

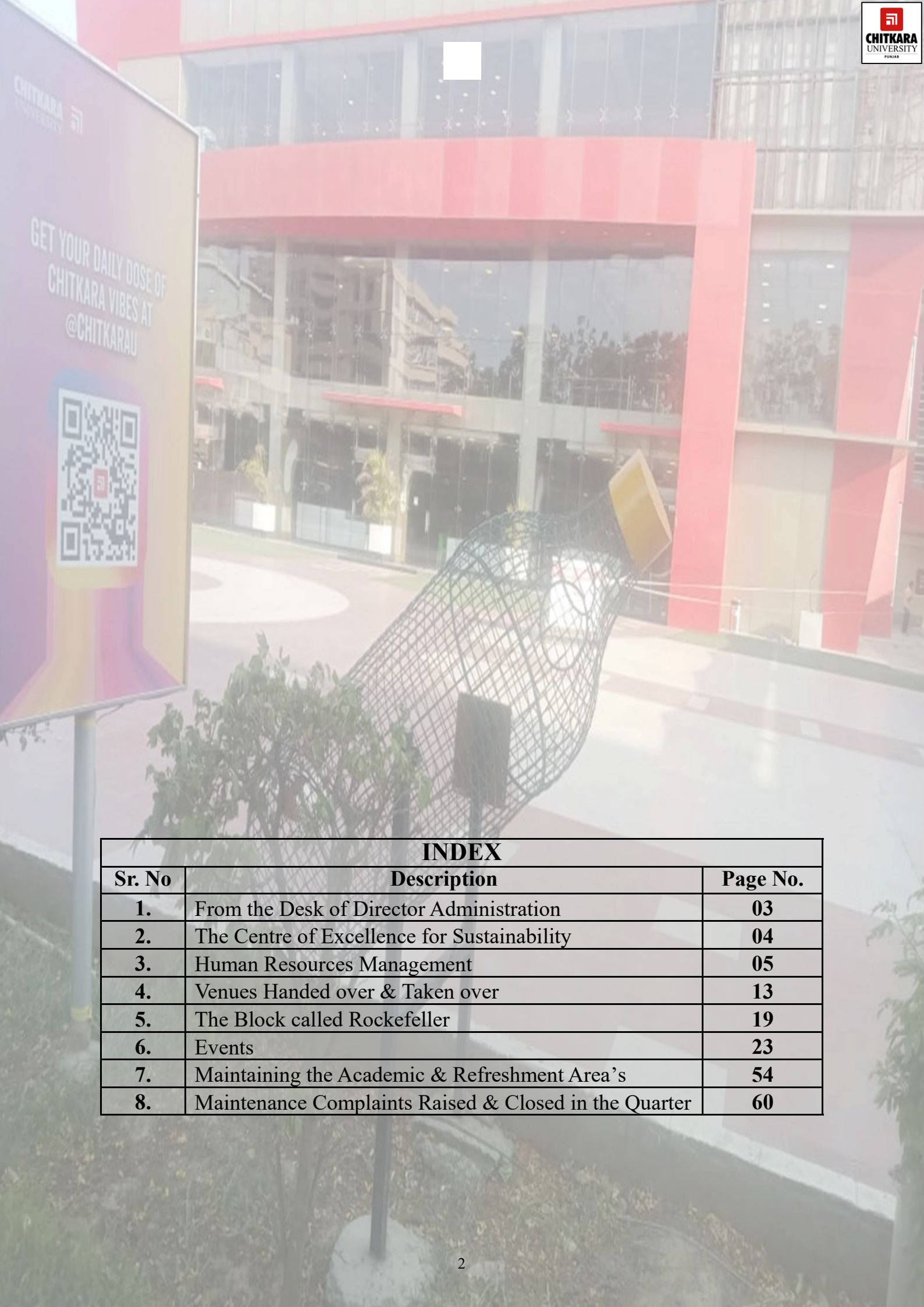


OFFICE OF ADMINISTRATION

NEWSLETTER - EDITION XVI

JANUARY– MARCH 2024





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From the Desk of Director, Administration

Teamwork is the secret that makes common people achieve uncommon results...!! Now that's something we totally believe in, and that's what has made us what we are today. Similar to the "Unity in Diversity" in India, Office of Administration also has members from different walks of life. Together we stand as one of the strong pillars of Chitkara University, which is truly Global in its standards, with state-of-the-art infrastructure.



We are proud that we have been mentored by our Hon'ble Pro Chancellor - the dynamic, ever-so charming and energetic Dr. Madhu Chitkara. Under her able guidance, as our Brand name states, we have always worked with CHIT + KARA (mann se kiya karam or to say - actions from the heart).

In this quarter too, we had numerous tasks and targets to accomplish....which we did!

*While this newsletter gives the news-in-brief of our various activities, our webpage provides elaborate information on the activities and the support services that are provided.
<https://infraadmin.chitkara.edu.in/>*



TEAM ADMINISTRATION PROUDLY STRIKES A POSE WITH HON'BLE Dr. MADHU CHITKARA



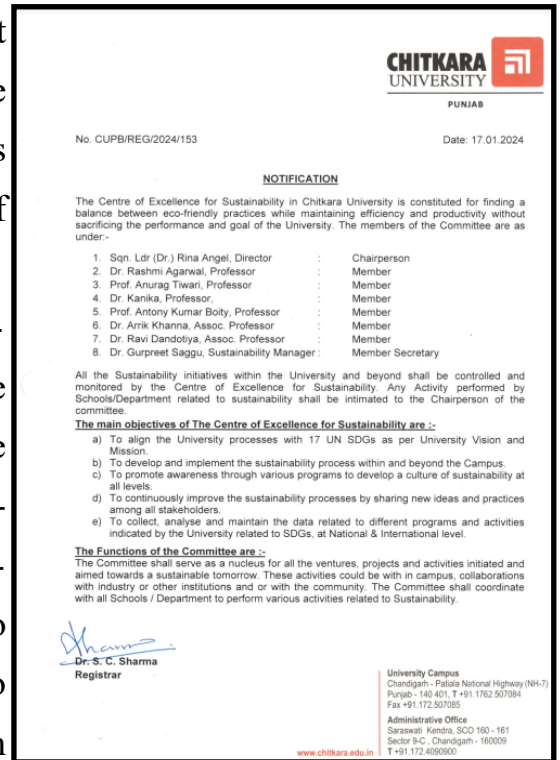
CENTRE OF EXCELLENCE FOR SUTAINABILITY

The buzz word all over the globe now is **SUSTAINABILITY** and rightly so!!

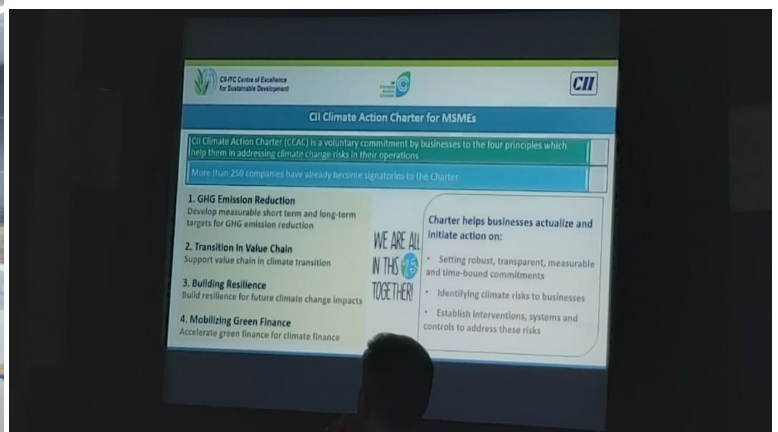
For a sustainable world, it is high time we understood the importance of our contribution towards the UN SDGs. The New Year brought with it many hopes and aspirations and also with it the zeal to contribute towards various SDGs. It was in this quarter that the orders were issued for the Centre of Excellence for Sustainability to be formed.

