Lab was also used during the conference.

On this page you can have a glance of the events of the second day. As a VIP guests we had a pioneer from the field of education, actor and writer Dr Swaroop Sampat, who spoke on "BALANCING PLAY PRACTICE & PURSUE FOR KI AND KA" , which was followed by her book launch. The stage-art was again changed, based on the subject .



Dr. Swarup at the Chancellors' Secretariat



Hon'ble Dr. Madhu Chitkara at the Venue





INTERNATIONAL CONFERENCE ON TECHNOLOGY AND SUSTAINABLE SOLUTIONS (ICISS 2023)



One of the best practices of the campus, the Global Week is organized where faculty from various parts of the country visit our campus and teach our students. It is an occasion where they share their culture, understanding, pedagogies and experience with our students. The 13th Global Week was organized by the Office of International Affairs in this quarter and Office of Administration provided the required support for venues , within campus as well as for the support at the external venue.

A sneak peek into the Gala –Dinner and the book launch at the venue . Team Administration made the arrangements for the book launch.





The inaugural , the readiness of venues for the classes for the complete week, the closing ceremony which included the high-tea at the Foyer area of Exploretorium were all arranged by Office of Administration.

CLOSING CEREMONY

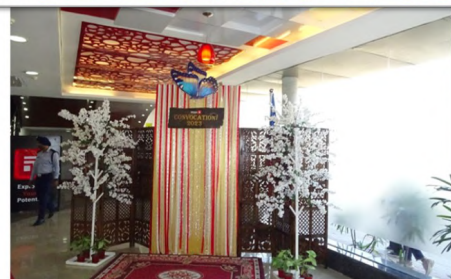




The challenge for this event was the venue. The selected venue was moot court and the moot court that of the Chitkara Law School is an absolute state-of-the-art infrastructure. But for the event, the moot court had to appear like a seminar hall, fit enough for an event, with VIP external guests.

So Office of Administration got into action to further “beautify” the venue. With carpets, lamp lighting setup, floral arrangements, sofas and cushions and some pieces of décor, IT setup and mics , the venue was “converted” into a hall setup and made ready for the event.







The Wellness Carnival by CSPC, CCE and Center For Happiness



Delegates For Global Dean Forum



CBSE Exposure Visit

Explore Talk on Innovation in Enterprise Security



Excellence Awards by CSPA



Pledge—An event by CDS





Connecting The Dots



AFINATICS By CBS





Revamping Nursing Science Practise & Research by Department of Nursing



Featuring Future of Finance In New Bharat by CBS



Lab Inaugural of Palo Alto Networks



The task of stage-art and venue readiness is a team work where the ideas of the team in the guidance of Director Administration , is executed mainly by Capt Ravinder Singh, Mr. Balwinder Singh, and Mr. Harbans Singh. This includes a lot of planning, liaison and coordination with teams like Maintenance, OAD, Electrical and Branding. Reports and photographs of events are the responsibility of Mr. Rattandeep Singh and Mr. Gurjeet Singh.

Over and above these halls and other common venues, another venue that is highly used for events is STUDIO 401. This venue is setup in synchronisation with Teams IT and Branding. The next two pages provide glimpses of some of the arrangements and events organized in this quarter at the venue.







Let's enthuse patriotic fervor & pride for our heritage in our students

October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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9: Columbus Day

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November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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10: Veterans Day (observed), 11: Veterans Day, 23: Thanksgiving Day

Data provided 'as is' without warranty

December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

CELEBRATING FESTIVALS

At Chitkara University, all festivals are celebrated with great grandeur, no matter what your religion is, which country or state you belong to or which community you belong. Have at look at the celebrations of festivals we supported in this quarter.

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DIWALI CELEBRATIONS
Hon'ble Pro Chancellor Ma'am at The Chancellor Secretariat



DIWALI CELEBRATIONS AT CAMPUS

The celebrations of Diwali - the festivals of lights, at Chitkara University is always done with a lot of pomp and show at our campus. Every department / college chips in to get-together and celebrate and to decorate their venues with rangolis, *diyas* and flowers arrangements.

