



NEWSLETTER
EDITION -XVII

OFFICE OF ADMINISTRATION
APRIL—JUNE 24

FROM THE DESK OF DIRECTOR ADMINISTRATION

“We dream of having a clean house - but who dreams of actually doing the cleaning?” -

Marcus Buckingham

Oh! I would fully agree with Buckingham!! Many of us tend to consider the task of maintaining venues a very menial task, not understanding or appreciating the fact that if these tasks were not undertaken by the concerned support teams, we would be living in trash, which we ourselves created!!

That is why at Chitkara University we have a team of educated, well-balanced and well-mannered staff, that understands and appreciates the concerns of the support staff as well as the demand of our prestigious organisation as regards cleanliness and maintenance, and strives to strike a balance between the two. Hats off to the team that is literally on its toes to make sure our campus is always an excellent working / teaching space for the staff / faculty, as well as learning space for the students/scholars.



*A team that is thankful and proud of its existence,
A team that stays at the backend, so routine work is smoothed,
A team that smiles all the way....though it miles of tasks everyday,
Am proud to be a member of that team; whose actions will say,... and stay!!!*

Be it SDG 6, 11,12, 13 or 15 - every action of the Office of Administration is always a contribution towards one of these SDGs. Further, as maximum attention is provided to enhancing the proficiency and efficiency of the support staff there is a contribution towards SDGs 1 and 8 too. The team strives to provide central facility of venues, common facilities which include halls, creche' etc., and also all logistics support for the various major events. In this quarter , with the summer vacations also being slated, there were many tasks that had to be completed (as venues would easily be available during vacations). It was also an opportunity to provide required training and workshops for the team members. We always aim at helping the team grow strong - ***When the team is strong...we believe, very little goes wrong!!***

Presenting to you the activities and efforts of Team Administration for the quarter April 2024 to June 2024!!

Sqn Ldr (Dr) Rina Angel

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ACTIVITIES FOR THE
HUMAN RESOURCE

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SESSIONS ON HOSPITALITY EXCELLENCE

<https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/07/April-June-2024-For-The-Staff-.pdf>



A hot cup of coffee, served with the pleasing etiquettes could create a good mood for some positive work; while the lack of the etiquettes could have a negative impact however good the coffee may be, and vice-versa.

Empowering support staff at Chitkara University, to deliver hospitality excellence involves recognizing their value, providing opportunities for growth and development, and fostering a positive work environment. The Office of Administration , through the Chitkara College of Hospitality Services organized two separate 5-days sessions (13-May-24 to 17-May-24 and 20-May-24 to 24-May-24) for the service staff for improving their proficiency. In this training session, the faculty provided information to the support staff regarding all processes of hospitality Services/Grooming and housekeeping. Guest service skills,



hygiene practices for a clean workplace, proficiency in beverage service including preparation of tea/coffee, teamwork, workspace management etc., were part of the various sessions.

We earnestly thank Mr. Amit Vashisht & Dr. Ravi Dandotiya and the faculty for the very insightful sessions.



SESSION ON MENTAL HEALTH & EMOTION REGULATION

3 GOOD HEALTH AND WELL-BEING



Mental health is as important as physical health and is essential for all as it has an impact on well-being of individuals. Awareness of regulation of emotions acts as a tool to manage emotions effectively and stabilise the mental health.

The Office of Administration arranged for a session on Mental Health & Emotion Regulation through the department of Nursing, CSHS. The recourse persons were Ms. Vijyeta Basin & Ms. Jigyasha Sharma.



The session had the team members from the Office of Administration engrossed and the session included tips on understanding emotions, impacts of emotions on mental health and strategies to regulate emotions. It's true that if one can regulate their emotions, they

can cope with stress, take good decisions, maintain healthy relations, as they progress to achieve their goals.



Our heartfelt gratitude to the Department of Nursing for the session.

PEHCHAN - HAPPINESS INSIDE YOU

<https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/07/April-June-2024-For-The-Staff-.pdf>

3 GOOD HEALTH AND WELL-BEING



Exploring the concept of happiness within oneself can be a deeply enriching journey. Exploring the idea that happiness is not solely dependent on external circumstances but can also be cultivated from within makes one a stronger and confident person.

The Office of Administration arranged a session for the staff on Happiness, through the Centre for Happiness. The session was rightly titled “*Pehchan* - Happiness Inside You”, by the Centre for Happiness.

Chief Happiness Officer Mr. Manav Bansal enchanted the audience with his energy and positiveness. He dwelled on the following subjects -

Gratitude practice: Keeping a gratitude journal or expressing gratitude daily.

Negative thought patterns: Recognizing and challenging negative self-talk and cognitive distortions.

Facilitate self-reflection exercises to help participants explore their own sources of happiness and areas for growth.

There was an activity on concentration with a filled water glass as well as a movie clip for gratitude/Meditation. He encouraged self-exploration and growth on the path to inner happiness.

The power packed session was appreciated by each staff and they left the venue happier people!! Thank you Manav Sir and team for that extra dose of happiness to the staff !!

SESSION ON ILL EFFECTS OF SUBSTANCE USAGE



Substance abuse could be detrimental to self, society, or both and needs attention as it can trigger mood, anxiety or depression disorders or can increase the risk of developing a serious mental health illness. We consider it necessary to keep our staff aware of such abuse so they may stay wary of it and also keep their families safe. For this Office of Administration requested the support of the experienced professionals from our Department of Nursing, CSHS.

The session was conducted on 29 April 2024 by Department of Nursing for 57 staff members , including the task force. The session was conducted at Galileo Block. The resource persons were Ms. Kanu Mahajan and Ms. Kanika Guleria.

The participants were made aware of the Physical Health issues that could arise which included Organ Damage, Increased Risk of Infections and Chronic Health Conditions as well as Mental Health issue of addiction and guided on the need and necessity to stay away from such situations.



SESSION ON COMMUNICATIVE ABILITIES

8 DECENT WORK AND ECONOMIC GROWTH



Communication is the lifeline of any relationship - Elizabeth Bourgeret

In Administration too communication plays a very important role in the day-to-day working. In this quarter we had two sessions on communication abilities and team work from the CUPDC, one under the guidance of Dr. Sovia RJ Singh and the other under the guidance of Ms Aarti Joshi.

