



**CHITKARA**  
UNIVERSITY



## NEWSLETTER XIX

OFFICE OF ADMINISTRATION, OCT-DEC 2024





# DON'T LET WHAT YOU CANNOT DO INTERFERE WITH WHAT YOU CAN DO

JOHN WOODEN

## MESSAGE FROM VICE PRESIDENT - INFRASTRUCTURE ENHANCEMENT

There is always something to be thankful for!!! Being part of a wonderful team that stays together and works together, is a blessing that one can never be thankful enough for!

Individuals are unique, and each have their own set of skills and strengths. When the complete team's effort is channelised towards the same goal, every individual plays a crucial role as per their set of skills and talents, and everyone gets an opportunity to learn from each other. This process improves confidence and performance of the team as a whole.

As the year 2024 ended, on the one side we had the tasks to be accomplished for the quarter which included the UN Day celebrations in collaboration with Centre of Excellence for Sustainability, the Diwali celebrations, the Christmas celebrations, and on the other hand we all looked forward to the Winter Vacations. The campus reopened on the 6th and hence we planned few activities for the quarter till 5th January. These have also been included in this newsletter.

HAPPY READING!!



Regards  
Sqn Ldr Dr. Rina Angel







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### CAMPUS INFRASTRUCTURE BRANDING ON BOARD

Mr. Swaranjeet Singh Sidhu (Campus Infrastructure Branding) joined the Office of Administration in this quarter. We are excited with the addition.

Together, the Infrastructure Enhancement Team, would now strive to achieve greater heights in the **Campus Infrastructure Branding**— “Individually, we are one drop. Together, we are an ocean.”

### ALL OF US





# HUMAN RESOURCES

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# Manpower

is one of the most critical resource for Office

of Administration, and it is but obvious, that no work can happen without this resource. For best results, it is pertinent that the manpower be well trained, have regular training, are well-motivated and well managed. The team that works hard to keep the campus well maintained, takes pride in their tasks and to make sure they are update about their roles and responsibilities, they are provided regular trainings and sessions. This section of the newsletter would throw light on the activities /sessions that were conducted in the last quarter of 2024, not only to train the manpower, but to also boost their morale and keep their spirits high.

## KNOWLEDGE ADD - A SESSION ON IT



In a world driven by AI and technology, we shall tend to fall and fail if we do not adapt the technology in our daily lives. To keep the team abreast of the IT technology, and to make sure it is adopted in the daily routine, the team members, including supervisors and officers were provided a session on IT by Dr. Pawan Kumar, Director TPG on 17 Dec 2024. The session was related to Microsoft Excel fundamentals. The session was arranged to help increase efficiency and productivity of the team members of Office of Administration in managing daily activities such as data entry, record-keeping, reporting, and basic data analysis.





SESSION FOR WOMEN STAFF



Office of Administration organized a session on *Motivating Female Supporting Staff At Workplace* by speaker Sqn Ldr (Dr.) Rina Angel, Vice

President (Infrastructure Enhancement) & Chairperson (Centre of Excellence for Sustainability). In the session, Dr. Angel motivated the female support staff and shared simple tips to help them work better and succeed at their jobs.



The primary goal of the session was to empower and uplift female supporting staff, highlighting their invaluable contributions to the organization. It aimed to inspire these women to unlock their potential, build self-confidence, and recognize their critical role in fostering workplace success. Female staffs particularly in support roles, often face unique challenges such as lack of recognition, limited opportunities for growth, and struggles with work-life balance. Addressing these issues can improve self-confidence morale, job satisfaction, and organizational performance. The topics covered were - Empowerment through Self-Belief ,Promote a Culture of Respect, Balancing Personal and Professional Life, Strengthening Communication Skills, Recognize Inappropriate Behavior,





## JASHN-E-KHUSHI - A TRYST WITH HAPPINESS



Happy employees tend to work faster, produce higher quality work, and are more likely to go above and beyond their expected duties. Indeed, scientific studies have proved that **happiness can make our hearts healthier, our immune systems stronger**, and our lives longer. Office of Administration makes sure that the staff have fun sessions and some “*khushi*” time for all through the **Chitkara Happiness Centre**. In this quarter the session *Jash-e-khushi* was organised on 21 Dec 24. The session had many “happiness building activities” and gave the staff an opportunity to showcase their talent and feel proud!!





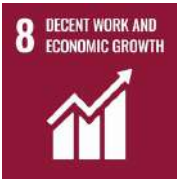


With the Chitkara Happiness Centre, fun never ends ..... Watch a few glimpses of *Jash-e-khushi* that kept the staff of the Office of Administration busy with activities and enriched them with tips on staying happy and content!!





UNDERSTANDING THE ROLE



Unless the human resource of Team Administration is aware of the role to be played and the responsibilities to be handled, they shall not be able to perform what is expected of them. With this in mind, all the support team members are provided training every quarter. The Administrative Managers and Supervisors hold sessions and guide the support teams, about their roles. Practical classes on various processes that should be followed, are also held. Few glimpses of the sessions are provided in the next two pages.



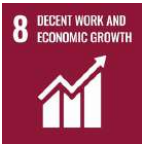






APPRECIATION BREEDS EXCELLENCE

Key Result Areas are assigned to all. Some work and complete the task...and some work hard, sincerely and smartly, to complete the task with excellent output. These workers who put in that extra, are the backbone of the campus and their efforts need to be appreciated. Best performers of all four quarters are selected for their contributions to the campus, and they are appreciated with certificates and rewards. The recognition keeps them going and also gets other team members motivated to do their best. The page shows pictures of the best performers of the year 2024 being recognized. Event was held at Carnegie Hall, Rockefeller Block, on 07 Jan 25





DIWALI GIFTS FOR STAFF



As is the practice at Chitkara University, Diwali gifts are distributed to each and every member of the department.





**EXPLORE YOUR POTENTIAL**



They are always at our service and are always on their toes making the stakeholders comfortable. Yes.... that’s what the taskforce of our campus does. A time to relax and enjoy is much required for the taskforce too ! A movie show and a talent show was organized for them, on 28 Dec 2024. After the movie show they explored their talent and had a gala time. They were then treated with sumptuous refreshments arranged through the Office of Event Management.





## 6th T20 Cricket Tournament- Administration vs Lapinos Hunter – 24-Nov-24



The staff from the Office of Administration enthusiastically participated in the 6th edition of the **Staff Cricket T-20 Tournament**, successfully organized by the University Sports Board, promoting physical activity and camaraderie. The spirited matches saw Team Administration compete against Lapinos Hunters (24/11), Brahmos Alumni (14/12), and UFO Strikers (21/12). The event highlighted the importance of work-life balance and wellness, aligning with SDG 3. Participants enjoyed the competitive yet friendly atmosphere, reinforcing teamwork and healthy lifestyles.



AT THE  
DEW DROPS



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CHILDREN’S DAY CELEBRATIONS



Dew Drops is our creche, in the University campus. It’s the place where toddlers of faculty and staff spend their day, while their parents work peacefully in their respective offices. Efforts are made to ensure that these toddlers are taken good care of, their special days celebrated and they enjoy the time they spend at the Dew Drops. The special days celebrated include birthdays of each toddler, Children's Day, celebrations like Diwali, Christmas, Lohri etc.,

Here are a few glimpses of the Children’s Day celebrations this year.