The celebrations start off with the get-together of the VC, Pro VCs, Deans and Directors with the Hon'ble Pro Chancellor at the Chancellor's Secretariat. The lamp lighting, gift distribution to each by Pro Chancellor Ma'am, the group photographs, and the scrumptious refreshments for all, chosen personally by Pro Chancellor Ma'am !!!



Lighting of a lamp is a very traditional way of starting any celebration in our culture and this act holds a multitude of profound implications and resonances. It can symbolize **the triumph of knowledge over ignorance, hope over despair, and light over darkness.** For Diwali - the festival of lights, the celebrations at our campus begins with Hon'ble Pro Chancellor Ma'am lighting the lamp followed by all heads joining in with her.

The beautiful and vibrant pictures of this page are of our Pro Chancellor Ma'am ...as she lights the lamp, marking the beginning of our Diwali Celebrations .



DIWALI CELEBRATIONS AT THE CHANCELLOR'S SECRETARIAT



Team

Administration decorated the Chancellor's Secretariat and makes all the arrangements for the get-together, including the lamp lighting and gift distribution. This year so that all could get a chance to light a lamp we had *diyas* laid out outside Corporate office too!!



As per the tradition of Chitkara, a Diwali gift is given to each employee / stakeholder. For the gifts to be distributed to all from “P to P” (“Pro VC to Principal to Ph D Scholar to Peon”) and all the stakeholders. Team Administration receives the gift items and organizes the complete distribution. This task is carried out with a lot of patience and passion. The task goes on till the last confirmation that all have been handed over their gifts. At no cost does Chitkara ever allow that anyone be left out !!

Kudos to the team that works backstage to ensure that all stakeholders have a smile on their face when they receive their Diwali gift !! Few glimpses of the team managing the gifts receipt, packing and distribution to each user.



SOME BEAUTIFUL & BRIGHT MOMENTS OF TEAM ADMINISTRATION !!!



DIWALI DECORATION AT BABBAGE BLOCK

Another tradition that we have at our campus is that all faculty gather at the Babbage Block and click selfies/ group pictures and share some light and fun moments with each other.....it is an amazing sight to watch all faculty and staff arrive at Babbage in traditional bright attires, greeting each other on Diwali and clicking pictures.



DIWALI DECORATION AT SEC 9, CHANDIGARH , CORPORATE OFFICE



POOJA AT CAMPUS



On Diwali when all from the campus are at home with their family, there are teams that have been associated with the University since its inception to make sure that the pooja at our campus is also done. The statue of “Maa Saraswati”, as per the tradition was decorated and the “*diyas*” lighted at our campus in this quarter. The Diwali pooja and Vishwakarma Pooja were also organized in the campus for which Team Administration made the required arrangements.



CHRISTMAS CELEBRATIONS



*"Jingle bells Jingle bells Jingle All The Way...
Oh, what fun it is to ride on a one-horse open sleigh"
As Pro Chancellor Ma'am poses for us, at the Chancellor's Secretariat in front of the
Christmas Tree and the Gingerbread Castle*



For Christmas, at our campus the celebrations start when the Chitkara College of Hospitality celebrates the cake festive mood. So



mixing ceremony which ignites the many venues and hence so many Christmas Trees are decorated. In this year for Christmas we decorated

five Christmas Trees in the Academic Areas and the Creche'.



The first tree that was decorated was at the Corporate Office. While the tiny toddlers of the Creche' enjoyed the lights and watched with awe at the ornaments of the Christmas Tree, at the other venues like Square One and Circle One we had students posing before the tree for some quick selfies and group pictures. Team Administration decorated the alpha zone also with a bonfire for the Christmas celebrations by the Center of Happiness.

Center of Happiness.