The resource persons for one session were Ms. Padmakala Siva and Ms Sara-bjit Kaur. This session encouraged teamwork and tried to remove the inhibition of the team members while convers-



ing in English. After providing an introduction to various phrases in English to the participants, they encouraged the participants to use these phrases in various activities organised which made the sessions very interactive and interesting.



Ms. Kritika Sharma was the resource person for the second session. Participants were explained about the communication methods and the process of effective communication, understanding the cycle of communication starting from the sender to the receiver of the message. The different levels of communication, the types of communication between colleagues, and peers at the same level for information sharing and coordi-



nation help to save time were explained. The session helped individuals with SWOT analysis on self as well as situational awareness.

Both the sessions have contributed positively and will surely have an overall positive impact on the team's performance .



HEALTH CHECKUP CAMP FOR STAFF



Health is wealth and regular health checkups are a must to keep healthy. Now what if this facility is available at your own workplace...what more can you ask for?

Our lady staff were provided the facility of attending a health checkup camp organized by CBS (MBA, Healthcare) in the campus. The lady staff, who would otherwise have delayed their health checkup owing to various reasons, happily participated in the camp.

We thank CBS for this camp !



PARTICIPATION IN BLOOD DONATION DRIVE BY CII, CHANDIGARH



A blood donation drive was organized by CII Chandigarh, on 11th April 2024. Staff from the Office of Administration, participated in the camp and stepped forward to donate blood, continuing with their tradition of supporting this noble cause. To ensure the safety of all participants, a comprehensive medical checkup was conducted, including hemoglobin and blood pressure measurements, along with a general health assessment.



Supporting this noble cause. To ensure the safety of all participants, a comprehensive medical checkup was conducted, including hemoglobin and blood pressure measurements, along with a general health assessment.

Special thanks to CII Chandigarh for organizing and supporting this noble cause.

SESSION ON STRESS MANAGEMENT



For a healthy work-life balance, one needs to be conscious of the art and science of stress management. Stress could be a common part of everybody's life - the art is in the response one provides to a situation.

On the request of the Office of Administration, CSPC conducted a very interactive session of stress management for the staff of Office of Administration. The resource persons were Dr. Nidhi Barthwal & Miss Natalia Mangat.

The session covered the topics including necessity of identifying sources of stress , identifying stressors and understanding stress. Games were also organized to analyse stress and to understand how to deal with it.

Twenty five members of the Office of Administration attended the session and left the venue much more confident in handling stress. Such sessions help the human resource to recoup and rejuvenate and understand that stress is a common concern and that it can be tackled well with some efforts of our own and some medical help, if required..



SESSIONS FOR SUPPORT STAFF

<https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/07/April-June-2024-For-The-Staff-.pdf>

Regular interactions and sessions help keep the support staff abreast on their professional behaviour, personal hygiene and grooming, skills, responsibilities punctuality, safety protocols, house-keeping standards, cleaning schedules, maintenance of venues etc.,

These sessions are also utilised to understand the concerns of the support staff and to





guide them with feasible solutions. The Administrative officers and supervisors handle the task of interacting with their own respective teams of support staff. This session is also a mode of boosting the morale of the staff and to keep them informed of the important tasks that need to be taken care of. The strong pillars of Team Administration, the officers who ensure all administrative and logistics supports of venues are fulfilled are officers who include Captain Ravinder Singh, Captain Pawan Kumar, Mr. Gurjit Singh, Mr. Rattandeep Singh and Mr. Ravinder Singh.





ADIEU

Bidding farewell to staff is always painful especially when the staff is an amazing contributor. In this quarter we bid farewell to one of our staff, Ms. Parveen Kaur, who had contributed immensely to the team. A pleasant and dedicated performer, she had to leave

us for opportunities abroad. In a small get-together we bid her goodbye, wishing her happiness and success in her future endeavors. These occasions also help other employees to understand



how staff is valued at our campus, and the respect that can be earned with hard work!

ASSURANCE OF A SAFE CAMPUS



An interactive session with the lady staff of the Office of Administration was organised. The purpose of the session was to create awareness about the desired behaviour from them, provide them the assurance that they were provided a safe and secure campus, and to encourage them to speak up to the authorities in case they felt insecure for any reason.

The ladies were made to understand how they were independent as regards finances and how they were way ahead of many other under privileged ladies. They were encouraged to continue the hard work and to stay strong in every situation while they made sure they behaved appropriately too.



A TREAT FOR OUR EFFORTS !

Team Administration staff enjoyed a “treat” from none other than Hon’ble Chancellor Sir himself !! After appreciating the team for certain tasks well done, Sir , as a token of gratitude treated the non-teaching staff at the Barista.

Thankyou so much Respected Sir. It means a lot to us!!



GRATITUDE

Two of the most important teachings of our Hon'ble Chancellor Sir are - to stay unique always and to always express gratitude with no delays. No only does he preach gratitude, he practises it too and that too very ardently. The pictures below are of the team members of Administration holding a token of gratitude from Revered Sir!!!



@ DEWDROPS



A look at the activities at DEWDROPS in this quarter - while the toddlers @ Dewdrops keep us buzzing with activity and their heart melting tantrums, there are few conscious activities undertaken by us, to ensure that the required attention is provided for their health

Sessions for Creche Staff	Page 17 –18
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SESSIONS FOR CRECHE STAFF

<https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/07/Apr-June-24-@-The-Creche.pdf>

Now for some information about our creche' - "Dew Drops". It is here where our tiny toddlers, who are wards of our young faculty, stay in the day, under the care of the creche staff, while their parents are busy working on campus. It is thus necessary that the staff at the creche be well aware of their roles and responsibilities, especially because they deal with the young children, who may not be able to express their needs completely.

Training is provided to the staff on how to take care of the wards at the creche . On a request from Office of Administration, Department of Nursing, CSHS, provided a session for the creche staff. The 4-days training sessions included training on hygiene, sanitation, feeding, knowledge on minor ailments, behavioral disorders etc.,.

