

UIET(KUK) EXECUTIVE COMMITTEES (For Session 2024-2025)

	COMMITTEENAME (w.e.f. 10-07-2024)	Members & Supporting Staff
1	CURRICULUM DESIGN & ACADEMIC MONITORING, FOLLOW UP OF NEP GUIDELINES *To get prepare from FIs of respective disciplines and timely recommendation of the course curriculum & ordinance according to the guidelines /directives of competent agencies/governing bodies from time to time, approved in Board of studies meetings for further approval. *To ensure the proper incorporation of new syllabus/corrections/ modifications in the exam/evaluation software. Uploading of duly approved syllabus/scheme/ordinance. To ensure implementation of syllabus in relevant streams/courses. * Follow up of NEP guidelines if any. *To get convene from FIs various BOS Meetings under & maintain the data related to same (Pre & Post Meeting) Like approval of members BOS/Complied syllabus & modifications/list of examiners. To plan the reimbursement of TA/DA honorarium to different members etc.	Dr. Reeta Dahiya (C) Dr. Sanjay Kajal(C) Dr. Vijay Garg (CC) All FIs Dr Anita Punia (BT)(CC) Dr. Deepak Sood(CC) Dr. Chander Diwakar (CSE, AIML)(CC) Dr. Vishal Ahlawat (ME)(CC) Mr. RamAvtar (ECO& UG 1 st Yr.)(CC) Dr. Urmila (App.Sc., Hum & UG 1 st Yr.)(CC) [COE (Cond.) & COR (R)- Invitees for advising as per the exam schemes and norms]
2	COMMITTEE TO ORGANIZE/MONITOR WORKSHOP, TRAINING PROGRAMS, SEMINAR, CONFERENCES & STC/FDP COURSES To plan in advance & organize academic activities related to conference, seminars, FDPs, workshops etc. with prior financial approvals etc.	All F/I.
3	TIME TABLE COMMITTEE To upload approved TT in time. Departments will send (to the committee) teacher wise/ subject workload, one month prior to commencement of next semester classes. Inter departmental coordination required for smooth utilization of labs and lecture halls to avoid clashes.	Mr. Lalit Nagpal (C) Dr. Deepti Chaudhary (ECE) Dr. Randhir Bhorla (ECE) Mr. Krishana Pandey (ECE) Dr. Sunita Khattak (BT) Dr. Anuradha Parinam(ME) Mr. Atul Sharma (CSE) Ms. Pragya (CSE)
4	DISCIPLINE COMMITTEE /ANTI-RAGGING COMMITTEE To Maintain discipline in the college, monitoring students during fests/events/functions along with routine discipline in institute. To Implement various norms regarding anti-ragging w.r.t KUK/Supreme Court/Government of India Guidelines etc. Recommend action by reporting to the Director for approval.	Dr. Naresh Kumar (C) Mr. Ram Avtar (CC) Co-conveners (Faculty wise): Dr. Anita Punia(BT) Mr. Puneet Bansal (ECE) Dr. Sanjeev Dhawan (CSE) Dr. Sunil Nain(ME) Other Members: Mr. Atul Sharma Mr. Amandeep Chhabra Mr. Jashandeep Mr. Vikas Mr. Archit Sharma Mr. Harnek Singh Saini Mr. Krishna Pandey Ms. Priya Mr. Parminder Dr. Rajesh K. Kalia Ms. Jyoti
5	HR COMMITTEE (for admission only) To provide holistic, friendly and courteous treatment helping the parents that visit UIET for admissions.	Dr. Anita Punia (C) Dr. Munish Gupta (C) Ms. Varsha Rani Ms. Saumya Goyal Mr. Ramkumar Ms. Surbhi Trivedi Mr. Sudhir
6	STUDENT AFFAIR INCHARGE The student affairs incharge will be incharge of all the student related activities,	Dr. Urmila & Priyanka Jangra (C)