CHRISTMAS CELEBRATIONS BY THE CENTER OF HAPPINESS @ ALPHA ZONE





Chitkara University has always prioritized the value of sustainability and numerous activities are initiated bearing the essence of the SDGs. Team Administration has also endeavored towards the same. Be it in conducting training for the staff at regular intervals (SDG 4 and 8) and happiness sessions and health camps (SDG 3) or maintaining hygiene and sanitation (SDG 6) or ensuring that the venues are well maintained and the waste managed correctly (SDG 11) or support in cleaning the Solar Panels (SDG 7) or in ensuring the

cleanliness of water (SDG 6), we have always contributed. As part of SDG 3 and 11, the HK team of the Office of Administration ensures that the Academic venues and Refreshment areas are clean. For this the staff follow the laid guidelines and schedules for cleanliness and for proper disposal of waste (Pictures on pages 58, 59 and 60). As can be seen in the data tabulated below, the solid waste disposal is monitored too.



Waste Detail Quarterly OCT-DEC 2023				
Month	Pantry Waste In Kg	Bio Medical Waste In Gms	General Solid Waste In Kg	Waste Food To Piggery In Kg
OCT	60	4.8	18900	9525
NOV	67	3.6	18500	7076
DEC	59	2.3	16000	7425
Total	186	10.7	53400	24026