**BIRTHDAY CELEBRATIONS ANARYA**



**BIRTHDAY CELEBRATIONS YAKRITI**



**BIRTHDAY CELEBRATIONS OF IVANA**



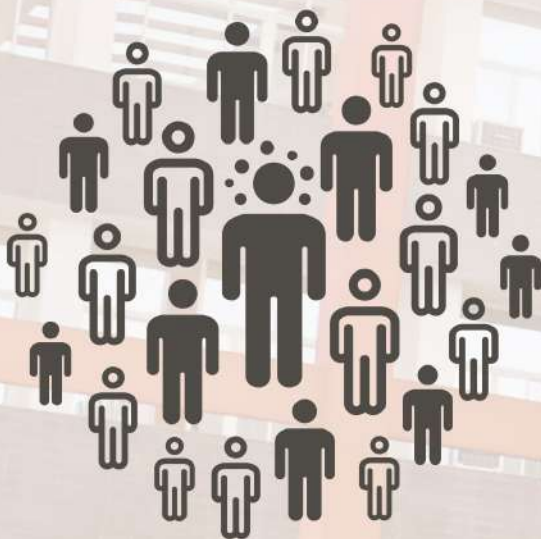


Health is wealth especially for our toddlers!! The health check up for our toddlers is arranged on a quarterly basis with the support from the Department of Nursing. In this quarter too it was organized on 26 Dec 2024. We would like to thank the Department of Nursing for their support in the care and health check-up support for our toddlers





ACTIVITIES FOR THE  
**SOCIETY**



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Each one of us forms the society, and we exist because the society does. So while we enjoy the benefits of being part of the society, we stand responsible to pay back too!!



**DONATION OF FURNITURE**

Keeping in sync with SDG 12, the University makes efforts to share furniture and other assets with the society. In this quarter we donated few chairs to a school from one of our neighboring villages, Alampur. This was facilitated through the Central Store of our campus.

Glimpses provided below.







CHRISTMAS DONATION CAMPAIGN

As part of the Christmas celebrations, in collaboration with the Centre of Excellence for Sustainability, a donation campaign was organized.

Students and staff contributed generously in this campaign and the material collected was shared with an NGO Prabh Aasra on 26 Dec 2024.



*Prabh Aasra*, Home for Helpless, is a non-profit organization with a philanthropic mission that has been working since 2003. It focuses on rehabilitation, education, training, care, and treatment of underprivileged communities and alleviating social injustice.

**ਪ੍ਰਭ ਆਸਰਾ**  
(ਸਰਬ ਸਾਂਝਾ ਪਰਿਵਾਰ)

**Prabh Aasra**  
(Unified Family)  
Universal Disabled Caretaker  
Social Welfare Society (Regd.)

**IN KIND RECEIPT**  
All donations payable to  
'Universal Disabled  
Caretaker Social  
Welfare Society'  
or 'Prabh Aasra'

Visit Us At:  
Head Office: Kurali,  
Village-Padiala,  
P.O. Sahauran,  
SAS Nagar (PB)-140103  
M: +91-98251 03793

Visit Us Online:  
W: www.prabh-aasra.org  
E: info@prabh-aasra.org

No: 18086  
Date: 26/12/24

Received with thanks from Chitkara University  
Rajpura, Punjab  
Phone No. 7347677938 E-mail  
Items used clothes, food items and cash  
₹ 2000 having approx. Value, of  
rupees \_\_\_\_\_ as donation for destitute.

Approx. ₹ \_\_\_\_\_

Donation Exempted u/s 80G of Income tax Act-1961  
vide Unique Registration No. AAATU2267MF20083  
dated. 24-09-2021 Approved From AY 2022-23 to AY 2024-27  
PAN CARD No. AAATU2267M

Signature Gopinder



*Office of Administration collaborates with other departments and colleges of the University ,to organize various events.*

*The next few pages will provide an insight of such activities organized in this quarter.*

# COLLABORATION



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## **SWACHHTA ABHIYAAN**

As part of the *swachhta* activities of campus as well as activities in synchronization with *Swachhta Hi Seva* Special Campaign 4.0 , and the *Swachhta Pakhwada*, various activities were organised in this quarter.

The **activities included competitions amongst Academic Buildings for -**

Cleanest Building,

Best Classroom

Best Office

Cleanest Laboratory

Cleanest Library

**For Hostels the competition**

**was for -**

Best Hostel Boys (1,2,3) ,

Best Hostel Girls (1,2,3),

Best Floor (Girls),

Best Floor (Boys), and

Best Mess.



It is pertinent to mention here that in our campus, *swachhta* has been given due importance much before the *swachhta abhiyaan* was launched, and it continues to be so. That could be the reason why the “abhiyaan” organised everytime provides a very positive result. The staff and faculty get involved in ensuring the cleanliness and beauty of their buildings and departments and the judges evaluate whole heartedly, thus helping with the desired result. Though the Office of Administration, ensures house keeping through a dedicated team, the involvement of staff/faculty and students facilitates preferred results!

Hats off to the judges who consented to help in the Abhiyan. It involved a lot of movement, continuous assessment and immense analytical thinking !!



**VICTORY BEYOND THE BATTLE FIELD**

A motivational and inspiring talk by **Major Samar Pal Toor** was organized by the Office of Administration, Office of University Communication, Centre of Excellence for Sustainability, Office of NSS and Office of NCC. Sqn Ldr (Dr) Rina Angel was the moderator of the session and the students of NCC, NSS and CUSMS (amongst other students) were thrilled to listen to Major as he narrated various stories of valor and his life at Siachen, South Sudan and Kashmir. The students had a lot of questions and was a very interesting and interactive session.









FELICITATION CEREMONY

To recognize and honor the outstanding contributions, to motivate individuals to strive for greater accomplishments, and to foster a culture of excellence felicitations play an important role.

Various events were conducted in the quarter under the banner of *Swachhta* and *Sustainability* by Office of Administration as well as Centre of Excellence for Sustainability. To encourage and felicitate students who participated in the 30-Days Environment Sustainability Challenge, to recognize the hard work of the judges for the various events as well as to honor the winners of these various competitions a felicitation ceremony was organised on 14 October 24 and all the concerned students and staff felicitated.

Hon’ble Pro Chancellor Dr. Madhu Chitkara, our special guest for the event, who has always encouraged such activities, addressed the audience and thanked them for their contributions and also encouraged them to continue to contribute with passion. Mr. Samarth Sharma, CEO National EduTrust India was also a special guest in this event.,





The felicitation was for the various events of Swachhta organised by the Office of Administration and events organised by Centre of Excellence for Sustainability including -

- 30 Days Environment Challenge in collaboration with National EduTrust of India
- Eco Achievers
- Create Wealth from Waste
- Best Reel on Water Monitoring Day
- Say No To Food Wastage - with a slogan and a poster , in collaboration with the Office of Food & Beverages





UN DAY CELEBRATIONS

Chitkara University has been contributing towards the environment and society for



decades. This year, it was decided to celebrate the action of each college and department towards Sustainability. Hence, the Centre of Excellence for Sustainability celebrated the UN Day on 24 October 24. Office of Administration provided all the required support to make the event a grand success!! This included a variety of activities like visit to the Yellow

Point Farm, the inaugural of the office of the Centre of Excellence for Sustainability, stalls of all colleges and departments of the University displaying their efforts towards Sustainability and a fire side chat with the guest which was followed by a mesmerizing Enter-



tainment Show !!



At the Exhibition of Sustainability Activities, the josh was as high as the heat of the Sun. Students , faculty and staff competed to showcase their contributions and to explain to the Chief guest, Pro Chancellor Mam and to all the visitors to the stalls.

It was the first of its kind and the passion and spirit was very high - a matter to be proud of indeed!