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	Co-ordinating with all the students related activities committees conveners, club conveners and their activities. The scope of work will also include the redressal of complaints & grievances of students.	Dr. Pawan Diwan(C)
7	STUDENTS' CULTURAL PROGRAMs (e.g.EXCELSIOR) COMMITTEE To plan, organize & supervise/manage the cultural activity of students of UIET under Intra/Inter College/inter university events, financial proposal and approval, planning & adjustment of expenditure/bills etc.	Dr. Ajay Jangra(C) Dr. Poonam Dabas(CC) Dr. Deepti Choudhary Ms. Neha Duggal Dr. Divya Bhatia Mr. Ravinder Choudhary Mr. Harikesh Ms. Pragya
8	NCC, NSS, RED CROSS, UBA: To Plan & Organize activities related to societies mentioned above, planning & adjustment of expenditure/bills etc.	Dr. Deepak Malik (C) & Dr. Sunil Nain(CC) Dr. Ajay Jangra (NCC) Dr. Amita Gupta, (P.C., YRC). Dr. Urmila Ms. Varsha, Mr. Vikas, Ms. Jyoti Tamak, Mr. Abhishek Mr. Harnek, Ms. Priya Mr. Shishpal
9	INSTITUTE SECURITY & CCTVS CONTROL & MAINTENANCE	Supdt.(UIET), Network Engineer , Support: Mr. Ram Kumar Support: Mr. Deepak Sharma
10	SWAYAM -MOOC COURSE MANAGEMENT COMMITTEE AND OTHER LEARNING MANAGEMENT ONLINE PLATFORM 1. To coordinate with respective departments to finalize the MOOC course as per the guidelines 2. To maintain the record of students who opted the MOOC courses like registration, examination and result etc. and provide the same to CoE(R). 3. To maintain the record of subjects undergoing discipline wise. 4. To Maintain and follow the guideline adopted by the university from time to time etc. 5. Recommendations for credit transfer to students for the award of Honors or specialization degree. 6. To explore various online learning platforms and coordinate with various guidelines from AICTE and guiding students	Dr. Nikhil Mariwala (C) Dr. Deepak Sood (CC) All Fis
11	B.TECH ADMISSION COMMITTEE-CUM COORDINATORS 1. As per official guidelines to plan, advertise/upload & handle overall process of admission and maintenance of data related to B.Tech Admissions counseling, roll no. distribution etc. 2. Maintaining data of PMSS/ J&K scholarship students and activities related to them like attendance update, scholarship and institute fee etc.	Dr. Sunil Nain (C) Dr. Rajesh Dahiya (C) Dr. Ajay Jangra (CC) Mr. Rahul Gupta (CC) Dr. Divya Bhatia, Member Mss. Sonia Saini, Member Ms. Pragya, Member Mr. Atul Sharma, member Ms. Shiwani, Member Mr. Ravinder Chaudhary, Member Mr. Parminder Saini, Member Ms. Deepti Sharma (N/W Er.) Mr. Deepak Sharma (Asst.)- (Technical Support & Data Handling) Mr. Ram Niwas(Fee Management)
12	M. TECH. ADMISSION COMMITTEE-CUM COORDINATORS 1. As per official guidelines to plan, advertise/upload & handle overall process	Dr. Karambir(C) Mr. Ram Avtar (CC)(EE)