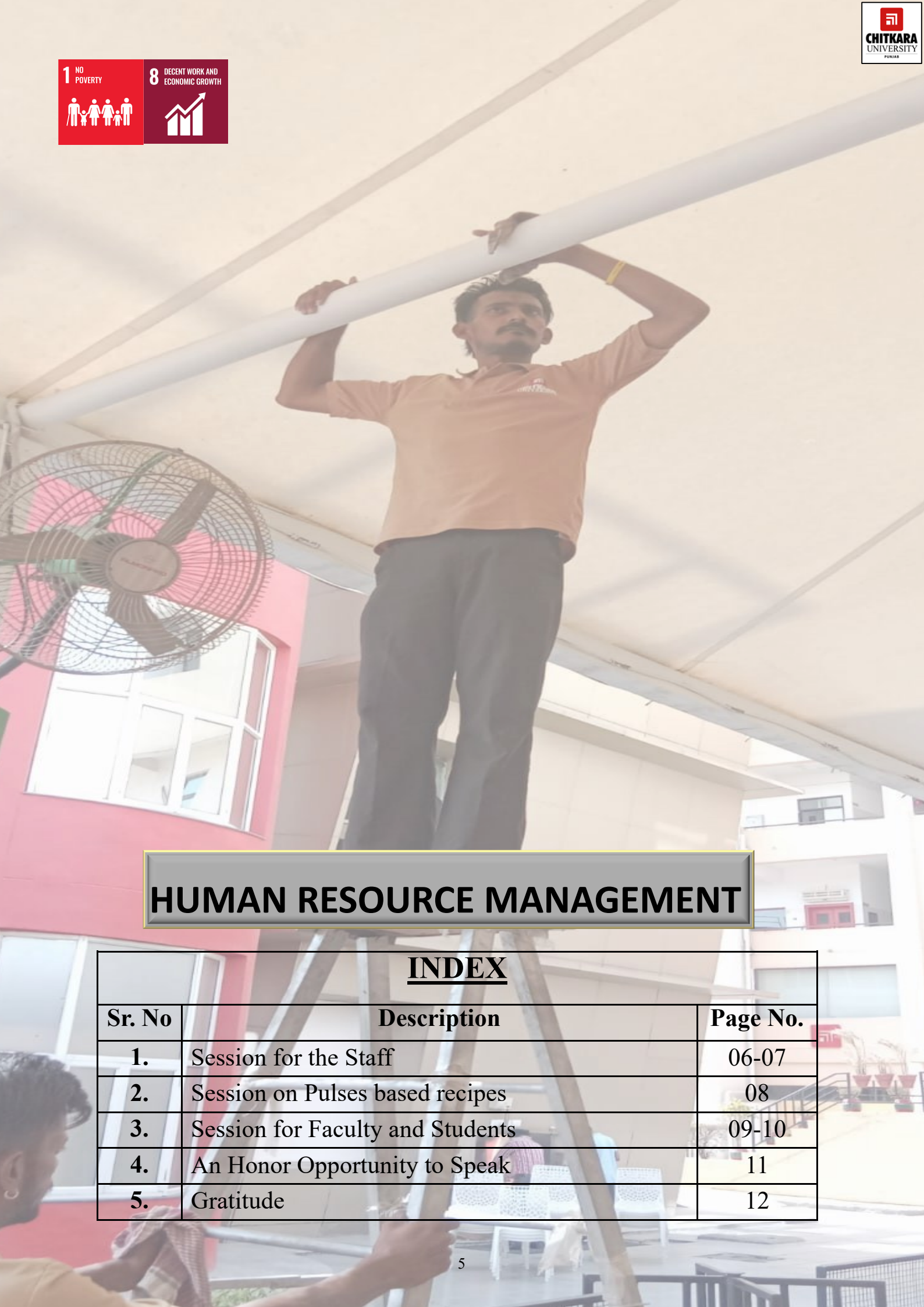
Sqn Ldr (Dr) Rina Angel , Director, Administration was appointed as the Chairperson of the Centre and highly qualified and professional faculty who are absolutely passionate about Sustainability, were appointed as members of the Centre. The team initially evaluated the activities and actions of the past to mold the plan of further action. Meetings were held to discuss and understand the tasks and to design a path to achieve targets.

Activities undertaken by Office of Administration in collaboration with the Centre of Excellence for Sustainability included the Bottles Bin. The purpose of the bottles bin was to collect all plastic bottles, out them to use for repurposing and finally reduce waste to landfill. Further, Sqn Ldr (Dr) Rina Angel participated in a Workshop at CII Chandigarh, along with Dr. Gurpreet Saggu, on Awareness on CII Climate Action Charter for Mohali, Chandigarh and



Punjab on 20 March 2024.





HUMAN RESOURCE MANAGEMENT

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SESSIONS FOR THE STAFF



The support staff from the Office of Administration include service boys as well as Housekeeping task. Their tasks are manual ; but make them responsible for the “initial feel” of the campus, that our stakeholders experience. Hence, the need for them to understand their roles and bring in the desired performance is a necessity. This call for continuous training and monitoring. It also calls for attention to detail and to understand their concerns and address them well. For all these reasons, regular training sessions are held and quarterly sessions are held to reiterate upon their role and the need for continuous performance. All the Senior Administrative Officers, Officers and Supervisors play their parts in addressing the support staff , keeping them abreast with their tasks., understanding their concerns and providing solutions.

Provided in this page and the next page are glimpses from sessions by various Administrative Officers.





SESSION ON PULSE BASED RECIPES

2 ZERO HUNGER



On the occasion of World Pulses Day, a hands-on workshop was organized by the Chitkara School of Health Sciences where the target audience was the support staff. The purpose was to encourage use of millets and pulses in the daily lifestyle.

By providing recipes for quick breakfast and tiffin snacks for children, the audience could be led to the usage of millets which was a healthy option and much required habit in today's world where fast-food was adversely affecting the health of the younger generation.

This being a hands-on workshop, the kitchen of the School of Culinary Arts was the venue.

The staff who attended the session provided a feedback that the ideas and recipes were very new and innovative and they would surely adopt these in their kitchens.

CHITKARA UNIVERSITY | SCHOOL OF HEALTH SCIENCES

WORLD PULSES DAY

Handson Workshop on Innovative Pulse Based Recipes

Theme: Pulses Nourishing soils and people

Resource Person
Dr. Shweta Sharma
 Assistant Professor
 Allied Health Sciences
 Chitkara School of Health Sciences
 Chitkara University, Punjab

Date: 9th Feb, 2024
Time: 10:00 am to 1:00 pm
Venue: BTR Kitchen, Ground Floor, Escoffier Block, Chitkara University, Punjab

Target Audience: Support Staff, Chitkara University, Punjab

Organized by
 Nutrition and Dietetics,
 Allied Health Sciences Department
 in Collaboration with Office of Administration

Organizing Chairperson
 Dr. Sonika Bakshi
 Dean- Chitkara School of Health Sciences

Event In-charge
 Ms. Indu Bala
 Assistant Professor
 Allied Health Sciences Department
 Chitkara School of Health Sciences

Session was held on 09 Feb 2024.

Organizers & Resource Person — CSHS

Total Support Staff Attended — 20 Ladies from Office of Administration

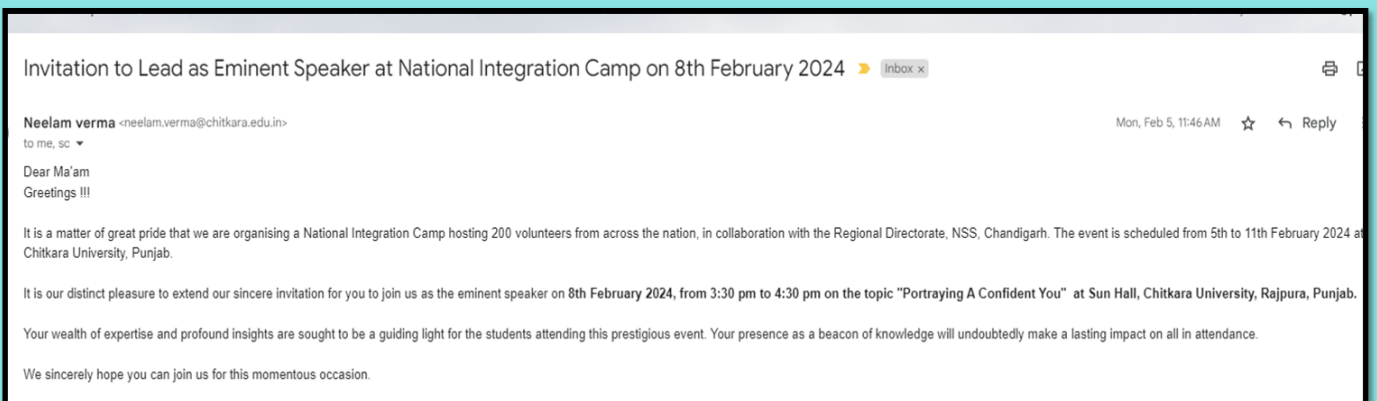


SESSIONS FOR FACULTY & STUDENTS

Sqn Ldr (Dr) Rina Angel was a resource person for the Exploration program organized quarterly by Office of Talent Management for the newly arrived faculty and staff of the campus. Her session was on the Infrastructure and facilities provided in the campus and the activities undertaken on sustainability.



