

**PERIYAR MANAGEMENT AND COMPUTER COLLEGE**  
**Academic Calendar - August-December 2019 - MBA 1<sup>st</sup> & 3rd Semester(s)**

**Updated - 22/05/2019**

**Note:**

The day and date(s) for various events/activities are subject to change

Academic Calendar January-July 2020 for 2<sup>nd</sup> & 4<sup>th</sup> Semester(s) is given in document at Annexure-2

Recommended short-term course(s) domain are available at Annexure-3

List of Administrative & Academic Coordinator(s) are available in this document at Annexure-4

List of member(s) of Student Professional Development Forum (SPDF) available at Annexure-5

S.No.	Particular(s)	Coordination (Faculty/Staff)	Semester	From	To
1	Orientation Programme	Dr. Yamini Saraswat Programme Coordinator-1st Year	1 <sup>st</sup>	01.08.2019 (Thursday)	8.11.2019 (Friday)
2	Imparting instructions and/or laboratory work (including class tests)-15 weeks (63 days excluding Govt. holidays)- Coordination of 3 <sup>rd</sup> & 1 <sup>st</sup> Semester(s)	Dr. Yamini Saraswat Dr. Neha Gangwar Programme Coordinators 1 <sup>st</sup> & 3 <sup>rd</sup> Semester respectively	1 <sup>st</sup>	02.08.2019 (Friday)	
			3 <sup>rd</sup>	05.08.2019 (Monday)	8.11.2019 (Friday)
3	Admissions	Prof. Kulbir Manan Sudi (Coordinator) Prof. Hardeepika Singh Prof. Lovelesh Joshi Prof. Sonam Kanojia Mr. Praveen Kumar Mr. Neeraj Kumar	1 <sup>st</sup>	22.03.2019 (Friday)	31-07-2019 (Wednesday) or University schedule whichever is applicable
4	Final Placement(s) - 2 <sup>nd</sup> year  Live Project(s) - 1 <sup>st</sup> year	Final Placement(s)- Prof. Lovelesh Joshi, Faculty Placement Coordinator  Prof. Hariom Gurjar Incharge - Summer Internship & Live Project(s)	3 <sup>rd</sup>	Schedule to be given by Prof.Lovelesh Joshi & Prof. Hariom Gurjar	
5	Student Mentorship Sessions (Structured)	Dr. Yamini Saraswat (Coordinator) along with faculty members	1 <sup>st</sup> & 3 <sup>rd</sup>	to be scheduled as per Professional Development Plan on regular basis	Group discussions, interviews, reasoning & aptitude, brainstorming
6	Guest Lecture Industry expert - Financial Product(s)	Prof. Farhat Fatima Coordinator - Professional & Soft-Skills Development	1 <sup>st</sup>	07-08-2019 (Wednesday)	
7	Summer Internship - Presentations	Prof. Yamini Saraswat Programme Coordinator-1st Year	3 <sup>rd</sup> (1 <sup>st</sup> )		

			Semester Audience )	13-08-2019 (Tuesday)	
8	Guest Lecture Industry Sales & Distribution	Prof. Farhat Fatima Coordinator - Professional & Soft-Skills Development	3 <sup>rd</sup>	14-08-2019 (Wednesday)	
9	Personality Development Workshop-1 (Business communication, emotional intelligence, self confidence, team building, negotiations)	Prof. Farhat Fatima Coordinator - Professional & Soft-Skills Development	1 <sup>st</sup> & 3 <sup>rd</sup>	19/08/2019 (Monday)	17/09/2019 (Thursday)
10	Alumni Guest Lecture area specific- HR/Marketing/Finance	Prof. Farhat Fatima Coordinator - Professional & Soft-Skills Development	1 <sup>st</sup>	22.08.2019 (Thursday)	
11	Personality Development Workshop-2 (Time management, stress management, problem solving, creative & innovating thinking, lateral thinking)	Prof. Lovelesh Joshi, Faculty Placement Coordinator	1 <sup>st</sup> & 3 <sup>rd</sup>	23-08-2019 (Friday)	
12	Personality Development Workshop-3 (English Language Skills) - Internal faculty	Prof. Lovelesh Joshi, Faculty Placement Coordinator	1 <sup>st</sup> & 3 <sup>rd</sup>	02.09.2019 (Monday)	06.09.2019 (Friday)
13	Fresher's Party	Prof. Maani Sharma Coordinator (Cultural & Extra-Curricular Activities) Prof. Yamini Saraswat Dr. Neha Gangwar	1 <sup>st</sup> & 3 <sup>rd</sup>	13-09-2019 (Friday)	
14	Thanthai Periyar's Birthday Celebrations	Prof. Sonam Kanojia Mr. Praveen Kumar Mr. Neeraj Kumar	1 <sup>st</sup> & 3 <sup>rd</sup>	17.09.2019 (Tuesday)	
15	"Adharshila" Periyar Social Outreach 2019 - Part-1 Serving underprivileged children for an NGO	Prof. Kulbir Manan Sudi, Prof. Hardeepika Singh Prof. Sonam Kanojia Mr. Praveen Kumar	1 <sup>st</sup> & 3 <sup>rd</sup>	17.09.2019 (Tuesday)	
15	Industrial Visit - Finance/operations/Campaign/Trade Fair (Students need to submit learning report after completion of Industrial Visit)	Prof. Farhat Fatima Coordinator - Professional & Soft-Skills Development	1 <sup>st</sup>	20.09.2019 (FRiday)	
16	Teaching/Learning Feedback (as per feedback forms)	Respective Programme Coordinator(s)	1 <sup>st</sup> & 3 <sup>rd</sup>	04-10-2019 (Friday)	
17	Dissertation (Synopsis Finalization)	Dr. Neha Gangwar Programme Coordinator-2nd Year	3 <sup>rd</sup>	07-10-2019 (Monday)	
18	Class test (Internal theory examinations)	Prof. Hardeepika Singh (Coordinator), Mr. Manmohan Singh Prof. Sonam Kanojia &	1 <sup>st</sup> & 3 <sup>rd</sup>	23.09.2019 (Monday)	