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	of admission and maintenance of data related to M.Tech. Admissions counseling, roll no. distribution etc. 2. Maintain the record of their respective M.Tech Courses as per norms.	Dr. Poonam Dabas (CSE) Dr. Sunil Dhingra (TH& IP) Dr Sunita Khatak (BT) Dr. Deepti Chaudhary (ECE) Ms. Priya (ECE) Mr. Nafeesh Ahmed (DefenceT.) Mr. Deepak Sharma(Technical Support) Mr. Ram Niwas(Fee Management)
13	NIRF/NAAC/ IQAC COMMITTEE Execute time to time directions in these correlated fields.	Dr. Sanjay Kajal(Convener) Dr. Lalit Nagpal (CC) Dr. Priyanka Jangra (CC) All FIs Supdt.(UIET)
14	NBA/AICTE COMMITTEE Execute time to time directions in these correlated fields.	Dr. Vijay Garg (Convener) Dr. Deepak Sood(CC) Mr. Rahul Gupta (CC) All FIs Supdt.(UIET) Ms. Deepti Sharma (N/W Er.) Mr. Deepak Sharma (Asst.)- (Technical Support & Data Handling)
15	STUDENTS WELFARE & SCHOLARSHIP COMMITTEE 1. To implement various schemes/benefit/scholarship of SC/BC Students run by government of India & Any other Authority 2. Redressal of complaints/Grievances related to SC/BC Students. 3. To ensure implementation of various scholarships schemes to all the UIET students. 4. To Maintain the data related to benefitted students. 5. To maintain the transition rate of SC/BC Students and update in MIS Portal etc. 6. To explore provisions to timely help the needy students in case of emergency/happening through community contribution (etc.) with prior approval.	Mr. Shikha Bhardwaj (C) Mr. Nafeesh Ahmad Mr. Harnek Saini Ms. Somya Gupta Mr. Pankaj Kumar Support: Mr. Kuldeep Singh (Office)
16	SESSIONAL COMMITTEE To Plan & conduct Sessional exam according to schedule etc.	Mr. Manjeet Bohat(C) Dr. Randhir Bhoria(CC) Dr. Shefali Munjal(CC) Ms. Somya Goyal Mr. Parminder Mr. Jashandeep Singh Mr. Harnek Mr. Abhishek
17	LIBRARY COMMITTEE To plan & manage the official activities of Library. To coordinate & implement various circulars/instructions issued by central library.	Dr. Monish Gupta(C) Mr. Nafeesh Ahmed (CC)
18	BUILDING & WORKS COMMITTEE, ESTATE IN-CHARGE, MAINTAINANCE BASIC ELECTRICAL AMENITIES INSTALLED IN CLASSROOMS AND BUILDINGS: To plan & look after the necessary maintenance of building works/ construction/ Electricity/ public health, ACs, Water coolers, Filters. Cleanliness barrier free built environment, fire & safety measures. Sewage system and updation of notice board etc.	Supt. UIET. Mr. Ravinder Singh Tomar Mr. Harikesh
19	ALUMNI CELL	Dr. Savita Gill(C) Dr. Anita Grewal(CC)

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	<p>1 To manage data of alumni & to organize annual alumni meet as per schedule etc. To manage financial proposals related to Alumni Meet and adjustment of bills etc.</p> <p>2 Coordinate with T&P cell for information related to students data.</p>	<p>Dr. Reeta Dahiya (CC) Ms. Ekta Dr. Divya Ms. Pragya Ms. Neha Duggal Mr. Ravinder Choudhary Ms. Soumya Gupta</p>
20	RESEARCH, PUBLICATION AND CONSULTANCY COMMITTEE	<p>Dr. Pawan Diwan (C) Dr. Upender Dhull (CC) Dr. Kulwinder Singh Dr. Nikhil Marriwala Dr. Deepak Malik Mr. Vijay Garg</p>
21	<p>TRAINING & PLACEMENT CELL</p> <p>1. To handle/ Manage overall activities related to placement & training of student with compilation of related data. 2. Coordinate with Data Management cell /MIS committee for updation of data related to training & placement of the students etc. 3 To conduct employability test from 1st year onwards.</p>	<p>Dr. Sanjeev Ahuja (TPO) , Dr. Nikhil Marriwala (TPO) Dr. Sunil Dhingra (TPO) ME Dr. Deepak Malik (TPO) BT Mr. Vikas Mr. Krishan Gopal Mr. Krishana Pandey Ms. Pragya Ms. Shikha Choudhary Mr. Archit Ms. Somya Goyal</p>
22	<p>WRITE OFF COMMITTEE</p> <p>To manage write off of various related items & to manage the data entry in stock register of UIET w.r.t. write off items, details to be provided faculty by incharges/supt. Departmental write off committee to be appointed by faculty incharges.</p>	<p>(a) Dr. Chander Diwaker (C) , Technical Apparatus + Lab equipments, (b) Dr. Nafeesh Ahmed (C) Furniture + Stationary Supdt. (UIET) Support: Store Keeper</p>
23	<p>COLLEGE BUS TRANSPORT COMMITTEE</p> <p>1. To assist the students & staff for bus service required during various technical/cultural events 2. Operation & maintenance of UIET bus & its proper uses etc.</p>	<p>Mr. Manjeet Bohat (C) Supt. (UIET) Support: Mr. Harikesh (Transport)</p>
24	<p>GENERATORS OPERATION & MAINTENANCE :</p> <p>Operation & Maintenance of generator set and keeping Log/record of its operation and fuel usage/repairs etc.</p>	<p>Supt. (UIET) Support: Mr. Harikesh (Main Building) Mr. Prince (ME Block)</p>
25	<p>ACADEMIC CALENDAR PLANNING & EXAM SCHEDULING</p> <p>To prepare annual academic Calendar & Date sheet for theory & practical Exams as per guidelines from the authorities.</p>	<p>Dr. Deepak Sood (C) Mr. Lalit Nagpal (CC) CoE (Conduct)</p>
26	<p>WEBSITE & NETWORK/WI-FI management COMMITTEE</p> <p>To Maintain/update various activities/information W.R.T UIET website & networking etc. Updation of existing network and IT automation as per the advancement.</p>	<p>MS. Deepti Sharma (Convener) Mr. Deepak Sharma Mr. Sudhir</p>
27	<p>PH. D AFFAIRS COMMITTEE</p> <p>As per guideline to arrange/handle admission process including entrance test, conduct & result, to implement course work/registration evaluation/viva/submission/final viva/seminar etc.</p>	<p>Dr. Sanjeev Dhawan (C) Dr. Anuradha Parinam (CC) Dr. Chander Diwaker (CSE) Dr. Savita AP.Sc. Dr. Rajesh Agnihotri, Ap. Sc. Dr. Upender Dhull, ME Dr. Rajesh Kumar, BT Dr. Reeta Dahiya, ECE</p>
28	INDUCTION PROGRAM (FOR FRESHERS)	<p>Faculty Incharge, App. Sc. (C) Dr. Urmila (CC)</p>