Sqn Ldr (Dr) Rina Angel was also invited to address students in the National Integration Camp held in Feb 2024 . The topic was HOW TO PORTRAY A CONFIDENT YOU. She also addressed students in a 7 days NSS camps organized by Office of Student Affairs in Mar 2024.



HOW TO PORTRAY A CONFIDENT YOU—SESSIONS WITH STUDENTS



Invitation for expert session at Seven Days NSS Camp on 16th March 2024 at 10:00 am Inbox x

Neelam verma <neelam.verma@chitkara.edu.in>
to me ▾

Dear Ma'am,
Greetings!!!

The National Service Scheme (NSS) department of Chitkara University is honoured to invite you to conduct an expert session on Self-confidence as part of our week-long NSS camp program.

Event details:

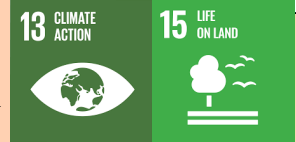
Even Name: Portraying a confident You

Date: 16th March, 2024

Time: 10:00 AM onwards

Venue: Explore Stars Hall, Bloom Block, Chitkara University.





AN HONORED OPPORTUNITY TO SPEAK

It was an honor for her, when Sqn Ldr (Dr.) Rina Angel was advised by Hon'ble Chancellor Sir to speak about Miyawaki Forest to the Faculty. Hon'ble Chancellor gave a call to all, in the session, to personally contribute to the cause of a green planet, by planting a sapling. It was as part of the Vice Chancellor Series that Revered Dr. Ashok K Chitkara addressed the faculty on **'Artificial Intelligence, Chat GPT and Metaverse'** on **17 February 2024**. Sqn Ldr (Dr) Rina Angel was also provided an opportunity to provide a brief summary of few points covered by the Hon'ble Chancellor. Thank you Respected Sir for this oppor-



tunity which surely adds to boosting her confidence. As per the desire of Hon'ble Sir, many of the faculty opted to plant a sapling in the Miyawaki Forest. Sqn Ldr Rina Angel too planted a sapling. Proud to part of an organizations that upholds our responsibility towards a GREENER PLANET !!



GRATITUDE

The significance of gratitude has always been emphasized upon by the Hon'ble Chancellor and in all his events, without fail, a token of gratitude is presented by Revered Sir to the faculty, staff and to the support staff too.

Some glimpses..!!

Token of Gratitude to Support Team at the Exploretorium



Token of Gratitude to Support Team at the Exploretorium



Token of Gratitude to Faculty at the Exploretorium—Sqn Ldr (Dr) Rina Angel was also present



VENUES HANDED OVER / TAKEN OVER

Construction work goes on in the campus at all times, which sums up into state-of-the-art infrastructure. Renovations, and new creations first call for venues to be handed-over by the Office of Administration and then , after the works are complete, these venues are taken over by the Office of Administration. Have a look at the venues handed over and taken over in this quarter -

Details of Venues Handed Over				
Sl. No.	Date of Handover	Building	Floor	Department/Area
1	01-Jan-24	Le Corbusier	Ground	Office & Le Corbusier Block
2	02-Jan-24	Square One	Ground	Domino's @ Food Court
3	20-Jan-24	Fleming	Ground	Alteration Pharmacy Lab @ Fleming Block
4	23-Jan-24	Edison	Ground	Electronics Lab Edison
5	23-Jan-24	Fleming	Third	New Labs Pharmacy @ Fleming Block
6	03-Feb-24	Edison	Ground	Renovation of Office and Restroom Edison Block
7	17-Feb-24	Fleming Extn 2	Third	Offices/Faculty room Fleming Extn 2
8	23-Feb-24	Edison	Basement	Faculty room and Offices Edison
9	02-Mar-24	Fleming	Third	Renovation Office Fleming Block
10	12-Mar-24	Fleming	Second	Office @ Fleming Block

Details of Venue Taken Over					
Sr. No.	Date of Hand-over	Date of Taken Over	Building	Floor	Department/Area
1	21-Oct-23	22-Jan-24	Tesla	Basement	Offices @ Tesla Basement
2	20-Dec-23	22-Jan-24	Sportorium	Ground	Gymnasium Area
3	26-Dec-23	22-Jan-24	Edison	Ground	Alteration of Studio 401
4	01-Jan-24	22-Jan-24	Le - Corbusier	Ground	Office @ Le Corbusier Block
5	05-Dec-23	29-Jan-24	Square One	First	VENKEY'S OUTLET Square One
6	21-Jul-23	09-Feb-24	Edison	Basement	Renovation of Edison Basement
7	20-Jan-24	09-Feb-24	Fleming	Second	Alteration Pharmacy Lab @ Fleming Block
8	22-Dec-23	19-Feb-24	Escoffier	First	Toilet Renovation IHM
9	New Venue	19-Feb-24	Bloom	Ground & First	Dean Office and Conference room Bloom Block
10	New Venue	19-Feb-24	Explore Hub	Ground	Revised Layout Explore Hub
11	New Venue	20-Feb-24	Bloom	First	Faculty seating Psychology Dept Bloom Block
12	17-Feb-24	09-Mar-24	Fleming Extn -2	Third	Offices/Faculty room Fleming Extn-2
13	11-Mar-24	29-Mar-24	Fleming Extn -2	Fourth	Offices/Faculty room Fleming Extn-2

VENUES are created by the Office of Infrastructure based on the requirements projected by the concerned users. These venues , once completed , are handed over to the Office of Administration.

The Office of Administration then works on adding further comfort and strives to enhance the appearance of the venue giving due credit to the décor of the venue and the comfort of the users.

Provided below and in the next few pages are glimpses of few venues that were taken over in this quarter by the Office of Administration.