MANHOLE CLEANING



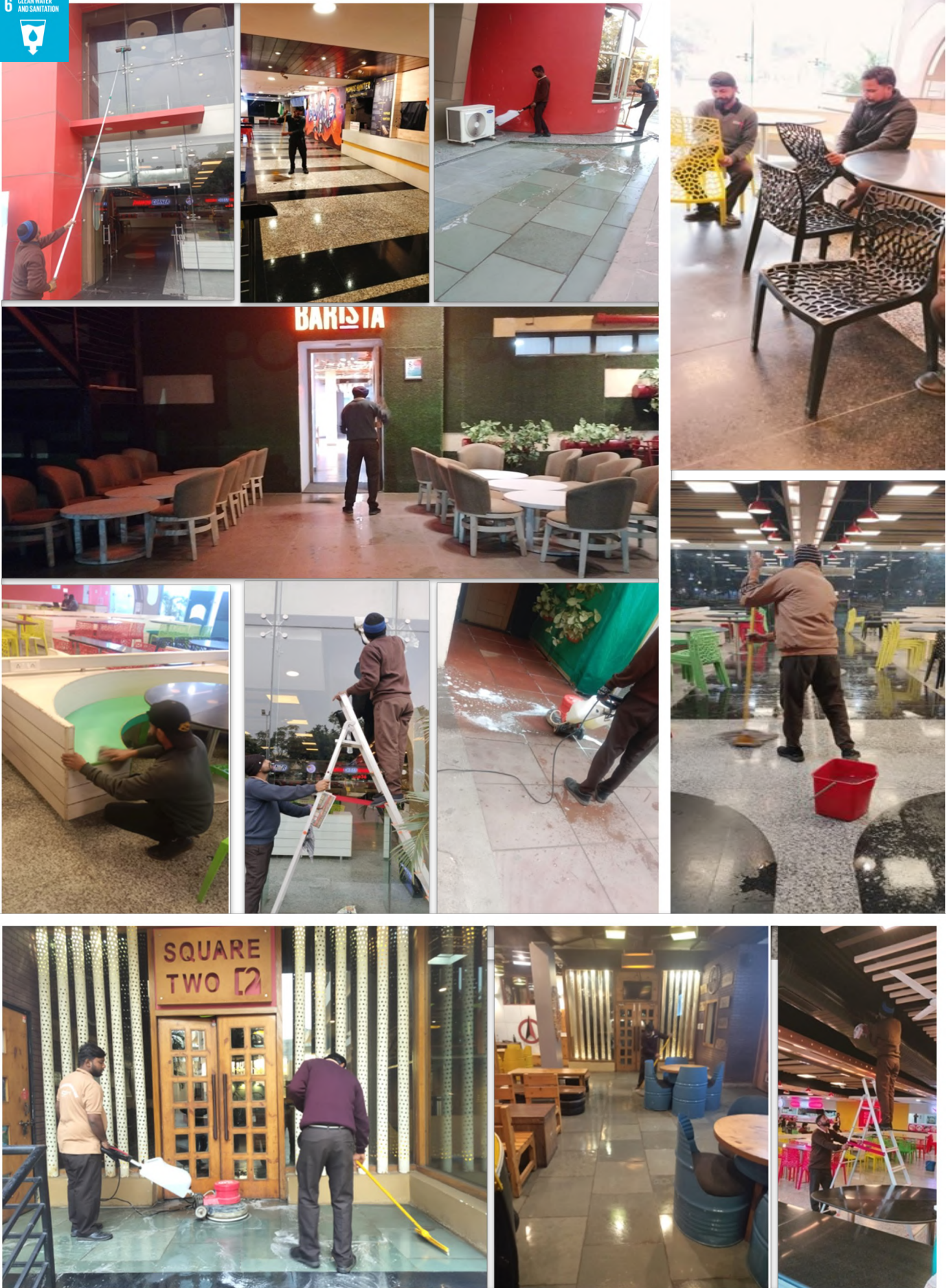
STORE ROOM CLEANING



PCs CLEANING

CLEANLINESS REFRESHMENT AREAS -THE PICTURES SPEAK THE TASK

6 CLEAN WATER AND SANITATION



This quarter kicked off with an activity towards Sustainability under the guidelines of the Government . As a part of the celebrations of the 9th anniversary of the Swachh Bharat Mission, the Ministry of Women and Child Development issued guidelines for the "*Ek Tareekh, Ek Ghanta, Ek Saath*" campaign which was held on October 1, 2023. It was an activity for one hour, starting 10 am. The aim was to create a remarkable impact on cleanliness and hygiene across India.

At Chitkara University, we chose some public areas as well as some areas within campus. The purpose of the event was well understood and was followed in its true spirit. The cleanliness warriors of our University have always done a remarkable job as regards cleanliness and they performed equally well for the activity too!!





MAINTENANCE



Timely repairs to improve the life span of infrastructure to enable its optimal utilization, is one of the major responsibilities of the team members of the Office of Administration. All requirements are addressed to the Maintenance Department online and continuous monitoring ensured for timely support. These complaints pertain to the general furniture /fixtures as well as the Electrical fixtures and appliances.

Ms. Parveen Kaur handles the responsibility of central liaison. Regular meetings are conducted to track the pace of works. The requirements raised in this quarter are tabulated below .



GENERAL MAINTENANCE COMPLAINTS RAISED QUARTER (OCT-DEC 2023)

TYPE OF WORK	OCT 2023	NOV 2023	DEC 2023
Carpentry	502	334	502
Glass Work	66	39	65
Masonry	116	94	133
Painting	208	129	262
Plumbing	207	136	216
Tailoring	72	57	100
Welding	83	47	67
Whitewash	213	189	395
Total	1467	1025	1740

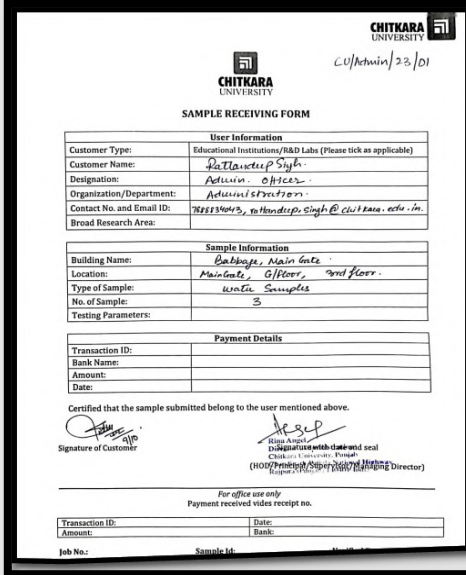
F-29 Complaint Raised Quarterly – OCT-DEC 2023 = 77

ELECTRICAL COMPLAINTS RAISED QUARTER (OCT-DEC 2023)

Building	Carried Forward	Complaints Raised OCT-DEC 2023	Closed
Total Complaints	47	772	536

WATER TESTING

Water testing for quality of drinking water is an integral part of our health and hygiene checks in campus. This is done with the support from CURIN. Samples from all the academic buildings and refreshment areas are collected by the Water Sciences Lab and the tests carried out.



