



OFFICE OF ADMINISTRATION

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TEAM OFFICE OF ADMINISTRATION

The Office of Administration at Chitkara University, Punjab, oversees a comprehensive range of responsibilities including infrastructure upkeep, maintenance, and event support. This dedicated team also manages event decor, venue arrangements, stage art, and provides essential support for common venues across the campus. Our meticulous attention to detail ensures that campus facilities are well-maintained and aesthetically enhanced for various events and activities. Our expertise and commitment play a vital role in fostering a conducive environment that supports both academic and extracurricular pursuits at the university.

TEAM LEADER

Sqn Ldr (Dr.) Rina Angel (V)

Vice President - Infrastructure Enhancement,
Chairperson - Centre of Excellence for Sustainability
Contact Number: 9501105628
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TEAM MEMBERS



Capt. Ravinder Singh

Sr. Administrative Officer

Contact Number: 9501004247

E-Mail ID: singh.ravinder@chitkara.edu.in



Mr. Balwinder Singh

Sr. Administrative Officer

Contact Number: 8427211747

E-Mail ID: balwinder.singh1@chitkara.edu.in

TEAM MEMBERS



Capt. Pawan Kumar

Sr. Administrative Officer
Contact Number: 8219460127
E-Mail ID: kumar.pawan@chitkara.edu.in



Mr. Ravinder Singh

Administrative Officer
Contact Number: 9872602045
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Mr. Gurjit Singh

Administrative Officer
Contact Number: 8847421226
E-Mail ID: gurjit.singh@chitkara.edu.in

TEAM MEMBERS



Mr. Rattandeep Singh

Administrative Officer

Contact Number: 7888834043

E-Mail ID: rattandeep.singh@chitkara.edu.in



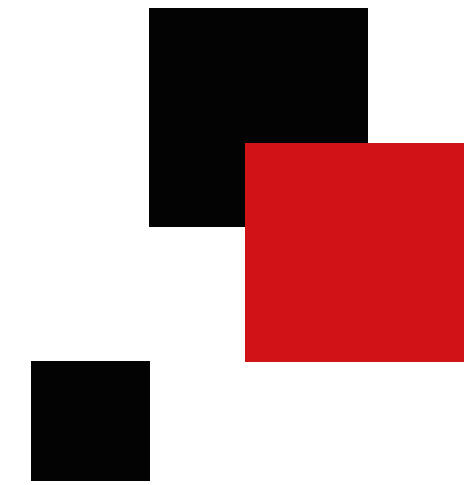
Mr. Pramod Chandra

Manager Records

Contact Number: 9417393544

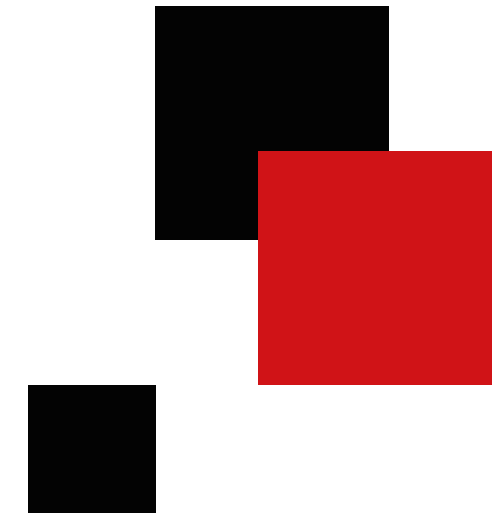
E-Mail ID: pramod.chandra@chitkara.edu.in

ROLES



Member	DESIGNATION	ROLE & RESPONSIBILITIES
Sqn Ldr (Dr.) Rina Angel (V)	Vice President - Infrastructure Enhancement & Chairperson - Centre of Excellence for Sustainability	Vice President - Infrastructure Enhancement & Chairperson of Centre of Excellence for Sustainability at Chitkara University leads strategic administrative functions and drives sustainability initiatives campus-wide.
Capt. Ravinder Singh	Sr. Administrative Officer	<ul style="list-style-type: none"> • Over-all in-charge of Administration & Venues. • Monitoring various contracts and liaison with all vendors. Liaison for Events. • Administrative Support to Tesla Block, Exploretorium / Sportorium/ Circle One/ Ramanujam Center/Sports Arena/Gate No. 2&3.
Mr. Balwinder Singh	Sr. Administrative Officer	<ul style="list-style-type: none"> • Overall-Admin-in-charge Events Management – (Venue Bookings & Complete Logistics support)
Capt. Pawan Kumar	Sr. Administrative Officer	<ul style="list-style-type: none"> • Inventory records, movement of inventory of Academic area. • Administrative Support to Galileo /Escoffier / Rockefeller/ Pythagoras/ Explore Hub/ Beta Zone/ Chitkara Woods
Mr. Ravinder Singh	Administrative Officer	<ul style="list-style-type: none"> • Administrative Officer (Fleming, Fleming Ext., Sub-Station, Animal House, Square One Omega Zone & Refreshment Areas.

ROLES



Member	DESIGNATION	ROLE & RESPONSIBILITIES
Mr. Gurjit Singh	Administrative Officer	<ul style="list-style-type: none">• Administrative Officer (Hello Future /Picasso Block/ Bloom Block/ Creche/ Newton Block/ Edison Block/Alpha Zone/Sculpture Garden & Tree Houses)
Mr. Rattandeep Singh	Administrative Officer	<ul style="list-style-type: none">• Administrative Officer (Babbage Block/ Le Corbusier Block / De Morgan Block / Turing Block/ Square 2/ Turing Parking/MainGate & Parking)
Mr. Pramod Chandra	Manager Records	<ul style="list-style-type: none">• Complete Records Management of Team Administration



**WE ARE
PLEASED TO
MEET YOU!**

OFFICE OF ADMINISTRATION