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	To conduct induction program for newly admitted students. To plan financial proposal and adjustment related to the program.	All Faculty members from Applied Sc. Deptt. of UIET& All F/I to coordinate, Ms. Neha Duggal, Mr. Harnek, Ms. Jyoti Tamak, Ms. Sonia Saini, Ms. Ekta
29	INSTITUTE INNOVATION CELL (MHRD): START-UP CELL , INCUBATION CENTER (GOVT. OF INDIA), MSME To plan, identify potential innovators, incubatees, start-ups and conduct the innovation/start-up/incubation related activities	Nodal Officer: Dr. Kulvinder Co-ordinator: Dr. Sanjeev Dhawan (under DITECH) Dr. Vishal Ahlawat(Convener/IIC, Start Up- Incubation cell) Members: Dr. Sanjay Kajal (ME) Dr. Nikhil Mariwala, ECE Dr. Divya Bhatia, BT Mr. Archit, BT Ms. Saumya Goyal, CSE Ms. Shivani Chauhan, ECE Ms. Sonia Saini, CSE
30	EXAM CONDUCTION, EVALUATION, RE-EVALUATION, DECLARATION, EXAM GRIEVANCES AND REFORMS To conduct exams, timely declaration of results, resolve issues related to examination and evaluation, audit of question paper, sample answer sheets, course file, etc., exam grievances etc. in coordination with Director, UIET.	COE (Cond.) & COE (R) –Conveners, Dr. Rajesh Agnihotri (CC) All Fis. Note: One subject expert may also be associated for exam related students' grievances.
31	INTELLECTUAL PROPERTY RIGHT & PATENT CELL Organization of lectures/seminars on IPR, Patent search / filings, guidance in filing patents.	Dr. Sunil Dhingra /ME(C) All Fis Ms. Priya singh -ECE deptt Mr. Atul Sharma-CSE deptt Mr. Vikas-ME Mr. Naveen Bedi-BT
32	DIGITAL MARKETING COMMITTEE Digital Marketing/promotion/advertisement of activities, achievements & Programs being run at the institute.	Dr. Ajay Jangra (C) Mr. Ram Avtar (CC) Ms. Neha Duggal Mr. Atul Sharma Mr. Archit Sharma Ms. Deepti Sharma Mr. Deepak Sharma Mr. Harikesh UIET
33	MARKS/ AWARDS COLLECTION COMPILATION COORDINATORS: To compile the all the internal & external awards from the Department as per the running scheme. The entire faculty to provide the duly verified awards in prescribed format (soft & signed hard copy) to the coordinators by due date. To report to FI regarding the non compliance. The consolidated compiled awards to be sent to Exam cell by due date.	Year wise faculty coordinators to be nominated/appointed by respective Faculty in-Charges, every session with information to the Director.
34	ANTI-SEXUAL HARASSMENT' & GENDER SENSITIVITY COMMITTEE: Redressal of internal Complaints/ Grievances of Students/ Staff Related to Sexual Harassments/handling Gender Sensitive Issues.	Dr. Sunita Khatak(C) Dr. Shikha Bhardwaj Dr. Anuradha Parinam Ms. Deepti Sharma Dr. Rajesh Dahiya
35	PR Cell/PRESS & MEDIA MANAGEMENT: To manage the press gallery during various programs and content making.	Dr. Ajay Jangra(C), Ms Neha Duggal (CC) Support: Mr. Harikesh
36	STAFF SECRETARY Staff representative to convey and to convene various meetings (formal/informal/social) on the different issues, academic and/or	Dr. Rajesh Agnihotri(Staff Secretary), Dr. Anuradha P. (Deputy Staff