SAMPLE RECEIVING FORM

User Information

Customer Type: Educational Institutions/R&D Labs (Please tick as applicable)

Customer Name: *Rattan Singh*

Designation: *Admin. Officer*

Organization/Department: *Administration*

Contact No. and Email ID: *788114043, rathansingh@chitkara.edu.in*

Broad Research Area:

Sample Information

Building Name: *Baggage, Main Gate*

Location: *Main Gate, G/Floor, 2nd floor.*

Type of Sample: *Water Samples*

No. of Sample: *3*

Testing Parameters:

Payment Details

Transaction ID:

Bank Name:

Amount:

Date:

Certified that the sample submitted belong to the user mentioned above.

Signature of Customer: *Rattan Singh*

Signature of Chitkara University Representative: *Rattan Singh*

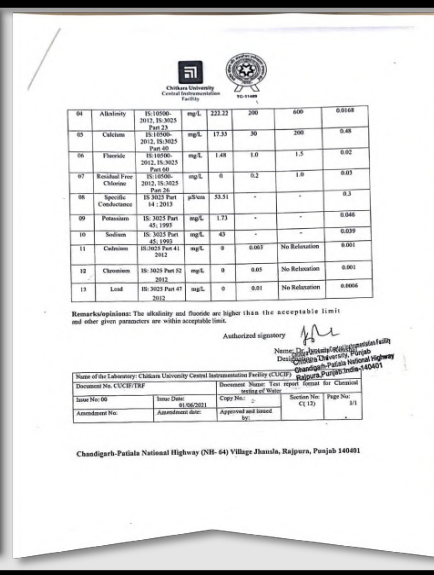
For office use only

Payment received video receipt no.

Transaction ID: _____ Date: _____

Amount: _____ Bank: _____

Job No: _____ Sample ID: _____



Sl. No.	Parameter	Unit	Observed	Standard	Remarks	
04	Alkalinity	mg/L	223.22	200	600	0.6168
05	Calcium	mg/L	17.33	30	200	0.48
06	Fluoride	mg/L	1.08	1.0	1.5	0.62
07	Residual Free Chlorine	mg/L	0	0.2	1.0	0.03
08	Specific Conductance	µS/cm	33.31	-	-	0.3
09	Iron	mg/L	1.33	-	-	0.046
10	Nitrate	mg/L	43	-	-	0.039
11	Cadmium	mg/L	0	0.003	No Regulation	0.001
12	Chromium	mg/L	0	0.05	No Regulation	0.001
13	Lead	mg/L	0	0.01	No Regulation	0.006

Remarks/Remarks: The alkalinity and fluoride are higher than the acceptable limit and other given parameters are within acceptable limit.

Authorized signatory: *Rattan Singh*

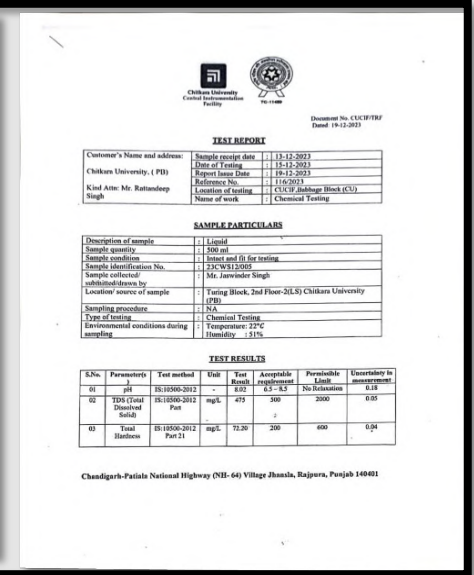
Name of the Laboratory: Chitkara University Central Instrumentation Facility (CUCIF)

Document No. CUCIF/TF/19-12-2023

Issue Date: 19-12-2023

Page No: 01

Chandigarh-Patna National Highway (NH-64) Village Jhansal, Rajpura, Punjab 140401