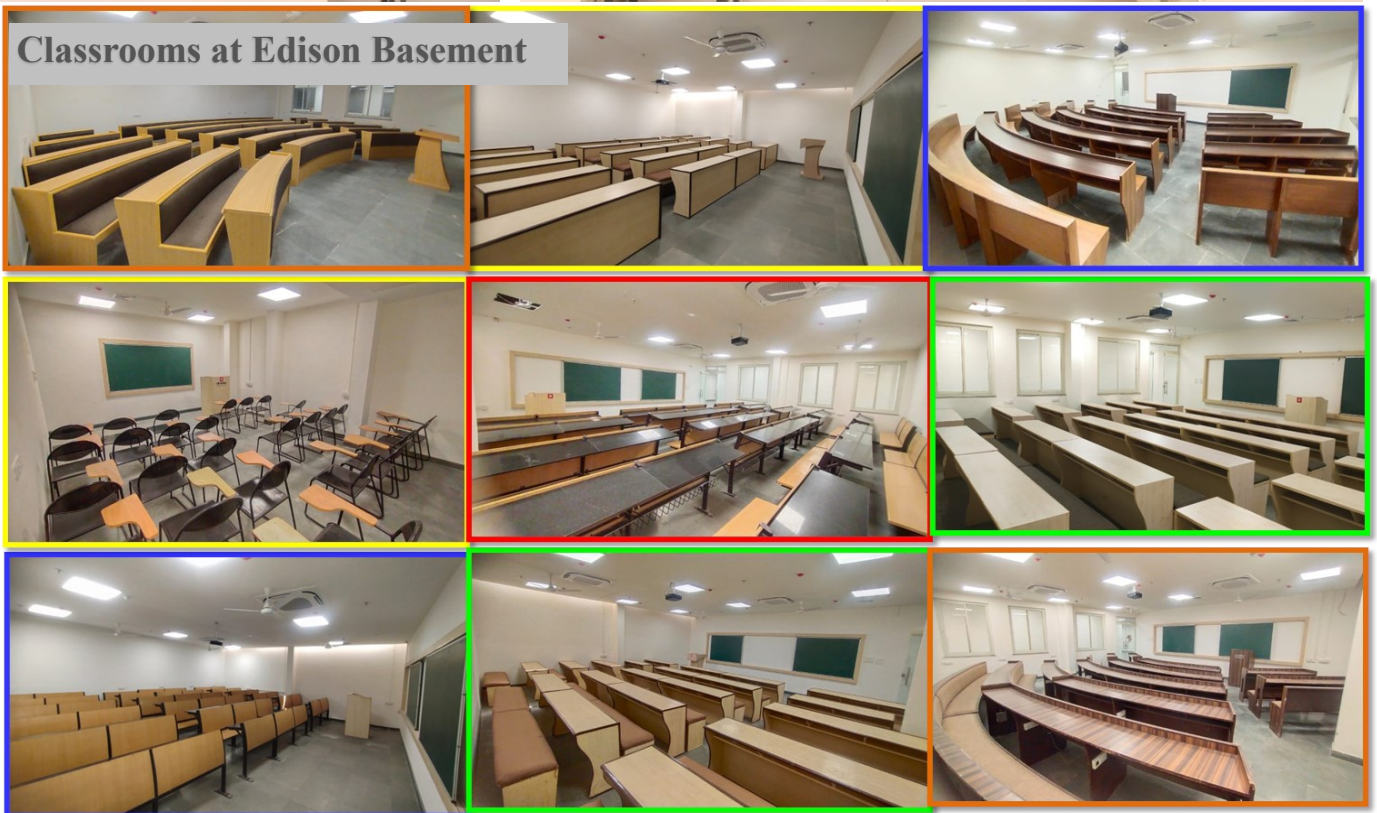
Office of Dr Sagar Juneja at Tesla Block



Labs at Fleming Block (For CCP)



Classrooms at Edison Basement



Washrooms at Escoffier Block



Office and Workstations at Fleming Block for CUPDC



Workstations & Conference Room at Explore Hub



Office at Explore Hub For CURIN



SETUP OF VENUES

As mentioned in the earlier page, some amount of beautification to a venue adds to the morale of the user and that's what we strive for.

In this quarter some of the venues that were decorated include the extended office area provided to CSPC, the redoing of the Lounge at Le Corbusier block, the Office of Director Administration (Transport & Security), and many more.

Dean Office and Conference Room of CSPC



FACULTY SEATING AREA — CSPC



PIERRE LOUNGE



OFFICE OF DIRECTOR ADMINISTRATION (TRANSPORT & SECURITY)



THE BLOCK CALLED ROCKEFELLER.....!!



No words can explain the edifice - **THE ROCKEFELLER** Block !!

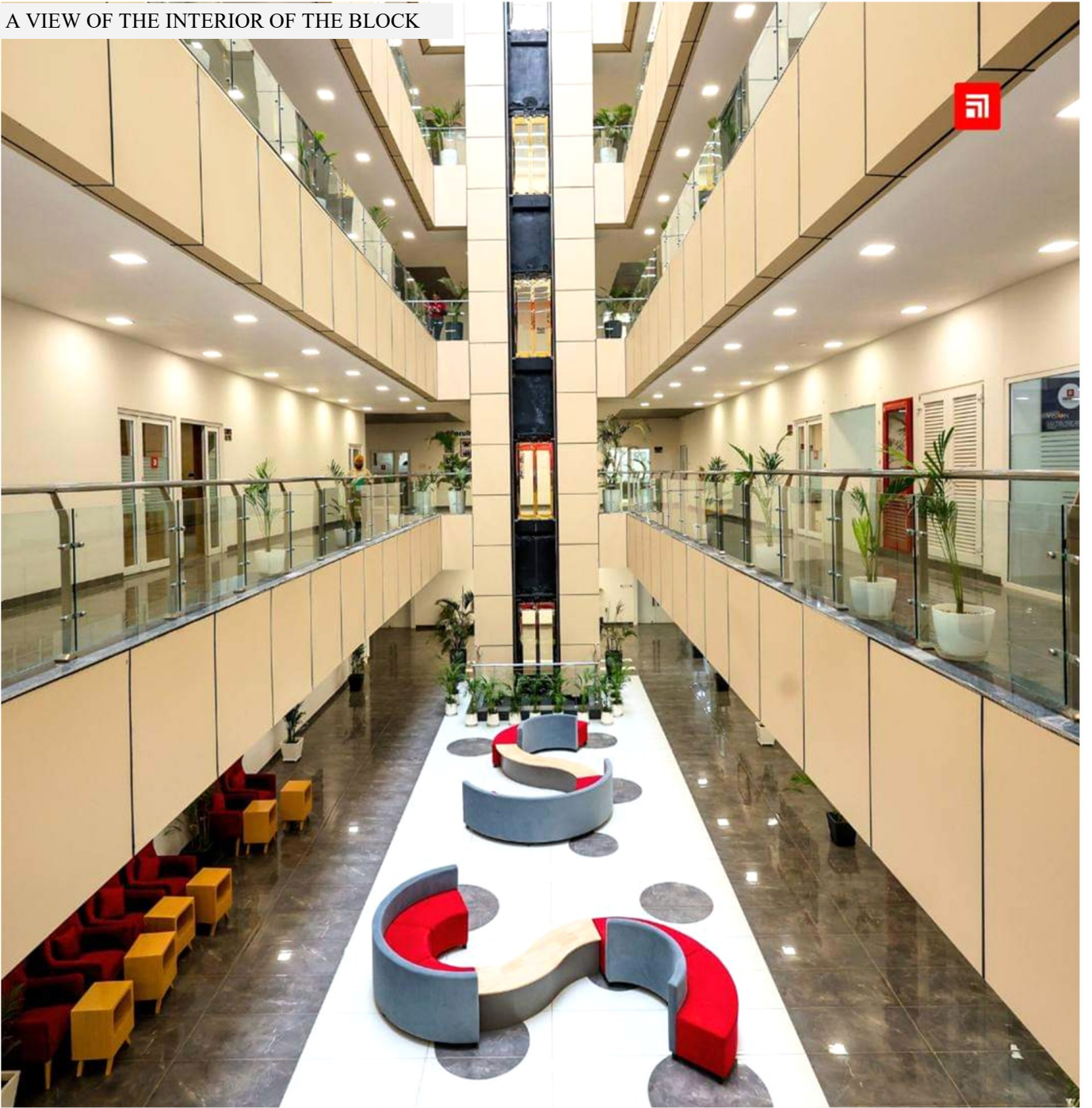
A superstructure, with looks of nothing less than a mega mall, and made of environment friendly construction - it is a building that speaks volumes of the kind of facilities provided at Chitkara University. It conveys the message that at Chitkara, efforts are always prioritized to stay environment friendly, with no compromise on elegance, comfort, and looks!!

The pooja of the building was done in January where all faculty of the CBS also participated along with Hon'ble Pro Chancellor and Respected Registrar. The venue arrangements for the pooja and further décor of the venues, were made by the team members of the Office of Administration. A huge thank you to the department of Fine Arts for the paintings provided.