We extend a huge thank you to Dr. Harmeet Kaur and to the faculty of Nursing.

Glimpses on the next page.



SESSIONS FOR THE CRECHE' STAFF

3 GOOD HEALTH AND WELL-BEING



HEALTH CAMP FOR THE TODDLERS @ CRECHE

<https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/07/Apr-June-24-@-The-Creche.pdf>

3 GOOD HEALTH AND WELL-BEING



We truly believe “health is wealth” and hence we organize health checkup camps for our toddlers with support from the Dept. of Nursing, CSHS! In this quarter it was organized on 09 May 2024. The parents are also invited to be present during the check-up of their toddler for a desired chat with the health officers!!

BIRTHDAY CELEBRATIONS

<https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/07/Apr-June-24-@-The-Creche.pdf>

At our Creche’, as a practice we celebrate the birthdays of the toddlers, on their special day by presenting them with a “Birthday Gift”. Adding a surprise element to the day and making the toddlers feel at home, is what we aim at! In this quarter we celebrated the birthday of Master Satvik Pandey!





TOWARDS SDGs

A look at the some more efforts of
The Office of Administration towards SDGS

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PLANTATION DRIVE

<https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/07/April-June-2024-For-The-Staff-.pdf>

On the occasion of World Environment Day, Office of Administration organized a Tree Plantation Drive at the Campus waste yard.

This event was more than just planting trees; it was a step towards creating a greener, more sustainable environment for our community. Each tree planted will contribute to cleaner air, provide shade, and support local wildlife, making a lasting positive impact.

Plantation Drive objectives included - Enhance Environmental Sustainability, Promote Biodiversity, Beautify the Community and Raise Environmental **The outcome of this drive included - increased Green Cover, Contribution towards Improved Air Quality and Long-term Environmental Benefits.**

The purpose of selecting the venue was to ensure that the area is maintained clean and tidy as this area tends to get neglected, though it is this area that helps maintain the campus clean, as the segregation of waste, which is missed at the source many a time, is handled here. We would like to thank Department of Horticulture for the support.



SESSION ON SDGs AND HOW WE CAN CONTRIBUTE



Sqn Ldr (Dr) Rina Angel, was invited as a resource person by the Department of Applied Sciences, CUIET, in a National Symposium - “Multi-disciplinary Research Trends for Sustainable World” (MRTSW-24), on 22 May 2024, to spread awareness on SDGs and discuss how we all could contribute to the cause as individuals, as well as an HEI, or a college.

Addressing the future generation and discussing SDGs with them is a win-win situation always. The young minds, who are very creative and work very closely with technology, have countless ideas that can be executed to improve our contribution to SDGs. It also helps to spread awareness of how many of their small deeds and actions can contribute hugely towards SDGs.

PLANTATION DRIVE BY CENTRE OF EXCELLENCE FOR SUSTAINABILITY

Any number of plantations would help towards a greener environment. So we from the Office of Administration never let go of a chance to contribute towards greenery.

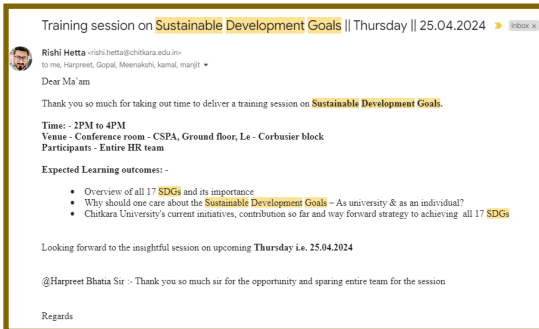
A team from the Office of Administration actively participated in the Plantation drive organised by the Centre of Excellence for Sustainability.



AWARENESS ON SDGs & OUR CONTRIBUTIONS



On an invite from the Office of Talent Management, Sdn Ldr (Dr.) Rina Angel, Director Administration, addressed the entire team of Office of Talent Management, where an introduction to the SDGs was done, followed by awareness on the innumerable activities that Chitkara University is undertaking towards the cause as well as the future plans. This session of two hours, conducted on 25 April 24 was very interactive,



where the participants were full of energy and shared ideas as to how many more activities could be initiated for SDGs and also explained how each one of them was individually striving for the same. It was a pleasure to be amidst the excited and very positive team. The aim of the session was to foster within each individual

an understanding of the SDGs and to encourage participation.

The purpose of the session was fully achieved.



CARE TO SHARE

**Generosity is giving more than you can, and pride is taking less than you need -
Khalil Gibran**



Office of Administration in collaboration with the Centre of Excellence for Sustainability organized a **Care to Share** initiative. This community-driven event aimed to encourage people to share their well-used personal belongings with the lesser privileged.



Over six days, spread in two slots, the event was a significant success, drawing a large number of participants.

Objectives:

Promote Community Involvement: To engage the community in charitable activities.

Foster a Culture of Sharing: To encourage generosity and sharing.

Support the Needy: To provide essential items to those in need.

Environmental Sustainability: To promote the reuse of items and reduce waste.

Strengthen Community Bonds: To enhance unity and cooperation within the community.

Each morning began with volunteers setting up donation booths. People started arriving with bags and boxes filled with various items, including clothes, shoes, books, toys, household goods, and stationery. The atmosphere was very positive, with donors experiencing a sense of fulfilment by contributing to a worthy cause. The "Care to Share" initiative was marked by a high turnout, with participants from different walks of life coming together to donate. The children's toy donation segment was a particular highlight, promising smiles to many young faces.

The positive impact of the event was felt by both the donors and the recipients, fostering a sense of community and shared purpose. The overwhelming participation and positive impact on both the donors and recipients underscored the success of the initiative.

PARTICIPATION IN GSDC 2024

It was indeed an honour for Sqn Ldr (Dr) Rina Angel, Director, Office of Administration, and Chairperson, Centre of Excellence for Sustainability, to be part of the team from CHITKARA UNIVERSITY, along with Hon'ble Co founder and Pro Chancellor, Dr Madhu Chitkara, that attended the Global Sustainable Development Congress organised by Times Higher Education (THE) at Bangkok, Thailand from 10 to 13 June 2024.