TEST REPORT

Customer's Name and address: Chitkara University, (PU) Kunal Area, Mr. Rattan Singh

Sample to receive date: 11-12-2023

Date of Testing: 11-12-2023

Report Issue Date: 19-12-2023

Reference No.: 19-12-2023

Location of testing: CUCIF Building Block (CU)

Name of work: Chemical Testing

SAMPLE PARTICULARS

Description of sample: Liquid

Sample quantity: 250 ml

Sample condition: Intact and fit for testing

Sample identification No.: 19-12-2023

Sample collected/submitted by: Mr. Ravinder Singh

Location/source of sample: Tanning Block, 2nd Floor-2(S) Chitkara University

Sampling procedure: IFSO

Type of testing: Chemical Testing

Environmental conditions during sampling: Temperature: 27°C, Humidity: 51%

TEST RESULTS

S.No.	Parameter	Test method	Unit	Test Result	Acceptable Limit	Permissible Limit	Uncertainty in measurement
01	pH	IS:10500-2012	-	8.5	6.5 - 8.5	-	0.13
02	TDS (Total Dissolved Solids)	IS:10500-2012	mg/L	475	500	2000	0.05
03	Total Hardness	IS:10500-2012	mg/L	72.30	200	600	0.04

Chandigarh-Patna National Highway (NH-64) Village Jhansal, Rajpura, Punjab 140401

PREVENTIVE MAINTENANCE

As part of the preventive maintenance measures, the required AMC's are ensured with pest control vendors and their execution ensured by Office of Administration. This is monitored by the team members under the guidance of Capt Ravinder Singh. In this quarter too, pest control measures were ensured as per laid schedules..



VENUES HANDED OVER / TAKEN OVER

Details of Venue Handed Over (Oct 2023 to Dec 2023)				
Sr.No.	Date Handed Over	Building	Floor	Department/Area
1	03-Oct-23	Ramanujan	First	Office and Workstation
2	07-Oct-23	Newton	Ground	IOS App Development Centre
3	21-Oct-23	Tesla	Basement	Offices @ Tesla Basement
4	20-Nov-23	Galileo	First	HVAC Installation Galileo Block
5	22-Nov-23	Le-Corbusier	First	Library Renovation Corbusier Block
6	01-Dec-23	Picasso	First	Renovation Picasso (Media Studios)
7	05-Dec-23	Square One	First	VENKEY'S OUTLET Square One
8	06-Dec-23	The Dhaba	Ground	DHABA Extension @ CUPB
9	20-Dec-23	Gymnasium	Ground	Flooring Gymnasium Area
10	22-Dec-23	Escoffier	First	Toilet Renovation IHM
11	26-Dec-23	Square One	Second	Renovation Square One
12	26-Dec-23	Studio - 401	Ground	Alterations of STUDIO 401

Details of Venue Taken Over (Oct 2023 to Dec 2023)				
Sr.No.	Date Handed Over	Date Taken Over	Building	Department/Area
1	New Venue	06-Oct-23	Ramanujan	Civil Lab
2	26-Sep-23	07-Oct-23	Le-Corbusier	Partition @ 210
3	02-Aug-23	12-Oct-23	Pythagoras	QFK Conversation to classroom
4	29-Sep-23	16-Oct-23	Edison	KPIT Lab
5	02-Sep-23	16-Oct-23	Idea Hub	New Offices
6	01-Aug-23	31-Oct-23	Escoffier	Renovation First Floor IHM
7	31-Aug-23	02-Nov-23	Turing	New Cabin Turing (Placement Area)
8	03-Oct-23	22-Nov-23	Ramanujan	Office and Workstation Ramanujan
9	26-May-23	28-Nov-23	Main Gate	Parent Waiting Area Main Gate
10	02-Aug-23	08-Dec-23	Picasso	Renovation of Picasso Basement
11	13-Sep-23	19-Dec-23	T-20 Ground	SOLAR Lounge T20 Ground



Turing

New Cabin Turing (Placement Area)