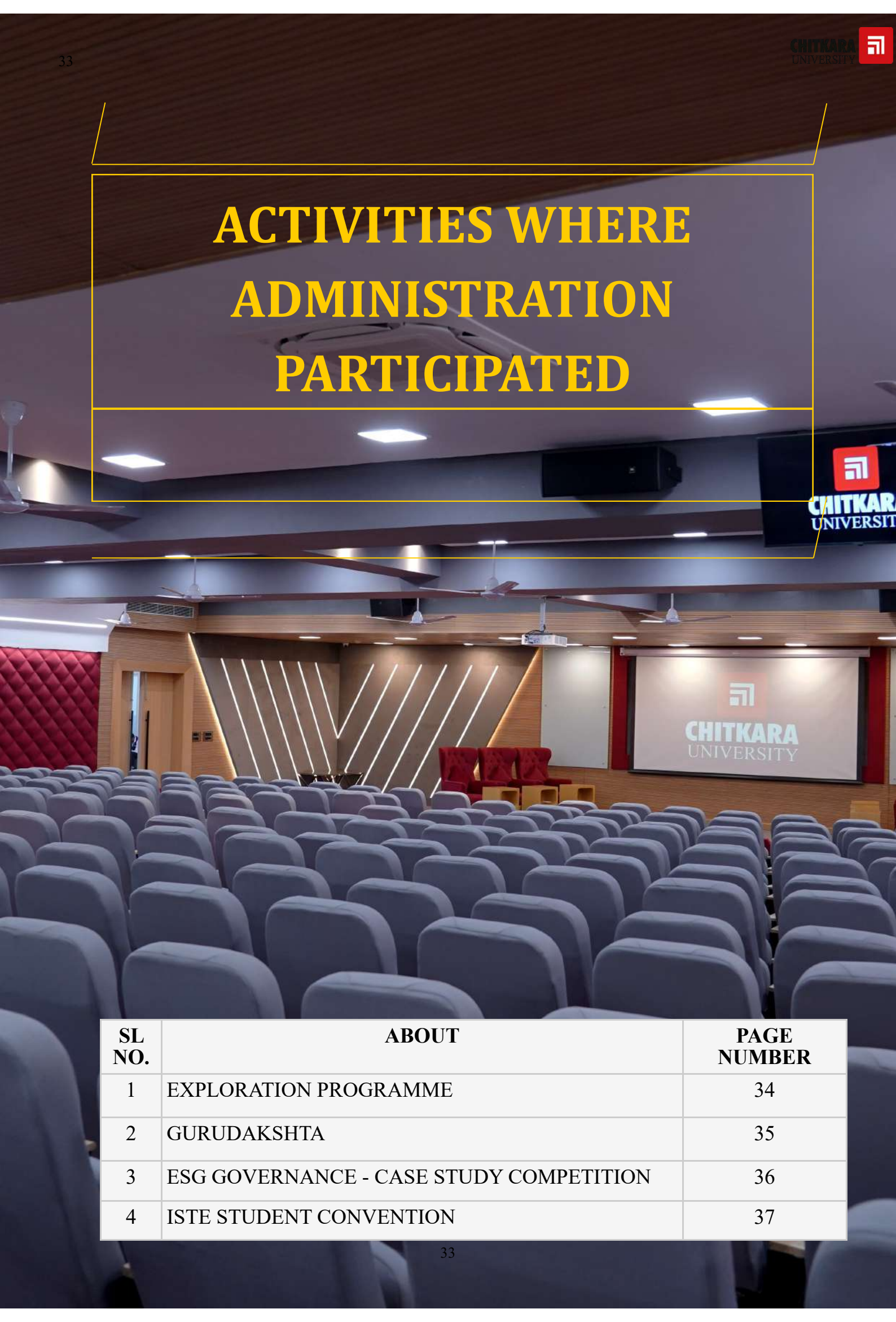
## UN DAY—STAGE SETUP

For the fireside chat with the Guest Mr. Sumit Chowdhury, the stage was setup with **NO PLASTIC**. No flex was not used and most of the décor was created purely from paper waste. Students from Reflections Club (under Office of Student Affairs—through Dr. Neelam Verma) helped with the UN DAY 2024 banner. Help was also obtained from Maintenance through Dr. Sudarshan Pal Singh and Office of Branding through Mr. Swaranjeet Singh Sidhu. The event culminated with an amazing fashion show, conveying the consequences of not taking care of SDGs, by Students of OSA. The costumes they wore were created by Department of Fashion, CDS under guidance of Dr. Vaibbhavi Ranawade, by upcycling clothes.





# ACTIVITIES WHERE ADMINISTRATION PARTICIPATED



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**CHITKARA EXPLORATION PROGRAMME (CEP-14)**

Sqn Ldr ( Dr) Rina Angel was one of the resource persons for the Exploration Program organised by the Office of Talent Management . Exploration Programme is a series of sessions organised to help the new employees of the Chitkara Family to get acquainted with the culture of the University. The role of Dr. Angel in this session is to explain the facilities and infrastructural support provided on campus. One session of the exploration Program was held in tis quarter also.





**GURU DAKSHTA**

Another activity conducted by the Office of Talent Management is the Gurudakshta program where the newly joined faculty are introduced to one of the important aspects of the campus. In the session on 23 Nov 24, Sqn Ldr Dr. Rina Angel was the resource person to introduce and discuss on Sustainability, the actions initiated on campus and how each could contribute towards it. This session was highly interactive and enabled the participants to appreciate the role of the University in various activities maneuvered towards the people, planet, prosperity, peace and partnership for SDGs . The session also provided a forum for many of the faculty and staf to discuss how they have been contributing towards sustainability in their daily lives





ESG GOVERNANCE - CASE STUDY COMPETITION

At the Student Symposium and Awards Announcement of SEAA, held in association with Peregrine Global association ,at Chitkara University, Sqn Ldr Dr Rina Angel was a speaker who explained the spectacular efforts of the University towards the 17 UN SDGs.



STUDENT SYMPOSIUM  
&  
AWARDS ANNOUNCEMENT

November 25<sup>th</sup> 2024  
At Chitkara University Punjab  
Campus Rajpura Chandigarh





20 YEARS  
PEREGRINE  
GLOBAL SERVICES



UN GLOBAL COMPACT

Save Earth before  
it is too late

8th SEAA- Peregrine  
Global Students  
International  
Case competition

Theme: "Social Impact Focus on building leaders for ESG led world"

Sub-theme:

1. Is ESG the only sustainable global solution for companies? I take any two ESG framework and help connect how society is impacted positively by this solution.
2. India ESG framework, please explain in simple way with the global ESG framework.
3. Can a reporting system bring out the opportunity of 'integrated thinking' - what alternatives can there be, to make business accountable.
4. Many business already have integrated ESG strategy, can you provide a global solution of an ESG concept.
5. International accreditation agencies and ESGs, how much more do you think needs to be done? Give one accreditation agency example to suggest how their standards are being modified or incorporated keeping ESG in focus.
6. Are the corporate and the Companies taking the UN SDGs seriously, can UNGCI goal of 2030 be met?





Sqn Ldr Dr Rina Angel was a speaker at the **ISTE Student Convention 2024** organised by the Department of Applied Sciences, in collaboration with the Indian Society for Technical Education (ISTE). This North zone convention included participants from Punjab, Chandigarh, Himachal Pradesh, and Jammu and Kashmir, and was graced by ISTE dignitaries Dr. R. P. Singh Suker Chakia (Chairman, ISTE) and Dr. S. K. Gandhi (Secretary, ISTE, Pb., Chd., H.P., J&K). The convention was themed “Tech Convergence: Integrating Emerging Technologies for Next-Gen,” with a focus on Artificial Intelligence

and its relevance to Sustainable Development Goals 4 (Quality Education) and 8 (Decent Work and Economic Growth).

Dr Angel threw light on the numerous SDG related initiatives of Chitkara University.









## **SUPPORT FOR EVENTS**

An event at CHITKARA UNIVERSITY could be a small event, a major event or a mega event - it needs to be done the CHITKARA way! Here, for all events there are centralized teams that provide the required support. Being centrally managed optimal utilisation of resources can be ensured—be it venues, electrical support, décor, IT support or support for refreshments and branding.