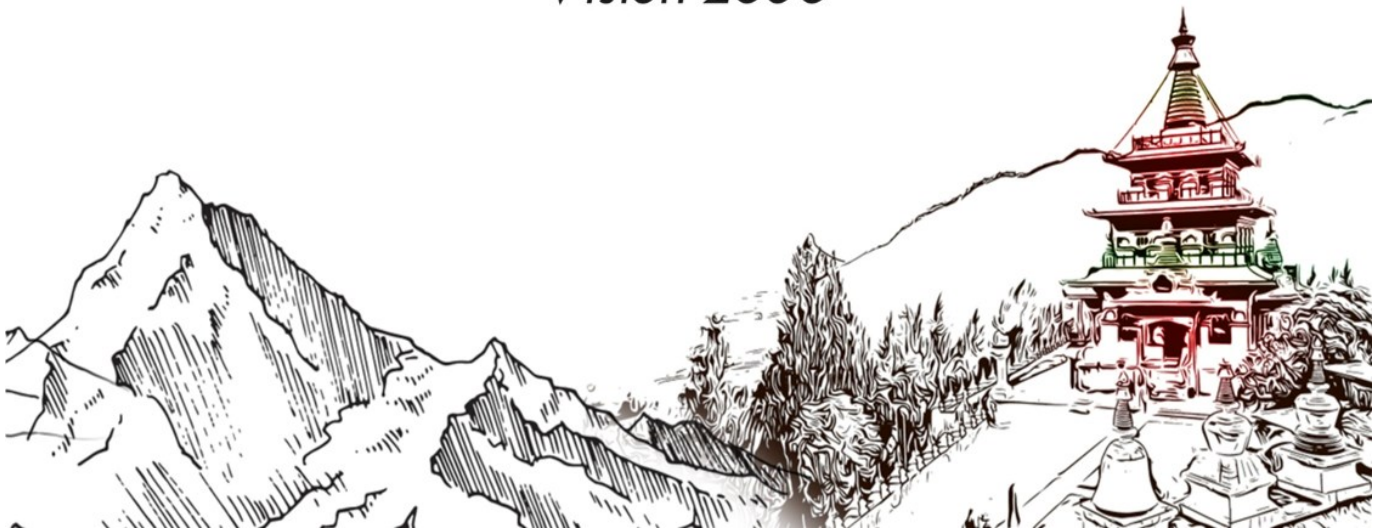
This congress provided an amazing opportunity to attend various sessions on sustainability, interactions with innumerable universities at the stalls and in the sessions, sharing with other universities an insight to the efforts of Chitkara University towards SDGs, and much more. Many MoUs and LoIs were sealed here, and it paved the way for many more such MoUs.

Chitkara has always had its heart and soul for the environment and it shall continue to be so. This trip to Bangkok was also one such path, to explore further opportunities towards SDGs!!



**CHITKARA**Explore **Your** Potential

CHITKARA LEADERSHIP SUMMIT

Vision 2030

We would like to define this summit as a rendezvous of leaders of the Chitkara Fraternity, where they meet to introspect their actions, analyse their milestones , realign with the vision and mission, rejuvenate, create beautiful memories, plan future actions, and then go back to campus, to continue to perform, with even more motivation, and with a better understanding of their goals !!



CHIKARA LEADERSHIP SUMMIT 2024

Leadership and learning are indispensable to each other. John F Kennedy

It is a matter of pride and honor for Sqn Ldr Dr. Rina Angel to have participated in the **Chitkara Leadership Summit - 2024**, which was organized during **April 13 -15, 2024**. The Leadership Summit is organized by Chitkara to strengthen the bond



between all the leaders of Chitkara, to analyse their performance, and to discuss the future plans, It provides a platform for all leaders to showcase their actions and their future plans, so that all actions are synchronized towards the vision and mission of Chitkara !! The leaders were grouped based on various criteria, and each group named according to the tasks they were assigned! Each group was given a topic to present and also focus on the future plans, while including the “hits” and “misses” too. “

Our group was christened **SUSTAINABLE CHITKARA** and we spoke on the activities

undertaken by the different team members of the group, and also discussed the way forward.

It was also a time to enjoy music and cultural extravaganza in the evenings with colleagues at the ghazal night and cultural evening. Thank you to the Senior Management of Chitkara for this summit and for the time and space to rejuvenate !!!



Women Leaders @ Summit

WELCOMING THE NEW FAMILY MEMBERS

As the Office of Talent Management welcomes the new members of the Chitkara fraternity, an Exploration program is held to acquaint these newcomers with the campus and all the facilities and support that is made available at campus. Sqn Ldr)Dr) Rina Angel also addresses the newcomers and explains the administrative and infrastructural facilities of our campus.



CHITKARA UNIVERSITY CHITKARA EXPLORATION PROGRAM			
Date	04 May, 2024 (Saturday)		
Reporting time for the Participants	8:30 AM		
Venue	Faraday Hall (Edison Block)		
Sr	Event	Session By	Duration
1	Welcome of the Participants	Mr. Harpreet Singh Bhatia, Pro Vice-Chancellor, HR	09:00AM to 09:15AM
2	Address of Hon'ble Chancellor		09:15AM to 09:30AM
3	Address by Hon'ble Registrar and Officiating Vice-Chancellor	Dr. S.C Sharma, Registrar and the Officiating Vice-Chancellor	09:30 AM to 09:40 AM
4	Chitkara University - Journey, Values, Culture and Pedagogy	Dr. Sangeta Pant Dean - Chitkara College of Education	09:40 AM to 10:00AM
5	Understanding the Research Ecosystem and the Policy	Dr. Chander Prakash, Pro Vice-Chancellor, CRIO	10:00 AM to 10:30 AM
Tea Break			10:30AM to 11:00 AM
6	National Education Policy-2020	Dr. Manish Verma, Pro Vice-Chancellor, Academic Affairs	11:00 AM to 11:30 AM
7	Information Technology - A Tool to Build or a Hammer to	Mr. Amit Prashar Dept of Information Technology	11:30 AM to 12:00 AM
8	The Way Forward	Dr. Sandhya Sharma, Pro Vice-Chancellor, CBS	12:00 PM-12:30 PM
9	POSH Awareness Training: The What, Why, and How	Prof. Haikiran Kaur Pro Vice-Chancellor, Chitkara Alumni Association Network	12:30PM- 12:50 PM
10	Understanding HR Role, Processes & Policies - Office of Talent Management	Mr. Gopal Krishan Garg Director-OTM	12:50PM to 01:15PM
Lunch Break			1:15PM to 02:00PM
11	Campus Tour with	Col Rakesh Sharma, Director - University Affairs	02:00PM to 02:30PM
12	Administrative Support, Infrastructure & Facilities	Dr. (Sqn Ldr) Pina Angel, Director Administration	02:30PM to 3:00PM
13	Journey Beyond Classroom	Dr. Neelam Verma, Dean- Office of Student Affairs	03:00PM to 3:30PM
14	Professional Development - Investing in YOU	Mr. Viney Khurana Director - Professional Development Center	03:30PM to 4:00PM
15	Certificate Distribution and Vote of Thanks	Mr. Harpreet Singh Bhatia Pro Vice-Chancellor, HR	04:00PM to 4:20PM