Ramanujan

Office and Workstation Ramanujan



Edison KPIT Lab



Ramanujan Civil Lab



Le-Corbusier Partition @ 210



Pythagoras QFK Conversation to classroom



Main Gate Parent Waiting Area Main Gate



T-20 Ground SOLAR Lounge T20 Ground



Picasso Renovation of Picasso Basement



VENUES SETUP

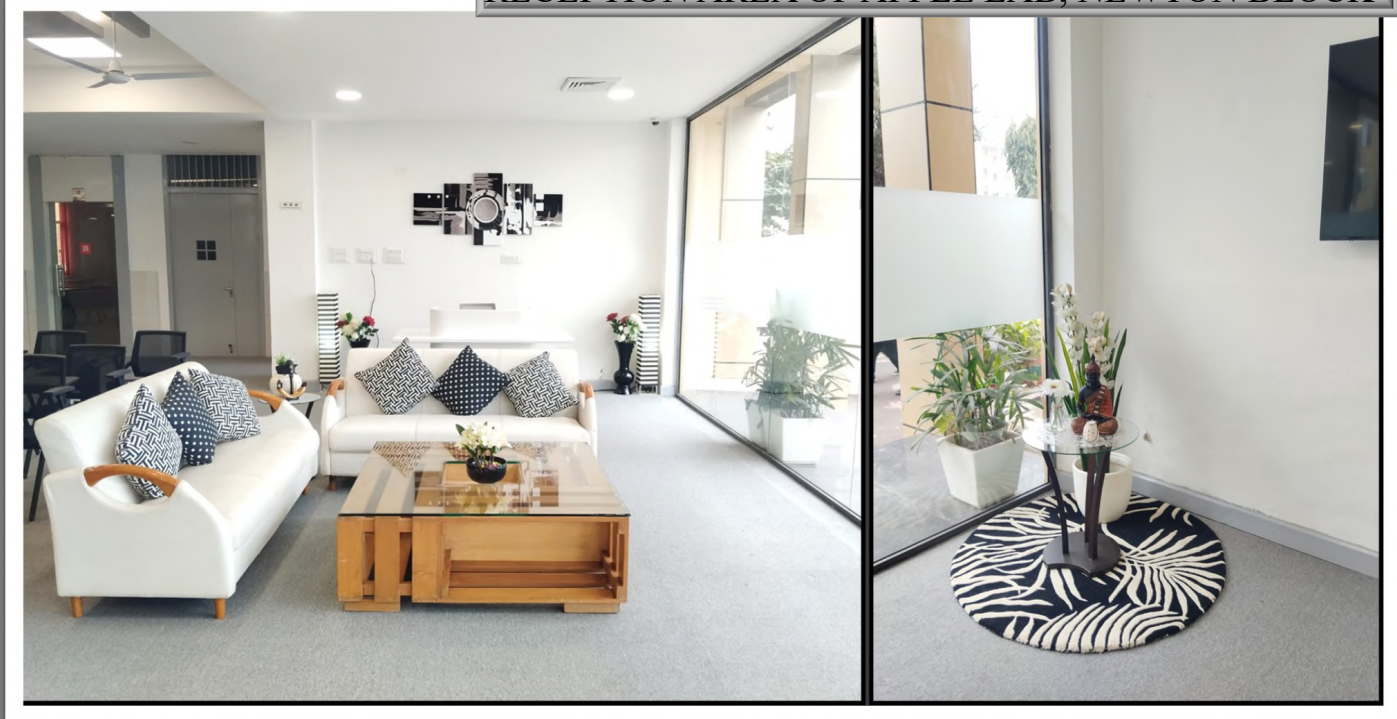
Office of Administration takes up the task of setting up a venue either after a take-over , or after the office is occupied by a new user, or for any other reason.