The Office of Administration plays a subtle yet impactful role in this as it provides the support for venues and logistics. Support is provided for the décor of the event on case to case basis. With every school, college and department organizing numerous events, the need of the balancing act by the Office of Administration has increased immensely.

There are days when the same venue is used by more than 3 different teams in different time slots - each with a different set of audience, requiring different logistics, and a different décor. There are days when more than 4 venues are used simultaneously by different teams and the routine classes are also in progress. There are days when all venues are in use and we liaise for certain events to be conducted in classroom. All these call for swift and planned arrangements.

A few of the major events of the quarter are listed below—

8, 9-Oct-24 -Emerging Technology & Sustainable Solutions (ICETSS 2024) - Exploretorium/ Pierre Hall  
 14-Oct-24 - Felicitation Ceremony CES & Swachhta Activities - Carnegie Hall  
 14-Oct-24 - ISTE Student Convention 2024 by App. Sci- Einstein Hall  
 14-Oct-24 - Victory Beyond the Battlefield In conversation with Maj Toor - Carnegie Hall  
 24-Oct-24 - UN Day Celebration - Einstein Hall / Alpha Zone / Yello Point Farm  
 09-Nov-24 - Women Skill & Innovation Forum and Inaugural of Fintech Centre for Excellence - Exploretorium  
 13-Nov-24 -Visit of Jen Dollins- Inaugural of Mushroom Cultivation Centre – Carnegie Hall / Yellow Point Farm  
 14-Nov-24 – Children’s Day celebration - Carnegie Hall  
 21-Nov-24 - Farewell - Registrar  
 21-Nov-24 - EduCore Club - Fostering Creativity and Nurturing Growth with Literary Spirit  
 22-Nov-24 - 17th Annual International Accreditation Conference - Carnegie Hall  
 22-Nov-24 - Global HR Conclave - Sun Hall  
 29-Nov-24 - Centre Stage with Karishma Mehta - Exploretorium  
 30-Nov-24 – Rangrezz – Exploretorium / All grounds / other Venues  
 30-Nov-24 -ACM-W-INDIA -Crio - Carnegie Hall  
 06-Dec-24 - Emerge by CDS - Exploretorium  
 20-Dec-24 - Connecting the Dots – Exploretorium/ All campus / Parking near UCO  
 21-Dec-24 - Jashan-e-khushi - Exploretorium





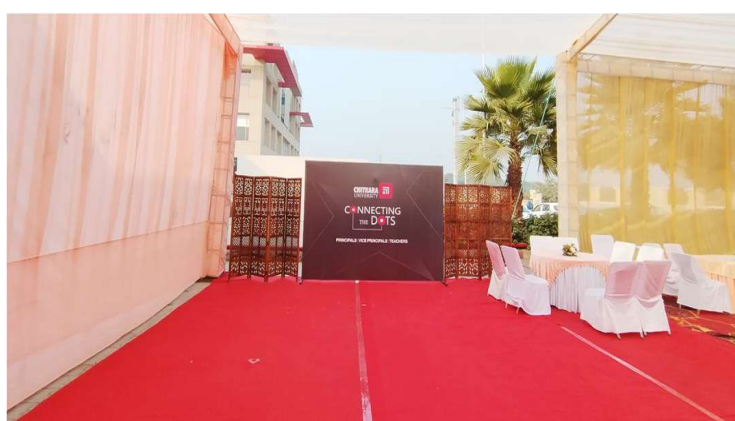
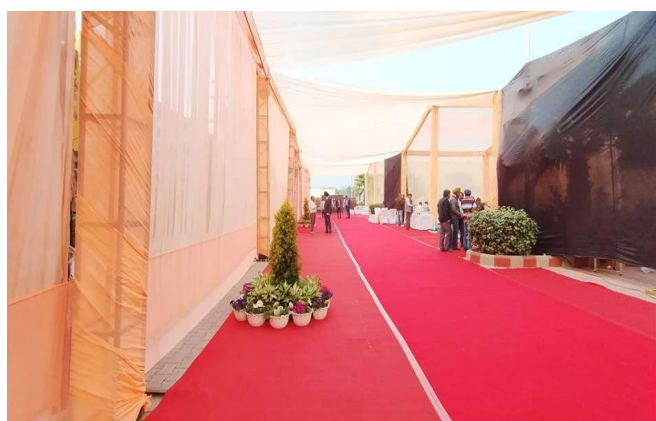
**Rangrezz....**another mega National Level event of the campus, organised by the Office of Student Affairs (OSA)...where students from across the country, participate in arts and drama competitions, at our campus. The campus is abuzz with dialogues, songs, music and so much more, with some or the other activity and/or competition going on at every corner of the campus. The nights are bright and lit up with students practicing their drama at every little space possible, some groups singing songs etc.

The **Office of Administration** joins hands with the students of the **Reflections Club**, under the Office of Student Affairs to make the campus vibrant and spice it up with color and decor !! Be it the stage of the Exploratorium or the grounds or the main pathways...they are all decked up with artwork created by students of the Reflections Club. The artworks are created as per the themes finalized in the discussions by the students of OSA and the Office of Administration. Venues and facilities are provided for all activities by the Office of Administration.









For the mega event **"Connecting the Dots,"** on 20th December 2024, where over 500 principals from across the country visited our campus, the Office of Administration had responsibilities of ensuring readiness of all academic venues as well as maintaining overall campus neatness and presentation, as the guests visited the campus and understood the facilities available for the stakeholders. The readiness of the area for welcoming the attendees as well as the décor of Exploretorium was also taken care of.



Inauguration of the Engineering Block



Inauguration of the Renovated Mushroom Production Unit by Jen Dollins



Farewell Venue - Registrar Dr SC Sharma

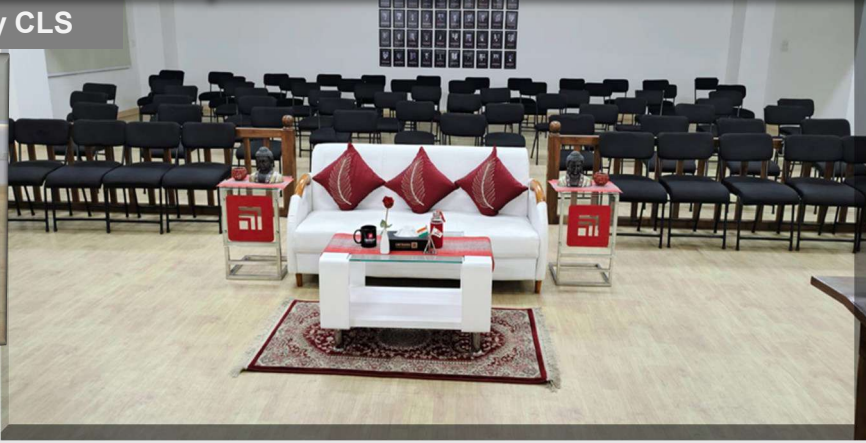




Event of ECE—Emerging Technologies & Sustainable Solutions



Samvidhan Divas - At Moot Court by CLS



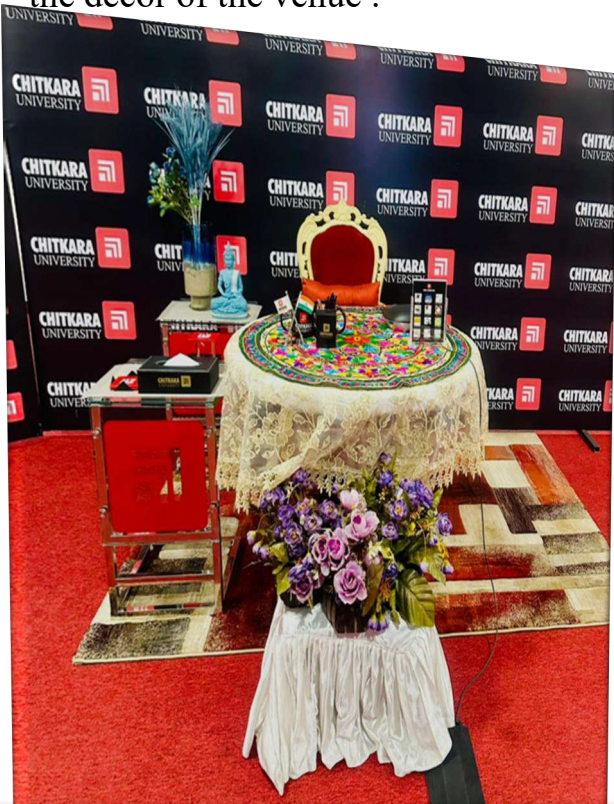
Karishma Mehta in chat with Hon'ble Dr. Madhu Chitkara