EVENT SUPPORT



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EVENTS SUPPORT

- *In the last quarter (April—June 2024), 266 events were conducted in the various halls of our campus.*
- *Some of the major activities are listed below and the glimpses of a few in the next few pages .*
- *Mr. Balwinder Singh, Sr Administrative Office, is very instrumental in booking all the venues and managing the support for all venues.*

02-Apr-24 - Unveiling of “Paddle The Pot”@Explore HUB
 02-Apr-24 - Session of Hon'ble Chancellor
 03-Apr-24 - Session of Hon'ble Chancellor
 04-Apr-24 - Health Check up Camp
 04-Apr-24 - Session of Hon'ble Chancellor
 06-Apr-24 - 61st National Maritime Day
 08-Apr-24 - Session of Hon'ble Chancellor
 09-Apr-24 - Session of Hon'ble Chancellor
 10-Apr-24 - Cultivating a Unified Workplace Culture by Gaur Gopal Das
 11-Apr-24 - Blood Donation Camp at CII, Chandigarh
 11-Apr-24 - Making your experience better - Explore Hub (Event of CEED Dept)
 12-Apr-24 - Farewell of VC
 15-Apr-24 - Newton iOS Lab Inauguration
 18-Apr-24 - INVEST (CIIF)
 18-Apr-24 to 20-Apr-24 -Affinity 2.0 - National Pharma Tech & Youth Fest 2024
 19-Apr-24 - Panel Discussion NATIONAL SYMPOSIUM
 22-Apr-24 – Plantation organised by CES
 23-Apr-24 - World Heritage Day Celebration - by CDS
 25, 26-Apr-24 - (ICTAES-24)
 25-Apr-24 -University driven initiatives to achieve SDG'S
 01-May-24 - Pooja Setting at Vasco Mess
 01-May-24 - Tree Plantation
 02-May-24 – Convocation
 07-May-24 - Inauguration of AWaDH CPS LAB at Edison Block
 09-May-24 - Health Check-up Camp @ Crèche
 09-May-24- In conversation with Ashish Chowdhary, Apple India
 13-May-24 - World Nurses Day and OATH Ceremony- by CSHS
 13-May-24 to 17-May-24 - Hospitality Excellence Empowering Support Staff
 14-May-24 - Session with Supervisor regarding Housekeeping
 15-May-24 - YI Chandigarh Chapter Initiative - Your Voice Your Vote
 15-May-24- Mental Health & Emotion Regulation
 18-May-24 - Pehchan- a Session by Chitkara Happiness Center
 20-May-24 - Inauguration of South Circle
 20-May-24 to 24-Apr-24 - Hospitality Excellence Empowering Support Staff
 24-May-2024 -Convocation Ceremony II

SPECIAL CONVOCATIONS

Two special convocations took place in the last quarter on 02 and 24 May. The set up of the venue was handled by the Office of Administration.

24 May 24



02 May 2024



SESSIONS BY HON'BLE CHANCELLOR



Every session had a different décor !

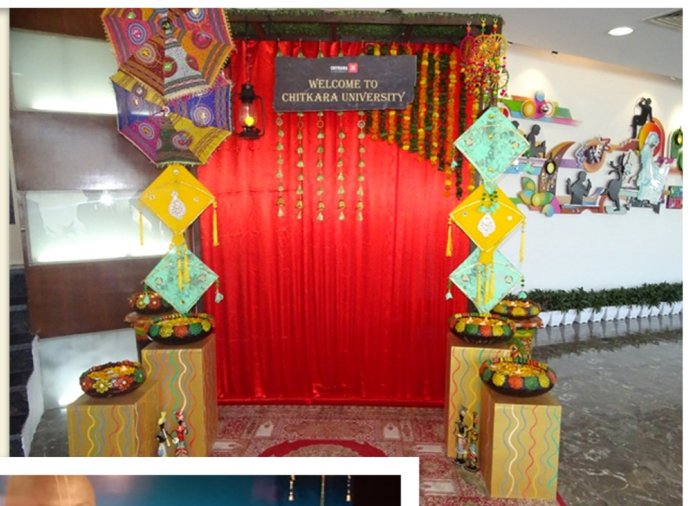
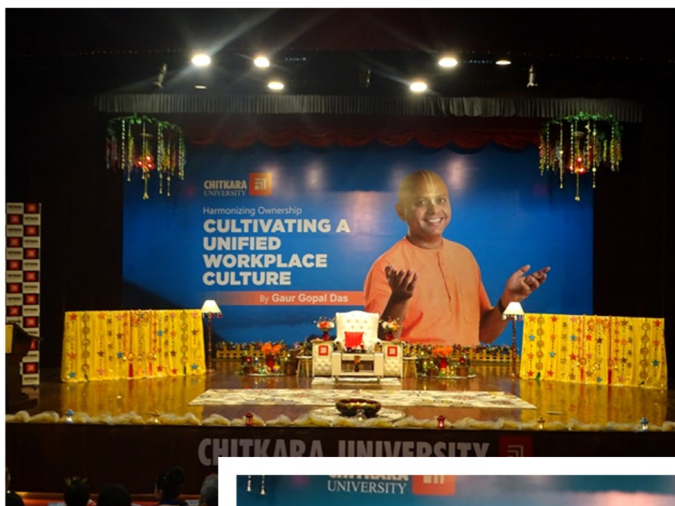


CULTIVATING A UNIFIED WORKPLACE CULTURE

<https://infraadmin.chitkara.edu.in/wp-content/uploads/2024/04/Arrangements-Gaur-Gopal-Das-April-2024.pdf>

On 10 April 24, we had the Motivational speaker and lifestyle coach **Gaur Gopal Das** at our campus,

For his session, the stage-art was designed giving a touch of the Punjabi culture and included vibrant colours. The staff of Team Administration created the Welcome Standee as well as decorated the stage.