Pooja at Rockefeller Block on 03 Jan 24



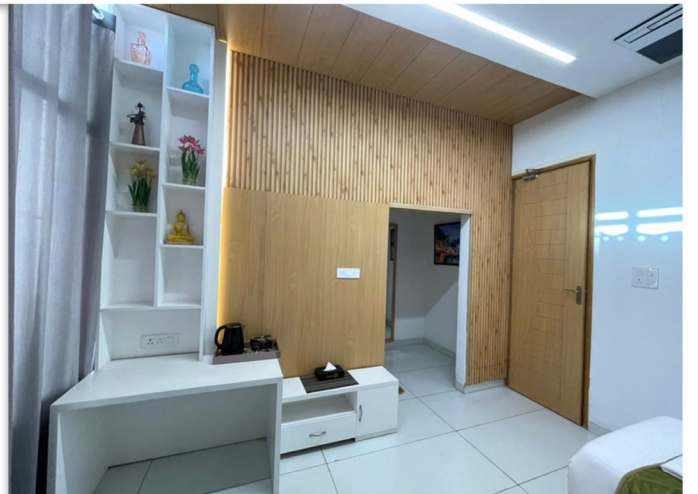
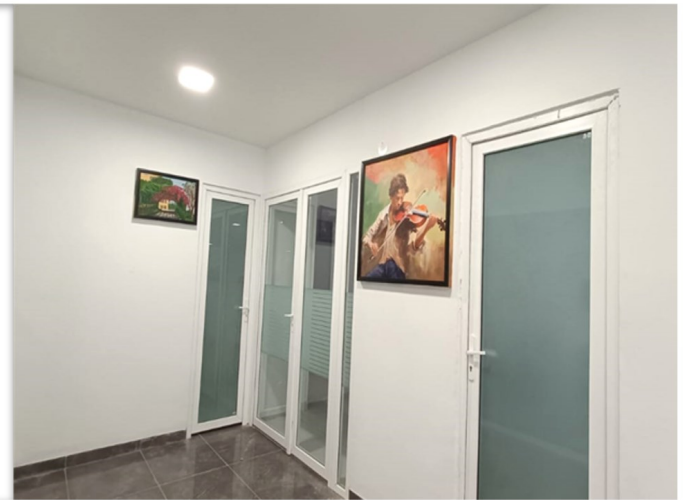
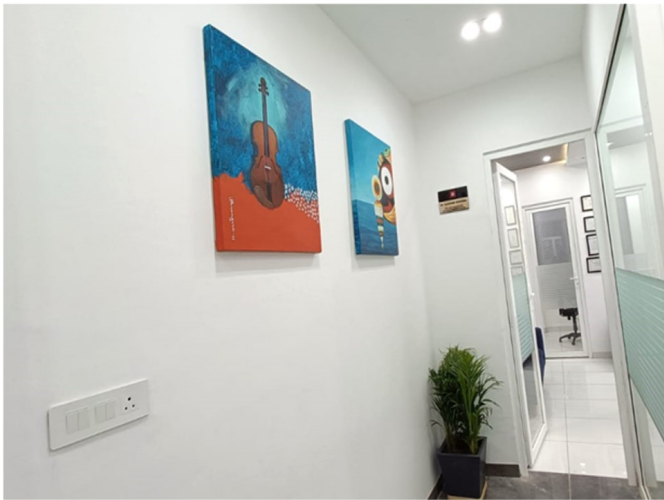
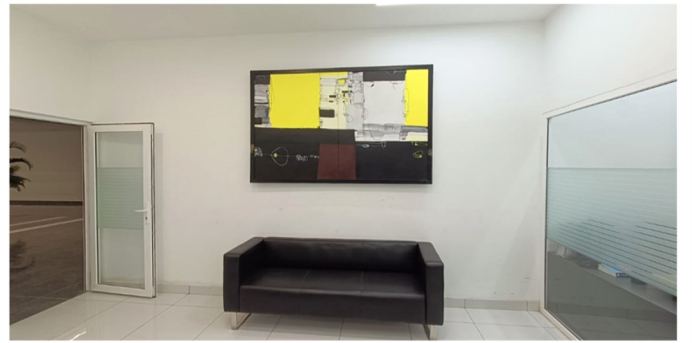
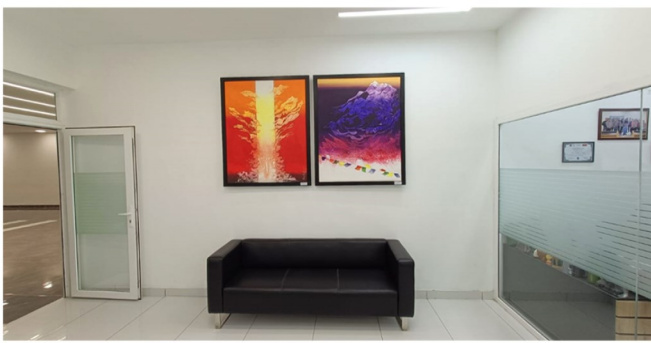
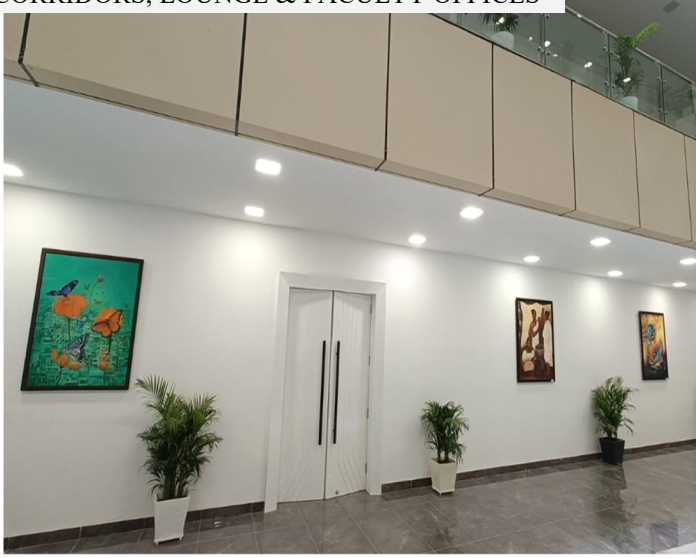
A VIEW OF THE INTERIOR OF THE BLOCK



OFFICE OF PRO VC CBS



CORRIDORS, LOUNGE & FACULTY OFFICES





EVENTS SUPPORT

Total Booking Received - 479 / Venues Booked - 438 / Venue Cancelled - 41

It is a matter of pride that all venues on campus are utilized to the fullest. Events are scheduled neck-to-neck many a time, making it compulsory for each user to complete the event and vacate, so that the next user can be accommodated.

Office of Administration provides the venue support as well as the support of stage-art as well as venue-décor for most of the major events.

The next few pages provide peeks of the setups for various major events.

MAJOR EVENTS IN THE QUARTER

Sr. No	Date of the Event	Name of the Event	Venue
1	06-Jan-24	UCO Bank's 82nd Foundation Day	UCO Bank
2	06-Jan-24	Connecting the DOTS- Principal's conclave	Exploretorium
3	12-Jan-24	Lohri celebrations 2024	Alpha Zone
4	15 Jan to 20 Jan	Hon'ble Chancellor Sir's MBA Module	Exploretorium
5	17-Jan-24	Utkrishti 2024	Alpha Zone
6	19-Jan-24	Connecting the DOTS-Principals Conclave	Exploretorium
7	19-Jan-24	Techack 4.0	Exploretorium
8	22 & 23-Jan-24	Fashion Future Forward- Conclave	Turing - Sun Hall
9	26-Jan-24	Republic Day -2024	Exploretorium
10	29-Jan-24	Center of Excellence for Sustainability by ECE Dept	Einstein Hall
11	02-Feb-24	Renaissance-DCSE	Exploretorium
12	02-Feb-24	Pooja of New Hostel	Residential Area
13	06-Feb-24	National Integration Camp – By OSA	Exploretorium
14	09-Feb-24	World Pulses Day	Escoffier Block
15	12-Feb-24	14 th Global Week	Exploretorium
16	13-Feb-24	Young Professional Scheme @India	Exploretorium
17	16-Feb-24	Setting at CIS Panchkula – Hon'ble Pro Chancellor Mam's Birthday	CIS Panchkula
18	17-Feb-24	V C Series with Hon'ble Chancellor Sir	Exploretorium
19	23-Feb-24	Chitkara LIT Fest – 2024	Exploretorium
20	28-Feb-24	National Science Day	Alpha Zone
21	29-Feb-24	Conversation with Nathan SV (Partner Deloitte)	Exploretorium
22	01-Mar-24	Comedian Night	Exploretorium
23	04-Mar-24	Plantation	Alpha Zone
24	07-Mar-24	Women's Leadership Summit	Carnegie Hall
25	07-Mar-24	International Women's Day 2024	Exploretorium
26	11 Mar & 12 Mar	An Hour with the Chancellor	Exploretorium
27	11-Mar-24	Indo-African academia-industry meet on Health Innovations	Carnegie Hall
28	13-Mar-24	In conversation with Vineeta Singh	Exploretorium
29	15-Mar-24	DBS Tech (Placement)	Exploretorium
30	15-Mar-24 & 16-Mar-24	12th International Advanced Diagnostic Techniques Conference	Carnegie Hall & Exploretorium
31	15-Mar-24 & 16-Mar-24	Chiaff 24	Carnegie
32	20-Mar-24	International Happiness day	Alpha Zone
33	20-Mar-24	Qaatil Kaun and Rishton ki ulji dor suljhayein kaise	Edison & Picasso (Front)
34	21-Mar-24	International Boot Camp on Education and Psychology	Exploretorium
35	22-Mar-24	Boot Camp Setting in Sun Hall	Turing – Sun Hall
36	22-Mar-24	Kavya Rangmanch	Exploretorium
37	28-Mar-24	Hackathon Finale	Exploretorium

LOHRI CELEBRATIONS

The bonfire, the entrance, the tractor - all arranged and decorated by Office of Administration



More pictures and details on <https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/06/2024-Arrangements-Lohri-Celebrations.pdf>

IN CONVERSATION WITH VINEETA SINGH

The setup for the conversation was designed and executed by Office of Administration.