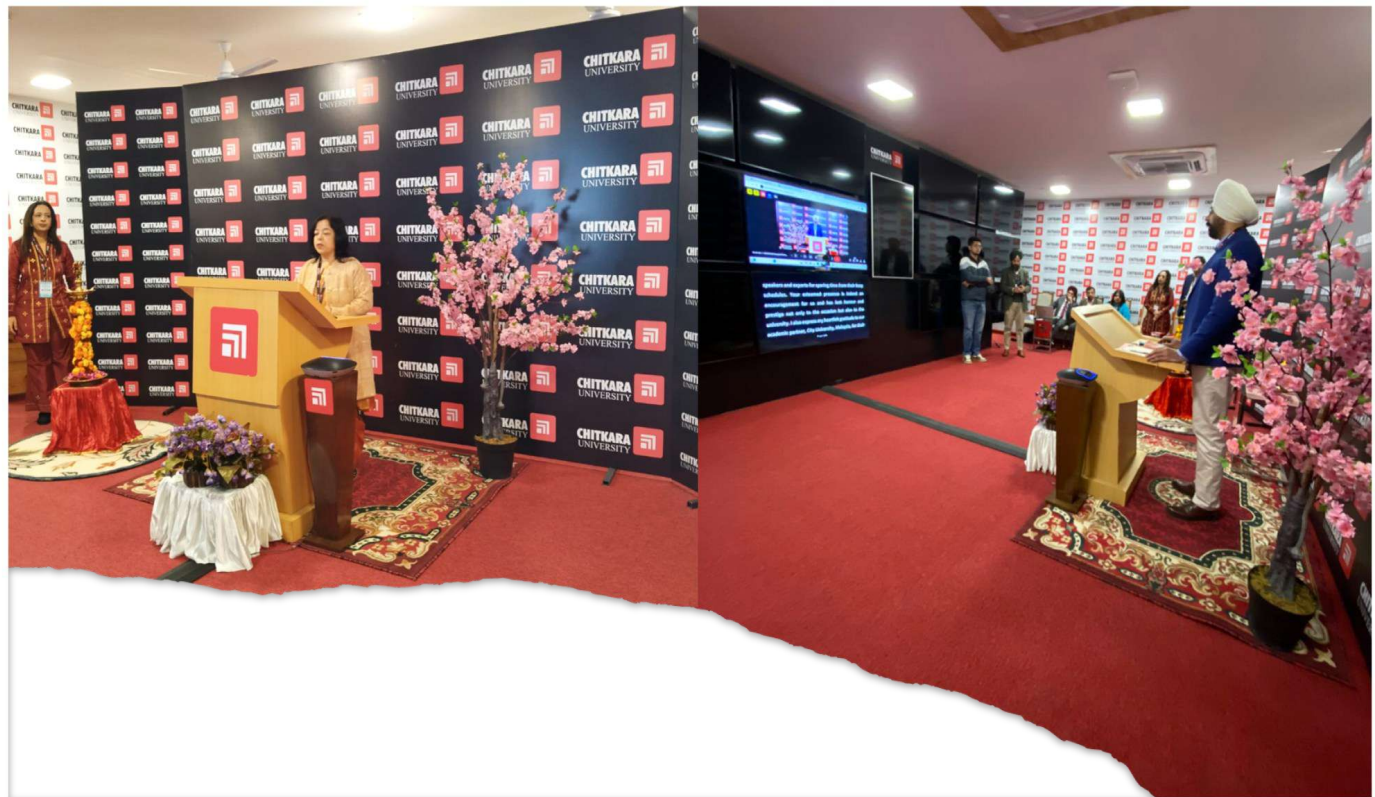
**STUDIO 401**

The campus e-studio—STUDIO 401 is used for various events where the connect to a large audience is online . To enhance the “look” of the online venue, the Office of Administration sets the décor of the venue .



**DETAILS OF MAJOR BOOKINGS**

- October
- 1. 09 Oct/VVIP
  - 2. 26 Oct/ B Ed /9:00-3:00PM
- November
- 1. 21&22 Nov/DRC/9:00-5:00PM
  - 2. 29 Nov/BAJA/ 3PM
- December
- 1. 02 Dec/VC/11:00 AM
  - 2. 10 Dec /OA/10-12:00 PM
  - 3. 11 Dec /CA/10-12:00 PM
  - 4. 13 Dec /CA/9:00-1:00 PM