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	administrative, related to the Faculty & maintain the records, if any.	Secretary)
37	UMC COMMITTEE (Internal) Will resolute as per guidelines of KUK ordinances	CoE (C), CoE (R) , respective F/I or nominee
38	OUTREACH ACTIVITIES COMMITTEE To organize various outreach activities	Mr. Ram Avtar (C) Dr. Ajay Jangra (CC) Ms. Neha Duggal, Ms. Sonia Saini, Mr Mayank Bhardwaj
39	BOARDING-LODGING-HOSPITALITY COMMITTEE The scope of work includes the take care of the boarding, lodging and hospitality arrangements as and when required for the out side guests in the institute for some academic & administrative purpose or in the case of some event organized.	Dr. Monish Gupta (C) (BL) Dr. Priyanka Jangra (C) (Hospitality) Mr. Amandeep Mr. Harikesh Supdt. UIET
40	Mechanical Block Incharge (Building, Discipline & Maintenance (Civil, Electrical & ors.) and it Development.	Dr. Upender Dhull (Convener)
41	Society for social activities Constitution, Registration, Formation and operation of society for social activities for welfare of students, teachers and staff.	Dr. Upender Dhull (Convener) Dr. Ramavtar (CC)
42	SPONSORSHIP COMMITTEE Sponsorship Committee will be incharge of bringing sponsorships for conducting workshops & some other events.	Dr. Sanjiv Ahuja (Convener) Dr. Sunil Dhingra (CC) Mr. Rahul Gupta (CC) Ms. Neha Duggal, Mr. Parminder, Mr. Jashandeep, Mr. Amandeep Chhabra, Mr. Harikesh
43.	AISHE, Unit Cell (for 3 years) AISHE Unit Cell will provide the data required by AISHE every year.	Dr. Chander Diwakar, Nodal Off. Mr. Amandeep Chhabra, Deputy Nodal Off. Mr. Vikas Kamboj Mr. Naveen Bedi Mr. Abhishek Chaudhary
44.	STEM Cell The Cell will look after establishment and maintenance of STEM lab.	Dr. Nikhil Marriwala, Convener Dr. Sanjeev Ahuja Dr. Naresh Kumar
45.	International Students Committee The Committee will look after the issues related International Students in coordination with University Advisor, International Students.	Dr. Urmila, Convener Dr. Anuradha Parinam (CC) Mr. Shishpal

UIET CLUBS FOR STUDENTS'

CULTURAL CLUBS

S.No.	CLUB	Convener	Co-Convener	Members
1	Fine Arts Club: The club will inculcate and promote the activities related to art and photography in the institute. The purpose of the club will also be to undertake the responsibility of creating art, decoration and photography	Ms. Shefali Dhingra	Ms. Pragya Chandi	Ms. Priya, Ms. Shivani, Ms. Sonia Saini, Mr. Naveen Bedi, Mr. Abhishek