More details on—<https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/04/Arrangements-for-conversation-with-Vineeta-Mar-2024.pdf>

IN CONVERSATION WITH NATHAN SV

The setup for the conversation was designed and executed by Office of Administration.



BEHIND THE SCENE SETUP ARRANGEMENTS

For major events, Team Administration works at the backend to create a stage-art based on the theme of the event. The props and decoration material are selected and placement of each item is based on the final artwork.

Below are few glimpses of Behind The Scene work and the various props used for the event - “In Conversation with Nathan SV”.



REPUBLIC DAY CELEBRATIONS

The theme this year was 'भारत - लोकतंत्र की मातृका (जननी) / Bharat - The Mother of Democracy .



A very important celebration !! Readiness was required for the parade , the plantation, and for the celebrations at the Exploretorium. Readiness was also required for the venue for lunch—the Square One.. All of it was taken care of, by the Office of Administration.

The parade path was decorated with red carpets and barricades providing a border to the carpet. The Main entrance of the Exploretorium was adorned with decorations in tricolor. The students of “Reflections Club” were part of the decoration of the Main Stage of the Exploretorium as well as the Foyer Area. Other teams that worked towards the same included Office of Architecture & Design, Maintenance Department, Electrical Department and Office of Communication. For the VIP plantation Office of Administration provided the decoration support to the Department of Horticulture.

While the NCC cadets, cadets from the CUSMS , Security staff and NSS Volunteers gave a spectacular display of co-ordination and josh in the march past , the performance by students of OSA mesmerized the audience. Office of Administration enjoyed all the events and participated in the plantation drive too!!

Proud to be an Indian....Proud to be a Chitkarian.....JAI HIND!!!





More details on—<https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/06/2024-Republic-Day-Celebrations.pdf>

WOMEN'S DAY CELEBRATIONS

“A woman with a voice is by definition a strong woman.” — Melinda French Gates.

The International theme for the celebrations this year is - **'Invest in women: Accelerate progress'**”.

This year there were two celebrations—one a Women's Leadership Summit at the Carnegie hall and the other the Women's Day Celebrations at the Exploretorium.

While both the events celebrated womanhood, Office of Administration made all the arrangements for the events and the décor of the venue.

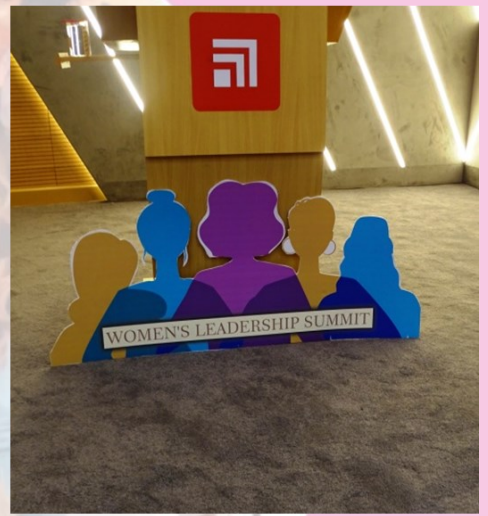
Have a look at the glimpses of both events.

For more details -

[/https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/06/2024-March-Womens-Day-Celebrations-.pdf](https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/06/2024-March-Womens-Day-Celebrations-.pdf)



CELEBRATIONS AT CARNEGIE HALL - WOMEN'S LEADERSHIP SUMMIT



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For more details - <https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/06/2024-March-Womens-Day-Celebrations-.pdf>

14th GLOBAL WEEK

It was time for the next Global Week where Faculty from around the globe visit our campus and interact with our students and take sessions for them.



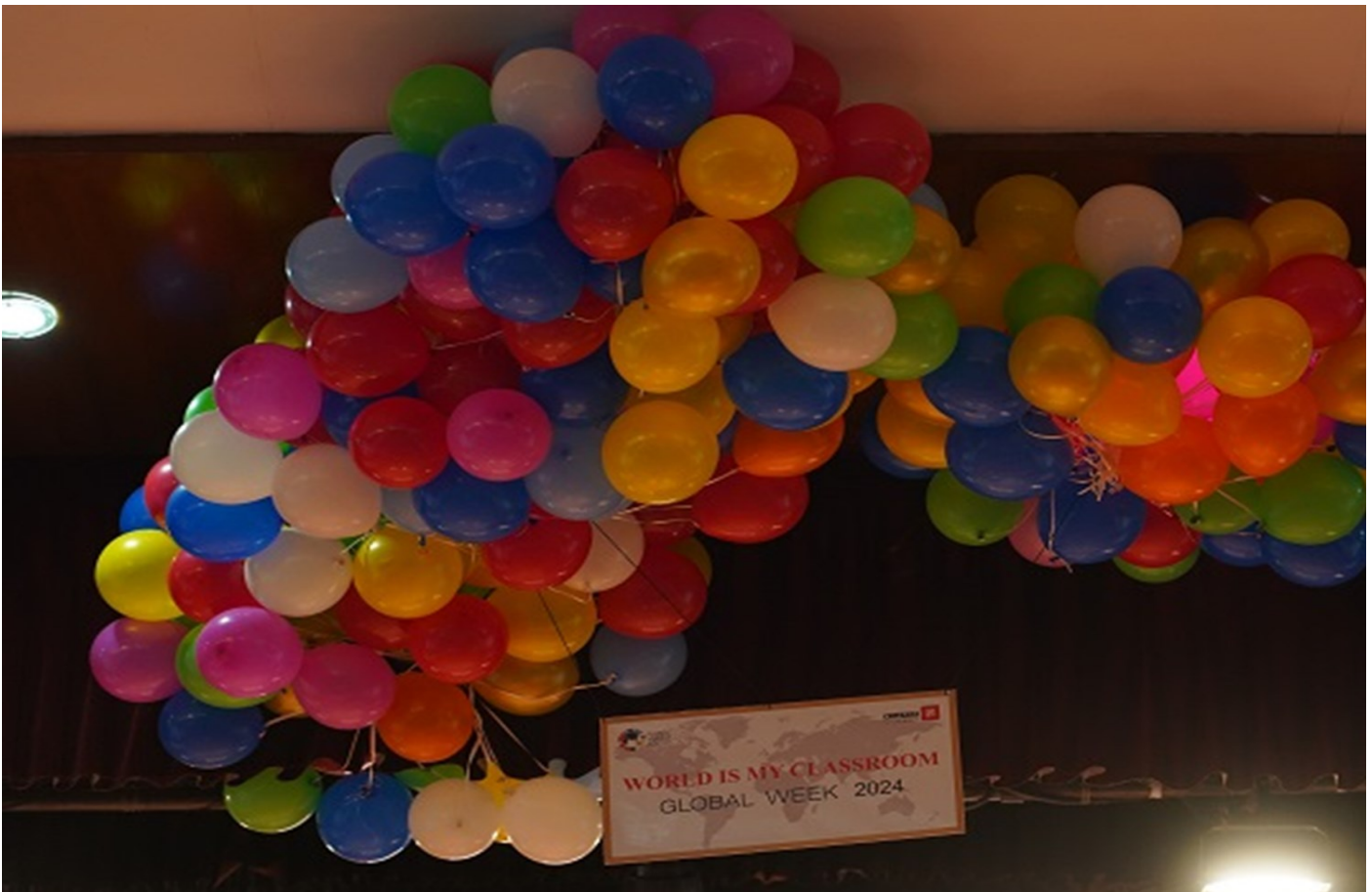
The Lamp Lighting and the Inaugural



For more details - infraadmin.chitkara.edu.in/wp-content/uploads/2024/06/2024-February-14th-Global-Week-.pdf

While we from the Office of Administration try to make the inaugural as special as possible, the best part is always the release of the colorful balloons with a message ...!!