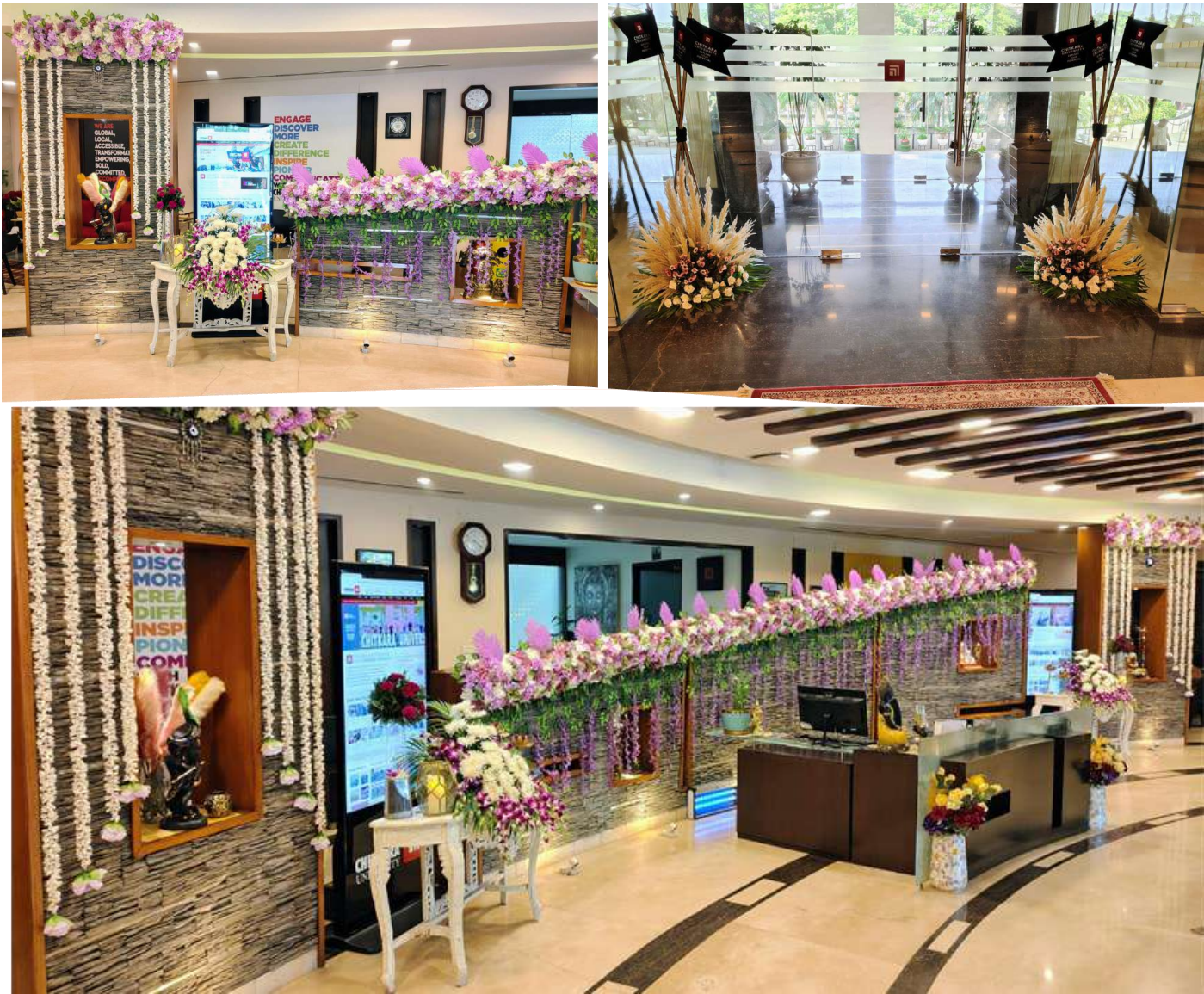


# Season's Greetings





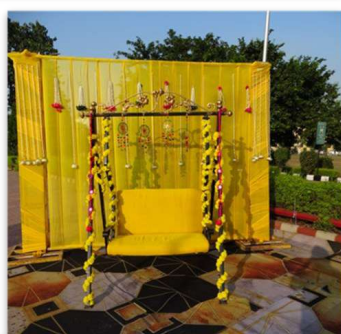
DÉCOR AT CORPORATE OFFICE FOR DIWALI



DÉCOR AT REGISTRAR OFFICE FOR DIWALI

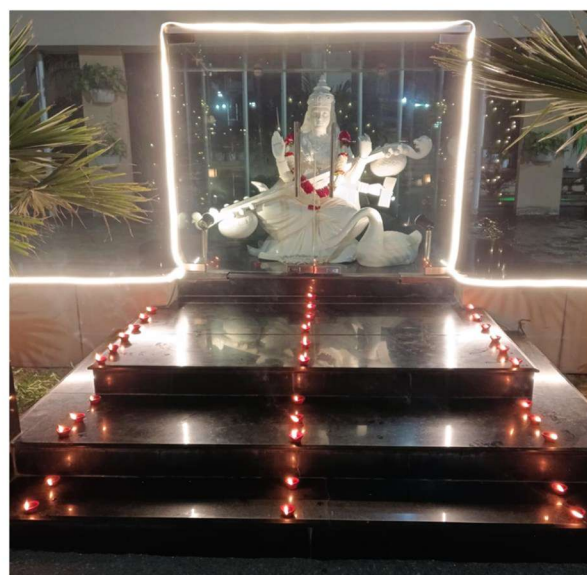






## **DIWLALI DÉCOR**

Most schools and departments of our campus decorate their offices for Diwali. Office of Administration decorated the Corporate Office, Office of Registrar, venue for DIWALI celebrations where the Hon'ble Pro Chancellor distribute Diwali gifts to Heads of various Schools/ colleges and departments, as well as the Saraswati Murthy on the night of Diwali.





## Christmas décor at the Chancellor's Secretariat



*....and then it was time for Christmas!!!*

*Various locations were decorated and it was fun to watch students and faculty / staff click pictures and have fun moments as they spread the cheer and happiness of Christmas!!*



Christmas décor at the SquareOne



Christmas décor at the Chitkara Woods





Christmas décor at .....



Escoffier Block



Circle One



Picasso Block



Dew Drop



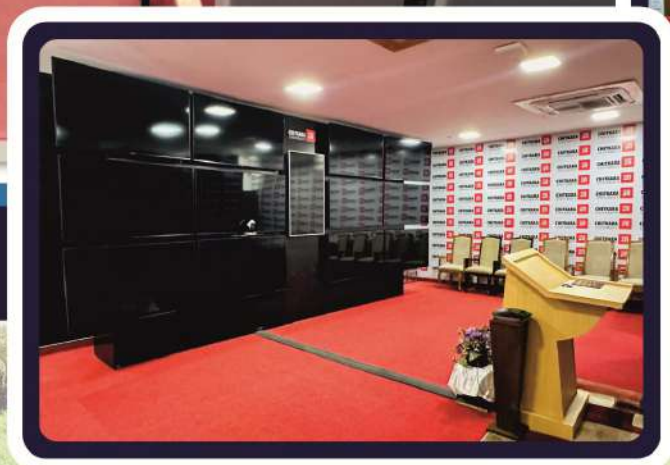
Darwin Block



Rockefeller Block



# INFRASTRUCTURE



Our beautiful campus is designed with state-of-the-art infrastructure and each venue speaks volumes about the purpose for which it was created. Venues are renovated and created to make sure that the faculty and students are provided the latest and the best facility. The creation of venues as well as their renovation goes through a laid process, by the Office of Infrastructure as well as the Office of Administration.





This quarter saw the handover of the MARTIN LUTHER Block and renovation of the DARWIN Block ( earlier Nightingale Hostel) .



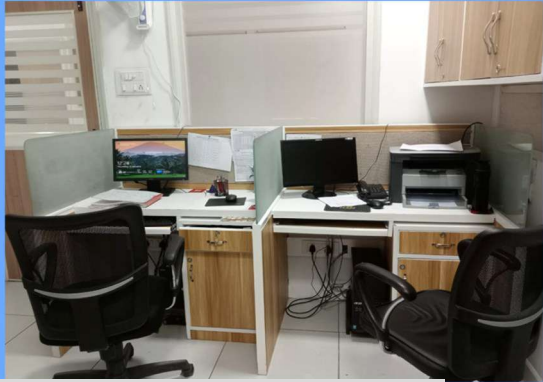
Details of Venue Handed Over (Oct 2024 to Dec 2024)				
Sr. No.	Date of Handover	Building	Floor	Department/Area
1	01-Oct-24	Fleming	Fourth	Alternation @ Washroom 4th Floor
2	03-Oct-24	Office of Infra-structure Development	Ground	Extension @ Office of Infrastructure development
3	10-Oct-24	Fleming	Third	Renovation Room No 331 Fleming Third floor
4	25-Oct-24	Ramanujan	Second	Renovation Conference room Ramanujan Block
5	09-Nov-24	Tesla	Basement& Ground	Infra Alteration @ Tesla Block (Basement & Ground)
6	13-Nov-24	Ramanujan	Ground	Workstation required Room No 007 Ramanujan
7	19-Nov-24	Newton	Ground	Window Repair Newton Ground floor (VC Office)
8	19-Nov-24	Picasso	Ground	Renovation of Washroom Picasso
9	29-Nov-24	Fleming	Third	Life Science Lab third floor
10	05-Dec-24	Newton	Second	Capgemini Xperience Center Newton Block
11	16-Dec-24	Le-Corbusier	Third	Faculty Room third floor Le Corbusier
12	23-Dec-24	Animal House	Ground	Extension @ Animal House
13	28-Dec-24	Babbage	Ground	Renovation@ Babbage Block