Sanjiv Ahuja

	work wherever required in any of the event being organized in UIET.			
2	Dance, Music and Drama club: The club will have very important role in the cultural events to be organized in UIET. The purpose of the club will be to recognize the hidden talent in the institute in music, dance and dramas and contribute in the various cultural events in UIET.	Dr. Shikha Bhardwaj	Ms. Somya	Ms. Kirti Saini, Ms. Jyoti Tamak, Ms. Ekta, Dr. Divya, Mr. Atul Sharma, Mr. Harikesh
3	Literary Club: The purpose of the club is to organize literary, oratory, and quizzing events. It will conduct workshops and miscellaneous activities to impart good communication skills to the students of our institute.	Dr. Anuradha Parinam	Ms. Neha Duggal Dr. Amita Gupta	Shishpal, Rajesh Kalia, Ms. Priya, Ms. Divya Bhatia, Mr. Harnek Saini
4	Adventures club: The club will be in-charge of sorting out Educational Tours, Industrial visits, Trips, Excursions, and Adventure Activities.	Dr. Sunil Nain & All FIs (For Tours and Industrial visit)	Dr. Rajesh Dahiya	Krishan Pandey Parminder Saini, Atul Sharma, Ms. Somya, Ms. Priya
5	Audio & Video Club: It will focus on the Sound and Light System Handling of UIET auditorium and upgradation of the same if required. It will also take care of sound and light part of other areas of the university wherever the UIET events are organised.	Dr. Monish Gupta	Mr. Archit	Abhishek, Ravinder, Aman Chhabra, Harikesh
6	Sports Club: To organise the indoor and outdoor sports activities.	Mr. Ram Avtar, Dr. Karamvir	Dr. Ajay Jangra, Mr. Ravinder Chaudhary	Mr. Jashandeep, Parminder, Krishan Pandey, Dr. Divya Bhatia, Dr. Rajesh Kalia, Ms. Varsha, Ms. Pragya, Mr. Shish Pal, Mr. Pankaj Mr. Abhishek Support: Harikesh, Mr. Kuldeep Malik
7	Yoga Club: To organise the meditation and Yoga activities.	Dr. Urmila	Dr. Pranay Jain	Ms. Shivani, Ms. Ekta, Mr. Naveen Bedi
8	Activity Club: The objective is to coordinate various student related activities like farewell, freshers etc. activities.	Dr. Ajay Jangra	Dr. Deepti Choudhary	Ms. Neha Duggal Dr. Divya Bhatia Mr. Ravinder Choudhary Mr. Harikesh Ms. Pragya
9	Environment Club: The club for organising the additional activities for the environment protection other than the environment day celebrations.	Dr. Sunil Nain	Dr. Vishal Ahlawat	Mr. Naveen Bedi, Mr. Vikas, Ms. Divya Bhatia, Ms. Sonia (CSE)

TECHNICAL CLUBS

S.No.	CLUB	Convener	Co-Convener	Members
1	Genesis: This club serves all the programs related to bio technology. Our world is built on bio	Dr. Sunita Khatak	Dr. Archit Sharma	Dr. Divya, Mr. Harnek, Mr. Naveen Bedi

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	technology and once we begin to understand it, it then becomes a technology.			
2	Mechanica: It aims to play a pivotal role in the development of students as engineers by various extra curricular activities. To organize academic activities with the intention of improving knowledge and experience of members in diverse area of mechanical engineering .	Dr. UpenderDhull	Dr. Anuradha Parinam	Mr. Ravinder, Mr. Parminder, Mr. Jashandeep
3	Hail JARVIS: It serves educational, social and networking activities and seminars by faculties and guest speakers, workshops on computer building, home networking and new software development.	Dr. Karambir	Mr. ChanderDiwaker	Dr. Poonam, Ms.Somya, Atul Sharma, Ms. Sonia
4	ELEKTRON: The club is an elite student development club that focuses on the individual's skill development and innovation.	Dr. Deepti Chaudhary	Mr. Nafeesh Ahmed	Ms. Priya, Ms. Ekta
5	STEM CLUB (Science Technology Engineering & Maths Club) The club is an out of time table session that enrich and broaden the curriculum, giving young people the chance to explore subjects like Science Technology Engineering & Maths in less formal settings.	Dr. Rajesh Agnihotri Dr. Deepak Sood Dr. Kulvinder Singh Dr. Sanjay Kajal Dr. Deepak Malik	Mr. Rahul Gupta Mr. ChanderDiwkar Dr. UpenderDhull Dr. Divya Bhatia	Ms. Varsha Mr. Abhishek Mr. Jashandeep

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