For more details - infraadmin.chitkara.edu.in/wp-content/uploads/2024/06/2024-February-14th-Global-Week-.pdf



BIRTHDAY CELEBRATIONS OF ...

**.....THE EVER SO CHARIMING & ELEGANT HON'BLE PRO CHANCELLOR
Dr. MADHU CHITKARA**



Sqn Ldr (Dr.) Rina Angelproudly strikes a pose withDr. MADHU CHITKARA

PERFORMANCES BY PUNJAB CAMPUS where Sqn Ldr (Dr) Rina Angel also participated with many other faculty and staff..!





HACKATHON FINALE

The guests were VVIPs. Their refreshments would be served at the same venue. This got us thinking of a solution!

As the event was at the Exploretorium, it was finalized that the refreshments would be served at the Foyer. For this, we had to convert the Foyer area into a lounge for the VVIP guests, so they could be comfortable and have refreshments too.

Some shifting of furniture, some colorful *phulkaris*, some decoration material and we were done!!! Have a look at the pictures on the next page.



Foyer Area converted as a VVIP Lounge



OPPO A77s
Patiala | 2024.03.27 19:31

OPPO A77s
Patiala | 2024.03.27 19:33

CHITKARA LIT FEST—2024

Another annual event which our artist students with a flavor for poetry and literature really look forward to. Believe me the eager participants go crazy with joy when the prestigious and illustrious artists arrive....and when they perform the pin drop silence explains it all....followed by the huge never-ending applause.

To parallel the décor of the stage to the eminence of the artists this year, Team Administration envisaged a themes full of vibrant colors and a touch of tradition.

We stand proud that the stage-art could mesmerize the audience and the artists !!! Thank you to all the teams that supported us in the stage-art - Office of Architecture & Design , Maintenance department and the Electrical department.

For more details - <https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/02/LiT-Fest.pdf>



Lamp Lighting

Hon'ble Pro Chancellor Dr. MADHU CHITKARA



.....and all the EMINENT ARTISTS guests





For more details - <https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/02/LiT-Fest.pdf>

ARRANGEMENTS FOR SESSIONS OF THE HON'BLE CHANCELLOR

No this is not based on any instructions we received; it is based purely on the regards we have for the magnanimous person that he is ... a humble contribution from our part to add to the beauty of the stage from where he addresses staff and students.

A closer look at the setup would show the change in the stage setup including the sofa, the cushions, the flowers and the carpets...we make efforts to make every day's setup different for all days that Hon'ble Chancellor Sir is on stage.





INTERNATIONAL BOOT CAMP ON EDUCATION & PSYCHOLOGY

In this boot camp not only did Office of Administration help with the stage-art. Along with other logistics requirements, there was a demand for creating two separate setup as part of the teaching process.

QATIL KAUN - One was a crime scene where the markings of a cadaver had to be made and a court scene set up.

RISHTON KI ULJHI DOR—The other was a venue with 2 scenes—one a scene of a home and the other the setup of a psychology clinic.

Interesting ...mmhmm ?

These setups were for the sessions for students pursuing psychology . The idea of setting up the scenes psyched us all up too !!!.

SCENE SETUP - QATIL KAUN



SCENE SETUP - RISHTON KI ULJHI DOR



INAUGURAL OF VENKY'S OUTLET

The inaugural setup of the Venky's outlet at Square One first floor. Have you been there yet? Make sure you visit the place for finger licking savories.

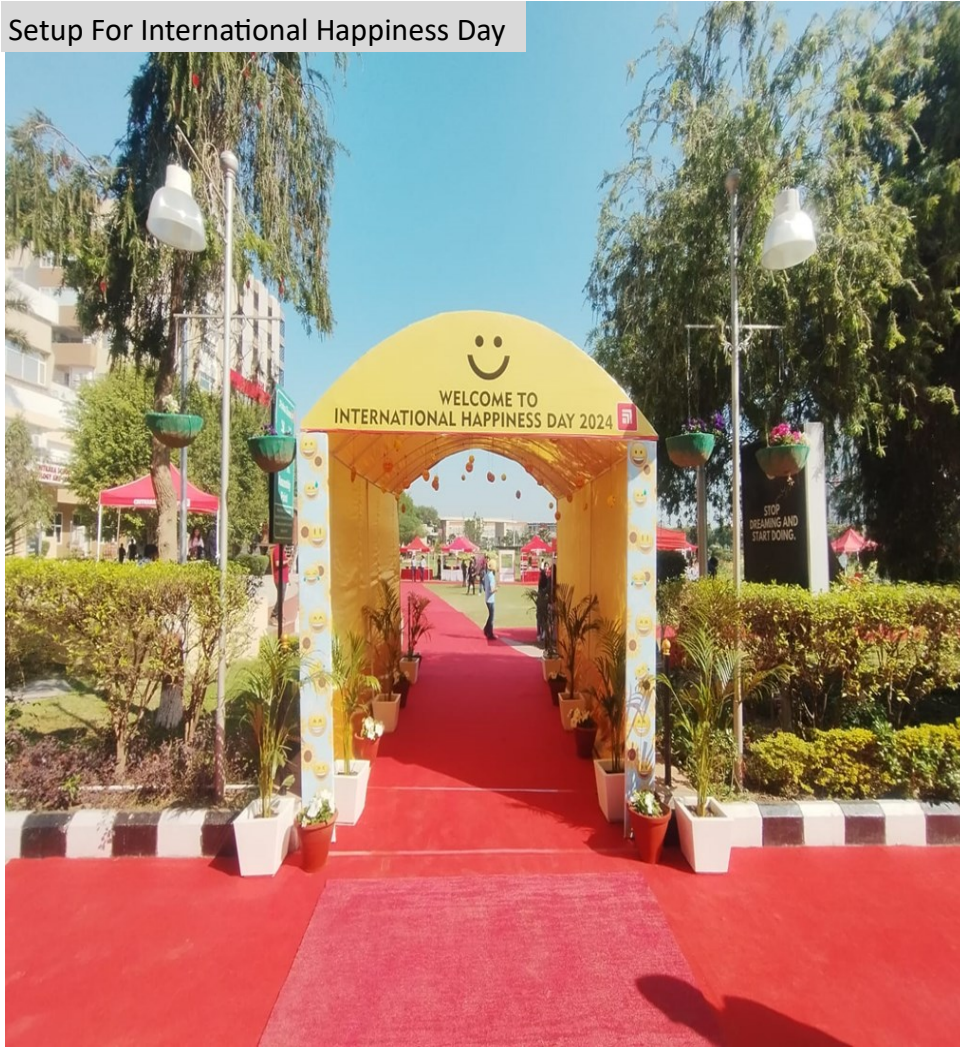


CELEBRATIONS AT UCO BANK

Venue setup support was extended to the UCO Bank branch at our campus too for their celebrations of the UCO Bank Day !!



Setup For International Happiness Day



Setup For National Science Day



Fashion Future Forward- Conclave



2-Feb-24 – Pooja of New Hostel



12TH INTERNATIONAL ADVANCED DIAGNOSTIC TECHNIQUES CONFERENCE





There are days when we run marathons to make sure all the events are going on smoothly ...why Marathons? Its because, on some days, the same venues are used by different teams in different slots, all events include VVIPs; but the time gap between the events is so less that we need to actually be on our toes to meet targets. We were in such a situation on 15th and 16th of March 24. Three events - **Guests from DBS Tech** , **the 12th International Advanced Diagnostic Techniques Conference** and **Chiaff 24** kept us and the concerned schools buzzsy. But at the end of the day, we work in such unity, that we all sit together and laugh off how we pulled all events together. These situations make our bonds stronger ...believe me !!!