Office for Residential Services, Sports Arena



Classrooms Fleming Block



Faculty Office & Conference Room Ramanujan Block







Details of Venues Taken Over (Oct 2024 to Dec 2024)					
Sr. No.	Date of Hand-over	Date of Taken over	Building	Floor	Department/Area
1	28-Aug-24	01-Oct-24	Escoffier	Ground	Extension IHM store & Renovation
2	16-Sep-24	01-Oct-24	Edison	Basement	Proposed Lab Edison Basement
3	19-Sep-24	01-Oct-24	Sports Arena	Ground	Office at Residential Services
4	16-Sep-24	11-Oct-24	Edison	Ground	Dean Office Ground floor Edison
5	27-May-24	25-Oct-24	Le-Corbusier	Fourth	Renovation of 4th floor Le-Corbusier
6	03-Sep-24	26-Oct-24	Fleming	Ground	Bacteriological Lab Pharmacy (Fleming Block)
7	25-Oct-24	12-Nov-24	Ramanujan	Second	Renovation Conference room Ramanujan Block
8	13-Nov-24	26-Nov-24	Ramanujan	Ground	Workstation required room no 007 Ramanujan
9	01-Aug-24	27-Nov-24	Edison	Basement	Furniture for Edison Basement
10	03-Oct-24	28-Nov-24	Fleming	Ground	Extension @ Office of Infrastructure development
11	19-Nov-24	06-Dec-24	Newton	Ground	Window Repair Newton Ground floor (VC Office)
12	10-Oct-24	18-Dec-24	Fleming	Third	Renovation Room No 331 Fleming Third floor
13	01-May-24	18-Dec-24	Tesla	Second	Ultratech Lab
14	09-Nov-24	24-Dec-24	Tesla	Basement & Ground	Infra Alteration @ Tesla Block (Basement & Ground)
15	21-Dec-24	31-Dec-24	Fleming	Stilt Area	Student Counselling Cell Fleming





VISIT OF HON'BLE PRO CHANCELLOR - CENTRE OF EXCELLENCE FOR SUSTAINABILITY



VISIT OF REVERRED CHANCELLOR - CENTRE OF EXCELLENCE FOR SUSTAINABILITY



INAUGURAL BY MR. SUMIT CHOUDHARY - CENTRE OF EXCELLENCE FOR SUSTAINABILITY. This Centre was taken over in the last quarter





# SHIFTING



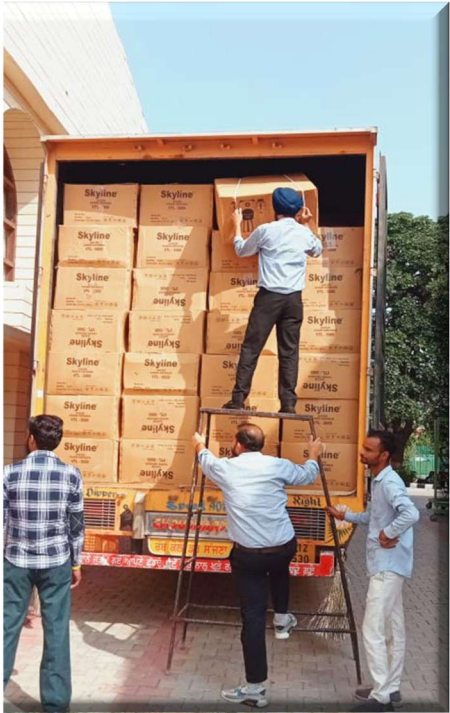
TASK OF SHIFTING

The task of shifting - an unavoidable, tiresome task, that needs a lot of planning and coordination before execution!! This is a task that is always less appreciated in routine; but which plays in crucial role in almost all activities/event and venue set ups. A dedicated team at the campus handles this task.

This task plays a crucial role as to set any venue or to make any changes in the infrastructure or for any event / workshop , some furniture has to move in/ out. These material need to be handled with care and that needs time and efforts. To make sure the inventory is intact, records need to be maintained. Timely demands enable plan the manpower required, to set the furniture in good order and to plan the movement. The work involves manual labour. Except for the transport , much of the work cannot be mechanized.







**DIWALI GIFTS DISTRIBUTION**

As has been the tradition, Diwali gifts are distributed ALL staff and faculty of Chitkara University. The end result is “happy faces” and “ heartfelt wishes”. For this the tasks include receiving the gifts, storing them, routing them to the designated venues , and then receiving the left over gifts back and storing them. There is a lot of RESPONSIBLE SHIFTING involved in this and that is done by a team of support staff who are led by their Administrative Officers and Supervisors.





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CLIMATE  
ACTION

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# CAMPUS MAINTENANCE & CLEANLINESS







MAINTENANCE - PREVENTIVE & CORRECTIVE

Infrastructure needs continuous monitoring of maintenance—both preventive and corrective. At Chitkara university these are well taken care of by the Office of Administration as they manage the buildings, maintain the inventory, track the required maintenance and maintain continuous liaison with the Electrical and General Maintenance teams for the timely attention to action. For anti –termite treatment and water purification, the required preventive contracts are entered into with the authorized service providers.

MAINTENANCE COMPLAINTS (OCT-DEC 2024)			
TYPE OF WORK	COMPALINT RAISED OCT 2024	COMPALINT RAISED NOV 2024	COMPALINT RAISED DEC 2024
	Online	Online	Online
Carpentry	636	553	569
Glass Work	66	74	75
Masonry	133	140	130
Painting	210	195	252
Plumbing	236	230	201
Tailoring	107	91	121
Welding	109	94	85
Whitewash	348	377	229
Total	1845	1754	1662

(F-29) Complaint Raised Quarterly – OCT-DEC 2024

Total F-29	32
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ELECTRICAL COMPLAINTS OCT 2024 TO DEC 2024				
BUILDING	CARRY FWD	NO. OF COMPLAINTS RAISED	CLOSED	PENDING
		OCT-DEC 2024		
Total Complaints	1523	914	2297	140



