

CHANDIGARH COLLEGE OF ARCHITECTURE: CHANDIGARH

OFFICE ORDER

No. 612-Arch-College-2025/5791

Dated 17/10/2025

In amalgamation and supersession of previous orders No. 612-Arch-College-2025/3114 dated 09.05.2025, the following duties are hereby assigned to the faculty members with immediate effect for the smooth and efficient functioning of the college:-

Sr.No:	Name	Duties Assigned (Academic + Administrative + Extramural Duties)
1	Dr.(Mrs.) Sangeeta Bagga Mehta	Principal
2	Mr Sohan Lal Saharan	• Liaison Officer (OBC) • Nodal Officer for efficacious disposal of public grievances • Nodal Officer IGoT Karmayogi Digital Platform
3	Mr. Parmeet Singh Bhatt	• Dean of Establishment (Gazetted & Non Gazetted) • Nodal Officer Office Management, • Mentor Extension Lectures, workshops & seminars • Liaison Officer (SC/ST) • Audio Visual Section Officer (AVSO) • Coordinator CSDMI • Warden Architecture Girls' Hostel • Member, National Board of Accreditation (NBA) • Nodal Officer Biometric
4	Dr. Janbade Prafulla Tarachand	• Security Officer College & Campus • Officer in Charge Campus Beautification • Member National Board of Accreditation (NBA)
5	Mr. Jatinder Pal Singh	• Cleanliness Officer Swachta Abhiyaan for College Campus • Complaint Officer (Violation of the provision act, 2019) Transgender Person.
6	Mr Sujay Sengupta	• Dean of Academics • Secretary House Allotment Committee • Mentor Research & Development • Store Purchasing Officer • Nodal Officer Physical Disability • Nodal Officer, National Board of Accreditation (NBA) • Nodal Officer, CoA Affiliation (M.Arch & B.Arch)
7	Dr. Manoj Kumar	• Dean Alumni Affairs • Associate Dean of Establishment • Officer Incharge Library • Officer Incharge Computer Section, (Purchase & Equipment) • Officer Incharge College Website (Webhosting & Liaison with SPIC) • Member Incubation Center • Thesis Coordinator M.Arch. • Information Security Officer
8	Mr. Dharmendra Kumar	• Nodal Officer (Court Cases) • Nodal Officer RRs • APAR Admin • Central Public Information Officer (CPIO) • Nodal Officer of Integrated Command & Control Center (ICCC) • Officer Incharge Car • Building Officer • Sports Activity Officer & Liaison Officer with PU Sports Activities • Officer Incharge Canteen • Thesis Coordinator B.Arch

9	Dr. Gaurav Gangwar	• Dean Incubation Center • Associate Dean of Academics • Mentor Publication • Placement Officer • Practical Training Incharge
10	Mr. Bheem Sain Malhotra	• Dean of Student Welfare • College Bursar • Warden Corbu House • Officer Incharge Workshop
11	Ms. Chitrangda	• Associate Dean Students Welfare • Associate Placement Officer • Coordinator Extension Lectures, Workshops & Seminars • Associate Incharge Architecture Girls' Hostel
12	Ms. Shweta Sharma	• Associate Nodal Officer CoA Affiliation (M.Arch. & B.Arch.), • Coordinator Publication Research Cell • Associate Building Officer • Associate Officer Incharge Computer Section
13	Ms. Saumya Sharma	• Dean Research Cell • Associate Dean Incubation Center • Officer Incharge World Heritage Matters
14	Ms. Shilpa Sood	• Coordinator Research & Development Research Cell • Officer Incharge Museum • Associate Officer Incharge Library
15	Mr. Nirmal Kaushik	• Associate Practical Training Incharge • Electoral Officer, Students B.Arch. • Coordinator Publication Research Cell
16	Mr. Vijay Kumar	• Coordinator Extension Lectures, workshops & seminars • Officer Incharge workshop • Coordinator II, CSDM • Nodal Officer Gate/PG Scholarship


Principal

Chandigarh College of Architecture

Endst. No. 612 -Arch-College-2025/5792-5797

Dated 17/10/2025

A copy of above is forwarded to the following for information and necessary action.

1. All faculty and Staff
2. Officer Incharge Website to place this office order on college website
3. Senior Assistant, Students Section, CCA
4. Senior Assistant, Establishment Branch, CCA
5. Section Officer, CCA
6. PA to P/CCA for information.


Principal

Chandigarh College of Architecture