MAINTAINING THE ACADEMIC AND REFRESHMENT AREAS

12 RESPONSIBLE CONSUMPTION AND PRODUCTION



15 LIFE ON LAND



MAINTAINING THE ACADEMIC AND REFRESHMENT AREAS



For a comfortable study and work environment, a clean, hygienic and well-maintained campus is a necessity. This is a task that is undertaken by many support staff and non-teaching staff. This task involves many other connected tasks such as inventory management, routine cleanliness, deep cleaning of designated venues, façade cleaning, building-overhead water tanks cleaning, drinking-water-coolers cleaning, water quality testing, cleaning of stores, vacuum cleaning of PCs, cleaning of solar panels, vacuum cleaning of furniture, dry cleaning of furniture and fixtures, cleaning of manholes, and the list goes on!!!

The waste segregation and proper disposal as well as the write off and submission of broken furniture and non-repairable furniture and fixtures for disposal as scrap also need to be monitored.

Then we have the maintenance monitoring. The complaints with the general maintenance as well as the electrical maintenance teams. These need to be monitored for completion and need to be followed up at regular intervals for smooth actions. The preventive maintenance activities of anti-termite treatment, anti-rodent treatment etc. also form part of the activities towards maintaining a clean campus.

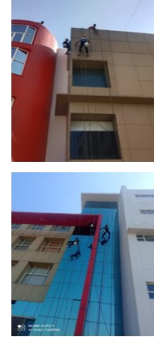
Along with these cleaning and maintenance activities, the tasks of shifting are also numerous. Every broken furniture or furniture for major repair is shifted to the Maintenance workshop from and back to its original venue or the furniture yard. To setup a venue or for an handover of venue for major renovations shifting is slated. Many a time the shifting is for support of the academic activities like examinations, certain workshops or at times for shifting support in kitchens and labs.

Not all heroes wear capessome of them just wear the CHITKARA uniforms provided to them and most of them are not even well-educated. But all the above mentioned tasks are carried out by not-so educated heroes without whose contributions we may not have had the clean and comfortable work and study environment that we have today.

Following pages would give few pictures of the various activities involved in maintaining the Academic and Refreshment areas of our campus.



FAÇADE CLEANING



VACUUM CLEANING OF FURNITURE



STOREROOM CLEANING



15 LIFE ON LAND

12 RESPONSIBLE CONSUMPTION AND PRODUCTION

OVERHEAD TANK CLEANING



MANHOLE CLEANING



FOUNTAINS CLEANING



VACUUM CLEANING OF PCs

15 LIFE ON LAND

12 RESPONSIBLE CONSUMPTION AND PRODUCTION



CLEANING OF SOLAR PANELS

7 AFFORDABLE AND CLEAN ENERGY



TASK OF SHIFTING



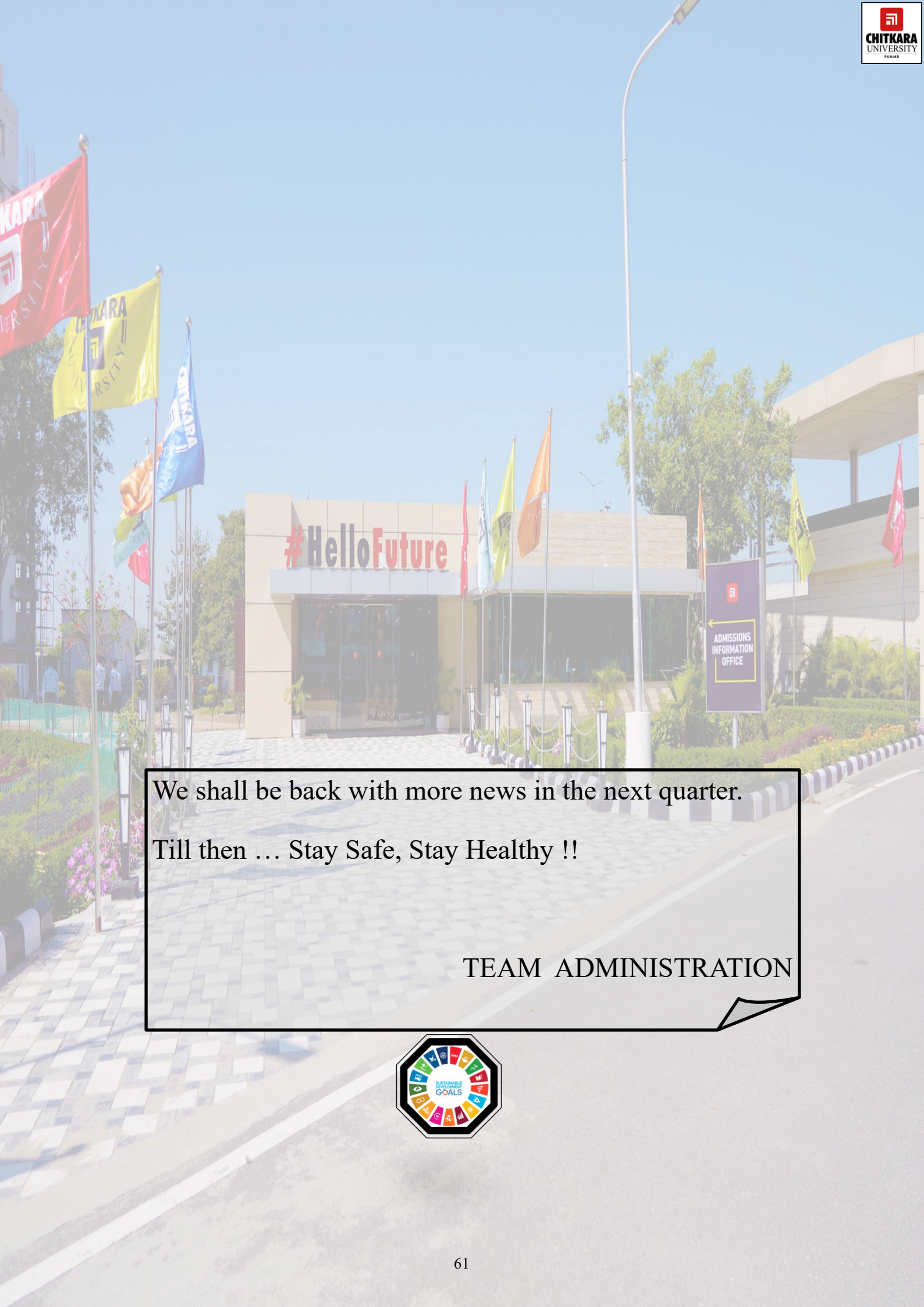
MAINTENANCE COMPLAINTS RAISED IN THE QUARTER



MAINTENANCE COMPLAINTS RAISED IN THE QUARTER			
TYPE OF WORK	COMPALINT RAISED JAN 2024	COMPALINT RAISED FEB 2024	COMPALINT RAISED MAR 2024
	Online	Online	Online
Carpentry	684	692	677
Glass Work	85	97	63
Masonry	143	149	153
Painting	205	181	255
Plumbing	213	210	258
Tailoring	116	146	133
Welding	74	87	99
Whitewash	249	314	457
Total	1769	1876	2095

F-29 Complaint Raised – JAN-MAR 2024		
Sr. No.	Name of Buildings	F- 29 No.
1	Admin Events	2
2	Babbage/Parents Waiting Area	11
3	De-Morgan	0
4	Escoffier	7
5	Fleming	7
6	Galileo/ Explore Hub/Pythagoras	10
7	Le-Corbusier	4
8	Picasso/Bloom/Creche	4
9	Newton/Edison	4
10	Ramanujan	3
11	Residential & Transport Office	2
12	Rockefeller	5
13	Sportorium/Exploretorium	1
14	Square One/Circle One	2
15	Tesla	9
16	Turing	5
Total F-29		76

Electrical Complaints Quarter - Jan 2024 to Mar 2024				
Building	Carry Fwd	No. of Complaints Raised		Pending
		JAN-Mar 2024	Closed	
Total Com-plaints	283	765	843	205



We shall be back with more news in the next quarter.
Till then ... Stay Safe, Stay Healthy !!

TEAM ADMINISTRATION