Anti– Termite Treatment in progress



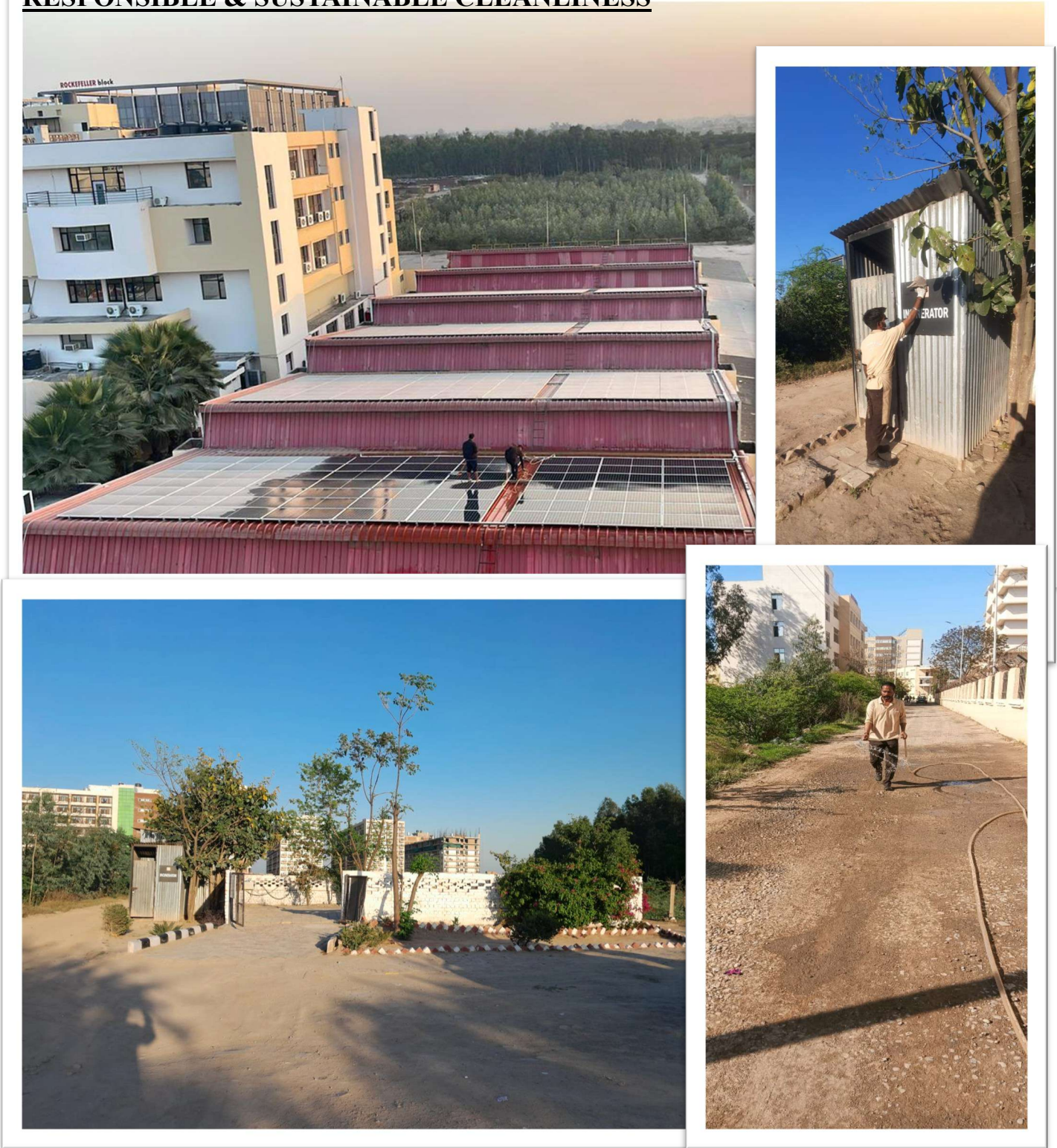


**CLEANLINESS ACADEMIC AREAS**





**RESPONSIBLE & SUSTAINABLE CLEANLINESS**



**RESPONSIBLE CLEANING**

Be it cleaning of the solar panels, or sprinkling water on roads before sweeping to ensure no dust flies, or ensuring correct collection and proper disposal of the waste, or maintaining the waste yard as well as the central Incinerator, there is sustainability engraved in every activity of the housekeepers. The efforts towards maintaining a clean campus is never ending. Let's also contribute, as educated citizens, to the cause, with responsible waste disposal from our end. Few glimpses ....





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15 LIFE ON LAND



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Manholes Cleaning



Fountains Cleaning



Water Tank Cleaning

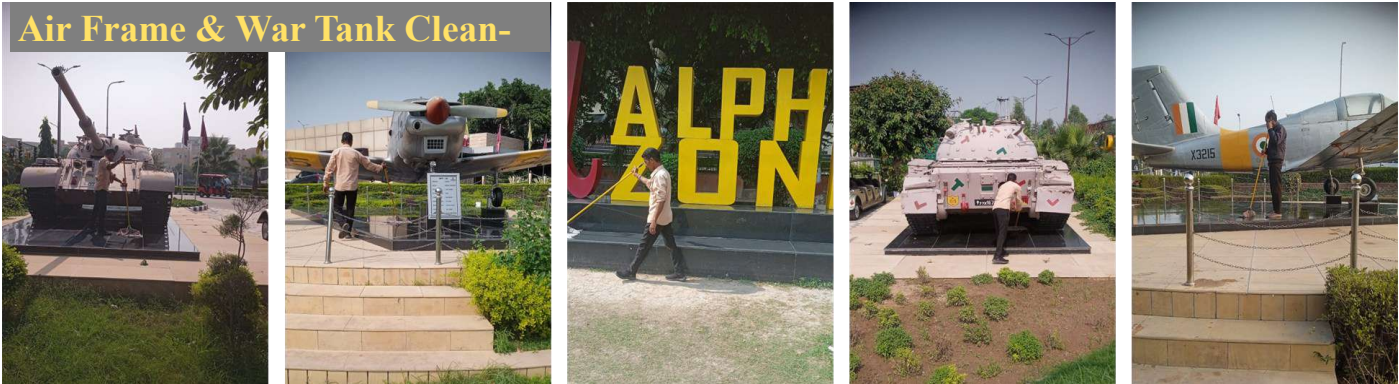




Water Cooler Cleaning



Air Frame & War Tank Clean-



PCs Cleaning at Computer Labs



Store Rooms Cleaning







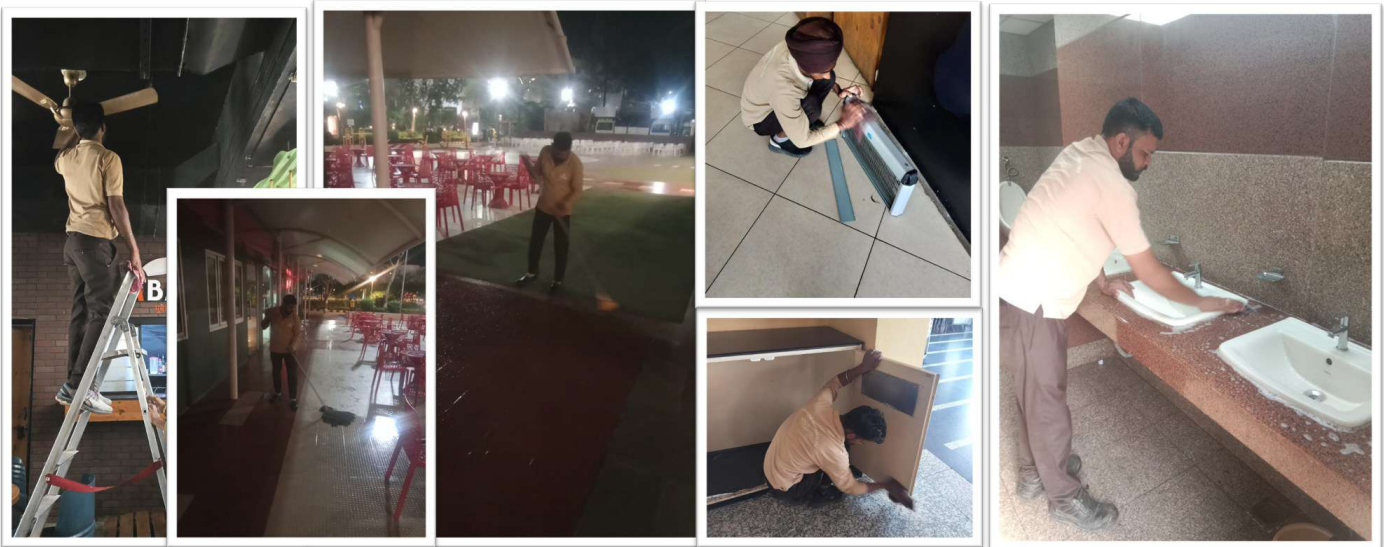
CLEANLINESS REFRESHMENT BLOCKS





*It’s a job that goes on day &night! That’s how venues stay clean & bright!!*

Refreshment areas are the areas with most footfall on campus. Food and footfall - both together are a combination that demands a lot of care as regards cleanliness and hygiene. This makes the housekeeping task of refreshment areas very challenging. The housekeeping task at the refreshment blocks (customer areas) starts early—much before the customers including guests, staff and students arrive and enjoy time with their friends and dear ones; and continues till late hours - even after the customers have left the venue. Cleanliness schedules for the audience area as well as the restrooms are laid and strictly followed. When you visit the refreshment area next time for some leisure time, please do not forget to thank the housekeeping staff at the venues. Afterall, it is their relentless effort that helps us to enjoy the luxury of a clean and hygienic dining space,







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or at: [www.infraadmin.chitkara.edu.in](http://www.infraadmin.chitkara.edu.in)

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Chandigarh-Patiala National Highway | Punjab