



CHITKARA
UNIVERSITY

OFFICE OF ADMINISTRATION



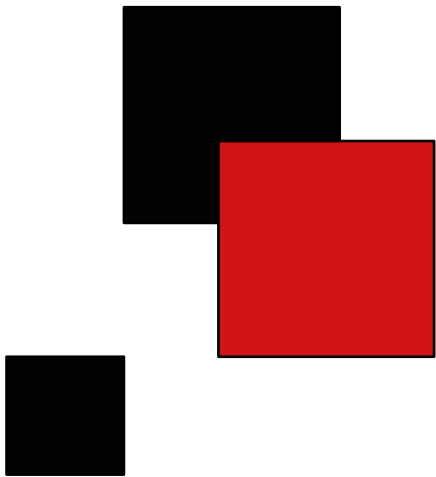
CONTENT

- Team
- Team Members Roles and
- Responsibilities



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 E-Mail ID:
rina.angel@chitkara.edu.in



TEAM MEMBERS



Capt. Ravinder Singh

Assistant Director

Contact Number: 9501004247

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



Mr. Balwinder Singh

Assistant Director

Contact Number: 8427211747

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

TEAM MEMBERS



Mr. Rattandeep Singh

Sr. Administrative Manager
Contact Number: 7888834043
E-Mail ID: rattandeep.singh@chitkara.edu.in



Ms. Indira Sharma

Sr. Administrative Manager
Contact Number: 9805817512
E-Mail ID: indira.sharma@chitkara.edu.in



Mr. Gurjit Singh

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

TEAM MEMBERS



Mr. Anup

Administrative Manager

Contact Number: 7588357282

E-Mail ID: kumar.anup@chitkara.edu.in



Mr. Ravinder Singh

Administrative Manager

Contact Number: 9872602045

E-Mail ID: ravinder.t2916860@chitkara.edu.in



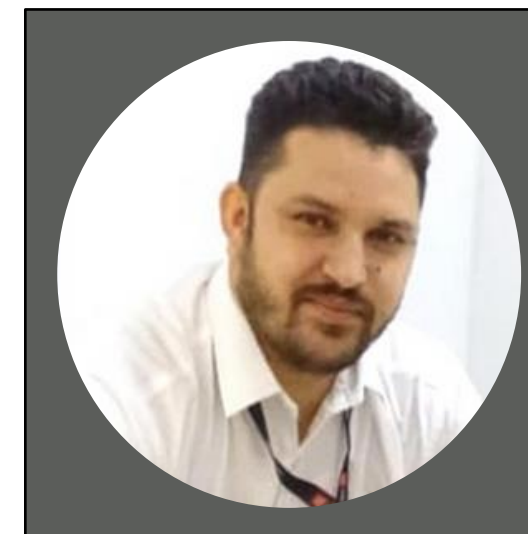
Mr. Gurjinderjit Singh

Administrative Manager

Contact Number: 9041118110

E-Mail ID: kumar.gurjinderjit.s@chitkara.edu.i

TEAM MEMBERS



Mr. Pramod Chandra

Manager Records

Contact Number: 9417393544

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

ROLES

Members	DESIGNATION	ROLE & RESPOSIBILITES
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 & Infra Branding.
Capt. Ravinder Singh	Assistant Director	Overall, in charge of Administration & Venues. Monitoring various contracts and liaising with all vendors. Administrative Support to Tesla Block/Exploretorium/ Sportorium/ Sports Arena Liaison for Events.
Mr. Balwinder Singh	Assistant Director	Overall-Admin-in-charge Events Management – (Venue Bookings & Complete Logistics support) & Square one/Escoffier/Square 2
Mr. Rattandeep Singh	Sr. Administrative Manager	Babbage Block/ Le Corbusier Block / De Morgan /Darwin/Turing Block/Omicron Learning HUB/ Hello Future/Alpha Zone Parents waiting area/ Turing Parking/Main Gate & Parking.
Ms. Indria Sharma	Sr. Administrative Manager	Ramanujan Block & Inventory Record

ROLES

Members	DESIGNATION	ROLE & RESPOSIBILITES
Mr. Gurjit Singh	Administrative Manager	Administrative Manager (/Picasso Block/ Bloom Block/ Dew Drop/ Newton Block/ Edison Block/Sculpture Garden/Transport Office/ Chitkara Woods.
Mr. Anup Kumar	Administrative Manager	Galileo, Pythagoras & Explore Hub,Beta Zone.
Mr. Ravinder Singh	Administrative Manager	Overall Furniture Shifting & Termite AMC's Fleming/Fleming Extension-1/Fleming Extension-2/Substation-1/Animal House/Omega Zone.
Mr. Gurjinderjit Singh	Administrative Manager	Rockefeller Block & Martin Luther Block Delta Learning Hub & Zeta Learning Hub
Mr. Pramod Chandra Tiwari	Manager Records	Complete Records Management of Team Administration.



WE ARE
PLEASED TO
MEET YOU!

OFFICE OF ADMINISTRATION