The glimpses of the various occasions on the next few pages are self explanatory.

Have a look!

Inauguration of AWaDH CPS Lab at Edison Block



Arrangements for Pooja of the New Mess



NURSES DAY CELEBRATIONS @ THE EXPLORETORIUM



FAREWELL OF VC Dr. ARCHANA MANTRI @ THE DHABA





Inaugural of South Circle



Unveiling of Paddle The Pot @ ExploreHub



Inaugural of Lab at Newton Block - Centre of excellence on MERN STACK







CHITKARA
UNIVERSITY

HANDLING VENUES



HANDOVER & TAKEOVER OF VENUES

When it comes to infrastructure - “We construct more than just buildings, we construct hope”.

To make sure our infrastructure is always updated and is state-of-the-art, numerous works continue to happen that include repairs, renovations as well as readiness of new venues. For this the existing spaces are handed over by Administration to the Projects Team and vice-versa after the tasks are completed. Tabulated below are the details of venues taken over and handed over during this quarter

Details of Venue Taken Over (Apr 2024 to Jun 2024)

Sr. No.	Date Handed Over	Date Taken Over	Building	Floor	Department/Area
1	02-Mar-24	01-Apr-24	Fleming	Third	Renovation Office Fleming Block
2	03-Feb-24	02-Apr-24	Edison	Ground	Renovation of Office and Restroom
3	New Venue	04-Apr-24	Edison	Ground	Lounge And Conference Room
4	23-Jan-24	10-Apr-24	Edison	Ground	Electronics Lab 010
5	12-Mar-24	18-Apr-24	Fleming	Second	Office @ Fleming Block
6	10-Apr-24	08-May-24	Newton	Ground	IOS App Development Center 3rd Phase
7	01-Dec-23	30-May-24	Picasso	First	Renovation Picasso (Media Studios)
8	19-Apr-24	25-Jun-24	Galileo	First	Washroom Renovation
9	22-May-24	25-Jun-24	Rockefeller	Mumty Area	Admin Office

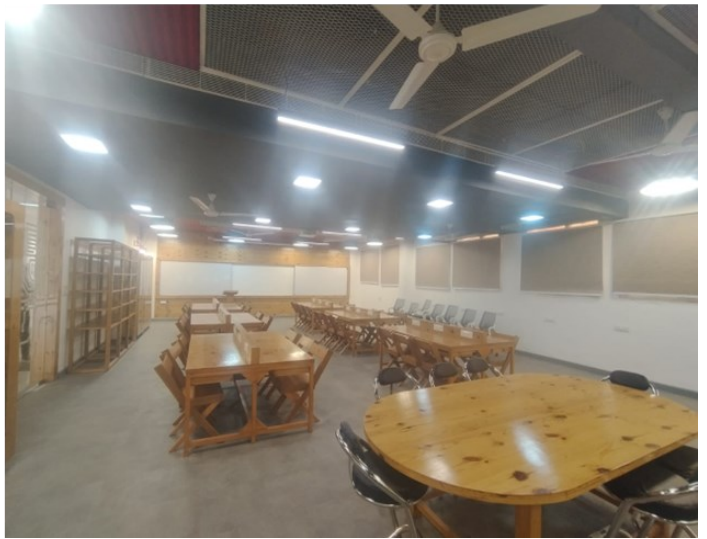
Details of Venue Handed Over (Apr 2024 to Jun 2024)

Sr. No.	Date Handed Over	Building	Floor	Department/Area
1	10-Apr-24	Newton	Ground	IOS App Development Center 3rd Phase
2	01-May-24	Tesla	Second	Ultratech Lab
3	04-May-24	Rockefeller	Third	Partition meeting room Rockefeller
4	24-May-24	Escoffier	Third	Classroom for Seminar LH-11
5	20-Jun-24	Fleming	Fourth	Psychology Department
6	21-Jun-24	De-Morgan	First	Dean Office and Faculty Room
7	26-Jun-24	Tesla	Second	Room No - 226 & 227
8	27-Jun-24	Bloom	Third	Furniture Alternation Art & Design

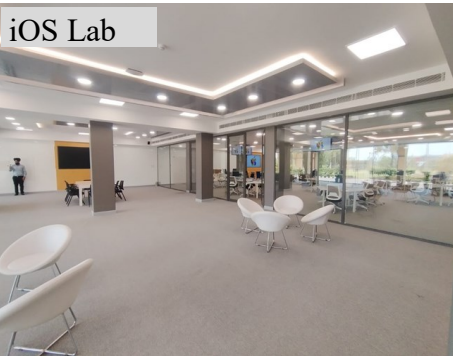
This page and the next three pages give glimpses of various venues taken over that include, the CAAN office , lounge and conference room, new office made ready at Fleming Block, iOS lab at Newton Block, lab at Edison Block, Studios at Picasso Block, conversion of venues, and setup of some venue etc.