The venues setup in this quarter include the Parents' Waiting Area, the Apple Lab at Newton Block, some office of Escoffier block,

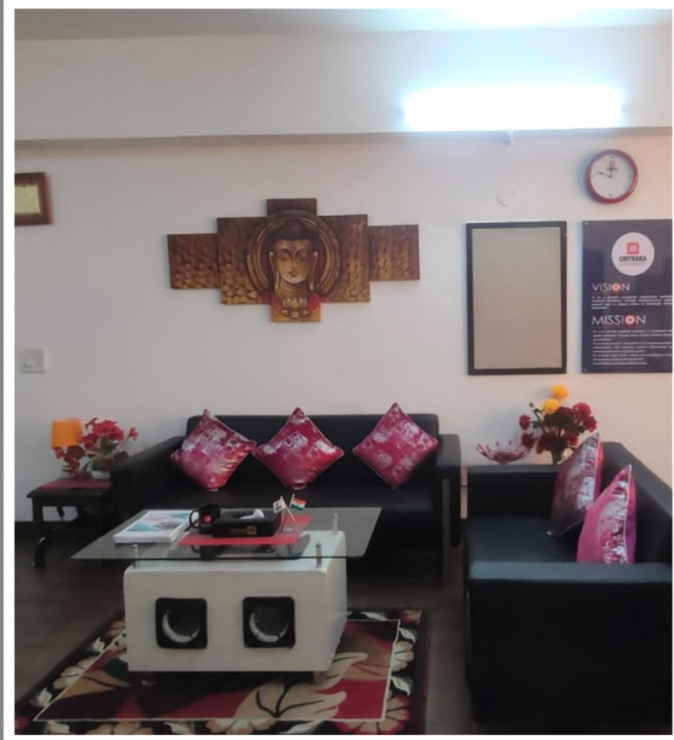


PARENTS' WAITING AREA NEAR MAIN GATE

RECEPTION AREA OF APPLE LAB, NEWTON BLOCK



SOME VENUES AT THE ESCOFFIER BLOCK





SHIFTING

Be it an event , a venue setup, a venue handover or takeover , any renovation, there is always a shifting. This task involves constant monitoring and records maintenance as they affect the Inventory records too. Some shifting are temporary while other of permanent nature, each has a set of tasks connected to it. The task of shifting is monitored centrally by Mr. Harbans Singh and all other officers monitor it for their respective buildings.

In this quarter too we had over 250 shifting .

.....and then it was time for the much awaited WINTER BREAK !!

While we enjoyed every bit of the work in the last quarter, we required some time to relax and rejuvenate to come back happier and with more energy. So we all proceeded on the winter break ! It was is slots so that any school/ college or department that would be working in the period would continue to get required services.

Many deep cleaning activities are also scheduled during the period which is executed through the teams in slots.

For the support at venues , especially for events and VIP visits or celebrations, there is a lot of action that takes place behind the scene. To ensure the events progress smoothly, Team Administration toils backstage in silence . We live up to the quote— **Calm on the surface, but always paddling like the dickens underneath.** (Michael Caine)

We shall now sign off leaving you with a few glimpses of the action of workforce that takes place behind the scene, for various events.

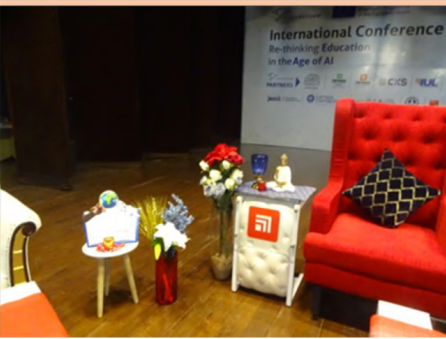
Stay Safe and Healthy till we meet in the next quarter ...!!

Regards

Team Administration

Our activities can be viewed on <https://infraadmin.chitkara.edu.in/>

EDUREFORM INTERNATIONAL CONFERENCE - BEHIND THE SCENE





CoA EXCELLENCE AWARDS - BEHIND THE SCENE



CUDC 2023 - BEHIND THE SCENE





8th EXCELLENCE AWARDS - BEHIND THE SCENE



13th GLOBAL WEEK - BEHIND THE SCENE



IN CONVERSATION WITH GHAZAL ALAGH - BEHIND THE SCENE