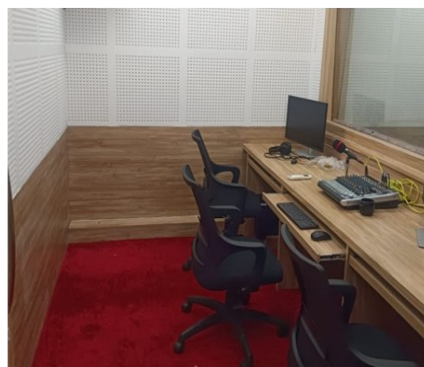
AWaDH CPS Lab, DECE



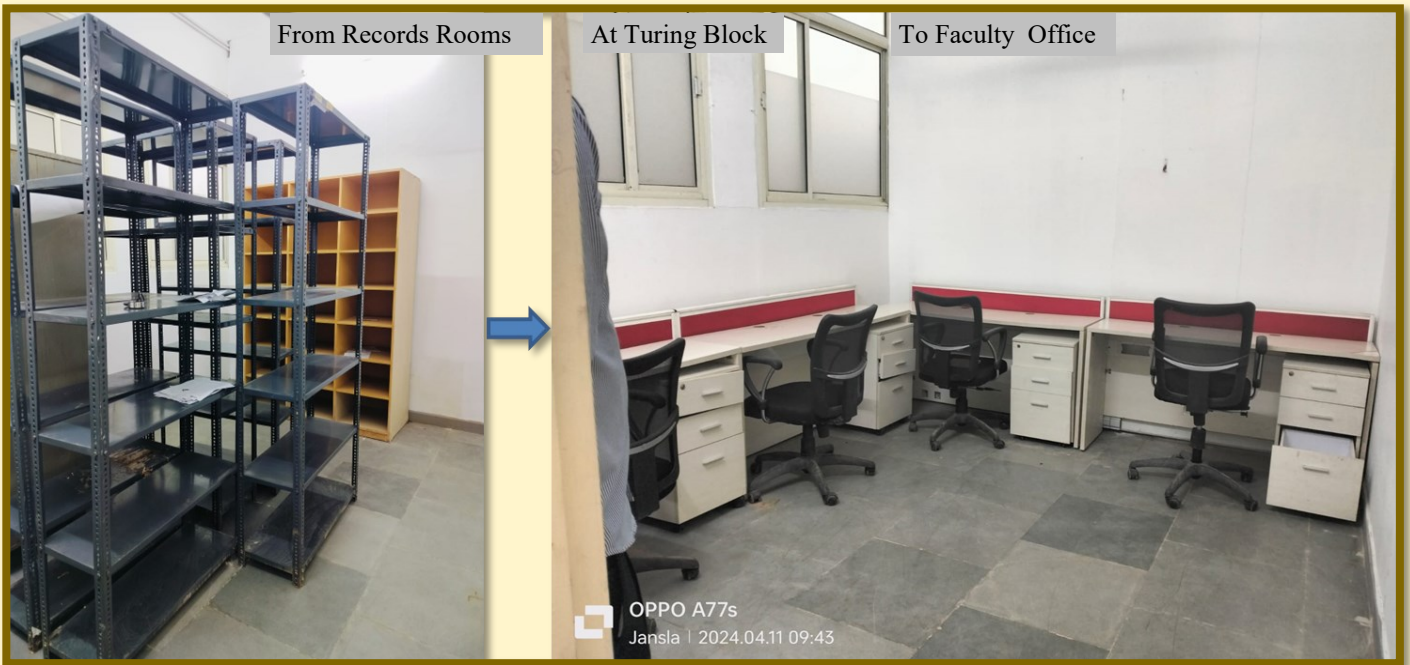
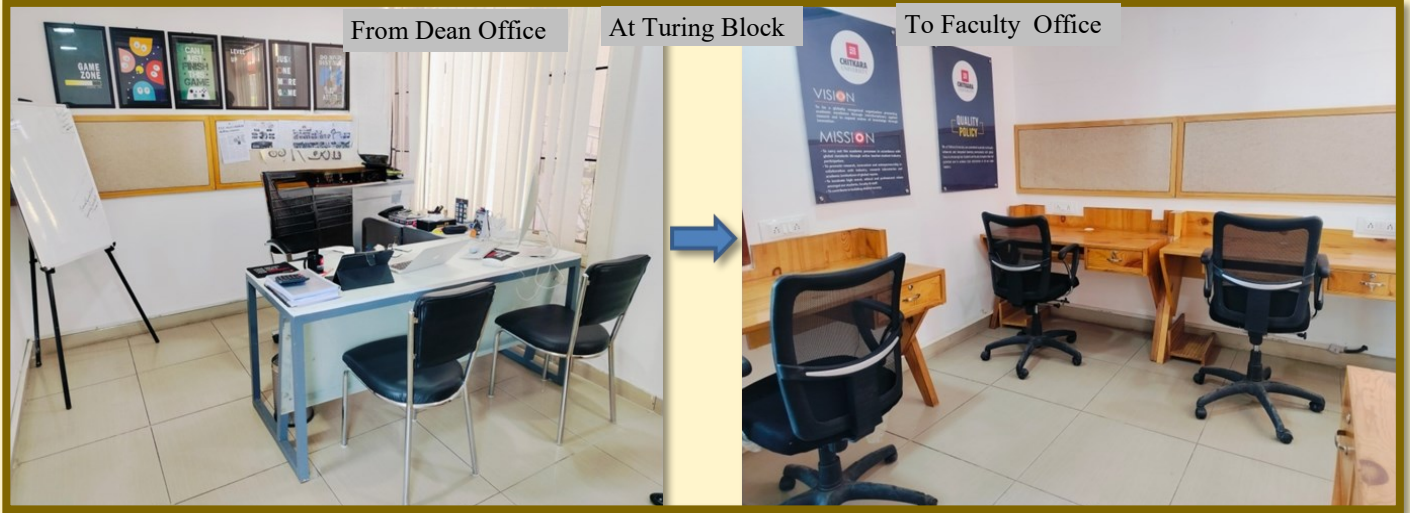
iOS Lab



Labs at CSMC, Picasso Block



VENUES



Set up new Office at Fleming Block



Common Rooms at Turing Block



Set up Pantry at Edison Block



Chairs Placed @ Square One



MONITORING MAINTENANCE REQUIREMENTS OF THE ACADEMIC AREAS

MAINTENANCE COMPLAINT RAISED IN THE QUARTER (APR-JUN 2024)			
TYPE OF WORK	COMPALINT RAISED		COMPALINT RAISED
	APR 2024		MAY 2024
	Online		Online
Carpentry	918	768	467
Glass Work	108	97	94
Masonry	143	171	96
Painting	230	305	206
Plumbing	342	227	129
Tailoring	143	143	115
Welding	127	128	88
Whitewash	353	328	293
Total	2364	2167	1488

Electrical Complaints Quarterly - APR 2024 to JUN 2024				
Building	Carry Forward	No. of Complaints	Closed	Pending
		Raised APR-JUN 2024		
Total Complaints	205	1312	785	732

F - 29 Complaint Raised Quarterly – APR-JUN 2024		
Sr. No.	Name of Buildings	Nos.
1	Admin Events	5
2	Babbage/Parents Waiting Area	5
3	De-Morgan	3
4	Escoffier	2
5	Fleming / Fleming Extn.	11
6	Galileo/ Explore Hub/ Pythagoras	5
7	Le-Corbusier	2
8	Picasso/Bloom/Creche/Hello Future	30
9	Newton/Edison	19
10	Ramanujan	2
11	Residential & Transport Office	0
12	Rockefeller	2
13	Sportorium/Exploretorium	1
14	Square One/Circle One	1
15	Tesla	9
16	Turing	7
17	Furniture Store	9
Total F-29		113

MAINTAINING THE CAMPUS CLEAN ...NOT ALL HEROES WEAR CAPES!!



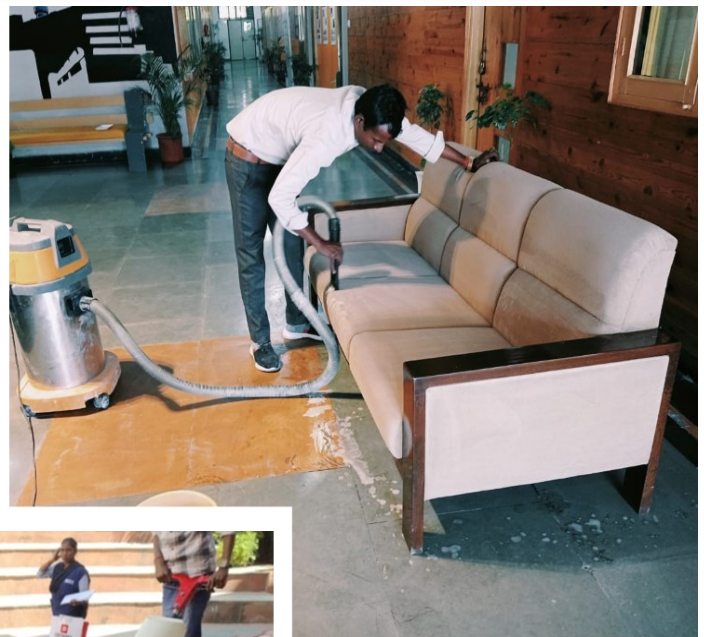
Here are the glimpses of the strong pillars of the campusthe heroes who do not wear capesand who silently perform their duties of providing a clean and hygienic work place and study place for all of us !!!



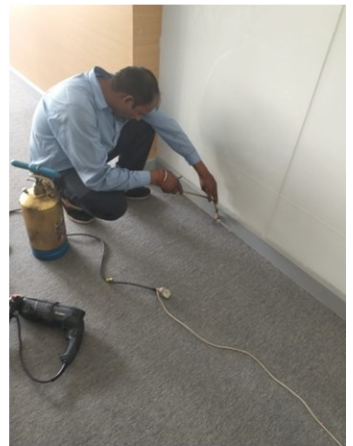
There are many sparkling fountains we enjoy on campus. These add to the beauty of our campus. Let's appreciate that these demand continuous maintenance too!!



Maintaining Fountains

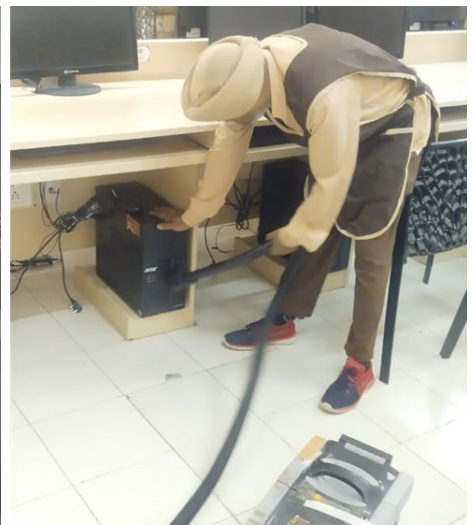
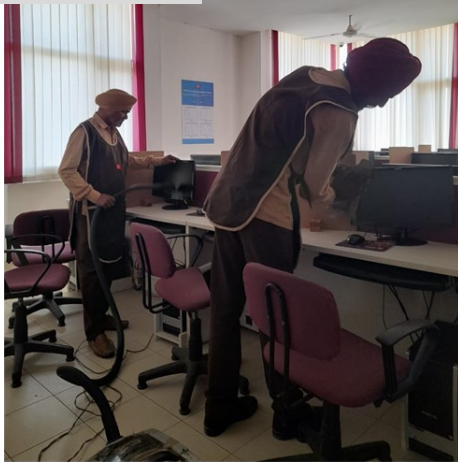


Dry Clean / Vacuum Clean of Furniture & Carpets



Anti—Termite Treatment

Deep Cleaning of Stores and PCs at Labs





Deep Cleaning of Refreshment Areas

Some shifting tasks



As we enjoy the comfort of our air-conditioned, clean and well maintained offices with comfortable furniture, little do we think about, or thank the efforts of the staff that have toiled to get these furniture in place or to keep the venues clean and tidy.

On a daily basis when these staff help us in our tasks or serve us water and refreshments, let's understand that they have made our work and lives comfortable in many ways. It's their livelihood and they are doing it with dignity.

Let's thank them when they help us and let's treat them with respect.

Team Administration shall be back next semester with more information of the activities undertaken and support provided. Till then stay active, stay safe !!

Signing off for now!!

TEAM ADMINISTRATION