		Mr. Praveen Kumar, Mr. Neeraj Kumar			
19	Dissertation (Review)	Dr. Neha Gangwar Programme Coordinator-2nd Year	3 <sup>rd</sup>	21-10-2019 (Tuesday)	
20	National Conference 2019	Prof. Farhat Fatima Prof. Kulbir Kaur Bhatti Prof. Hardeepika Singh Ahluwalia Prof. HariOm Gurjar	1 <sup>st</sup> & 3 <sup>rd</sup>	23-10-2019 (Wednesday)	
21	Periyar Management Fest 2019 Street Play, Music Night(Band), Fashion Show, Quiz, Rangoli, Debate, JAM	Prof. Maani Dutt & Dr. Yamini Saraswat Coordinator(s) along with faculty member	1 <sup>st</sup> & 3 <sup>rd</sup>	24-10-2019 (Thursday)	
22	Publication of Magazine (July-September 2019, 1 <sup>st</sup> issue) "PMCC Drishti"	Prof. Kulbir Manan Sudi & Prof. Hardeepika Singh Editor(s)	PMCC	16.12.2019 (Monday)	20.12.2019 (Friday)
23	Commencement of Examination (NUES)  MSD  Business Simulation	Prof. Lovelesh - Internal Faculty (MSD) Prof. Hariom Gurjar (Business Simulation) Prof. Hardeepika Singh (Coordinator), Mr. Manmohan Singh Prof. Sonam Kanojia, Mr. Praveen Kuma, Mr. Neeraj Kumarr	1 <sup>st</sup> & 3 <sup>rd</sup>	to be scheduled as per University Academic Calendar or Notification	
24	Commencement of Viva-Voce Examination - MS 201 Summer Training Report	Prof. Hardeepika Singh (Coordinator) Mr. Manmohan Dass Ms. Sonam Kanojia Mr. Praveen Kumar Mr. Neeraj Kumarr	3 <sup>rd</sup>	to be scheduled as per University Academic Calendar or Notification	
25	Commencement of Practical Examination - MS 151 ITM Lab	Dr. Susheel Chhabra (Internal Examiner) Prof. Hardeepika Singh (Coordinator) Mr. Manmohan Dass Ms. Sonam Kanojia Mr. Praveen Kuma Mr. Neeraj Kumarr	1 <sup>st</sup>	to be scheduled as per University Academic Calendar or Notification	
26	Preparatory leave of one week		1 <sup>st</sup> & 3 <sup>rd</sup>	to be scheduled as per University Academic Calendar or Notification	
27	Commencement of Theory Exams (External GGSIPU)	All pre-examination activities - Ms. Sonam Kanojia (Coordinator) Mr. Manmohan Dass	1 <sup>st</sup>  3 <sup>rd</sup>	to be scheduled as per University Academic	(Subject to change by the University, students need to check GGSIP

		Mr. Praveen Kumar		Calendar	University website on daily basis)
28	"Periyar Journal of Research in Business & Development Studies" (August-December 2019 issue)	Prof. Hariom Gurjar Editor	PMCC		First Week of January 2020
29	Publication of Magazine (October -December 2019, 2 <sup>nd</sup> issue) "PMCC Drishti"	Prof. Kulbir Manan Sudi & Prof. Hardeepika Singh Editor(s)	PMCC		First Week of January 2020
30	Winter Break		Faculty & Staff		to be scheduled as per University Academic Calendar or Notification

**(Dr. Susheel Chhabra)**  
Director I/c

**(Dr. Neha Gangwar)**  
Coordinator – Academic Affairs

**PERIYAR MANAGEMENT AND COMPUTER COLLEGE**  
**Academic Calendar - January-July 2020 - MBA 2<sup>nd</sup> & 4<sup>th</sup> Semester(s)**  
**Updated - 22/05/2019**

**Note:**

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Academic Calendar January-July 2020 for 2<sup>nd</sup> & 4<sup>th</sup> Semester(s) is given in document at Annexure-2

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S.No.	Particular(s)	Coordination (Faculty/Staff)	Semester	From	To
1	Imparting instructions and/or laboratory work (including class tests)-15 weeks (69 days excluding Govt. holidays)  Coordination of 2 <sup>nd</sup> & 4 <sup>th</sup> Semester(s)	Dr. Yamini Saraswat Programme Coordinator-1st Year  Dr. Neha Gangwar Programme Coordinator-2nd Year	2 <sup>nd</sup> & 4 <sup>th</sup>	06-01-2020 (Monday)	17-04-2020 (Friday)
2	Final Placement(s) - 2 <sup>nd</sup> year  Summer Internship & Live Project(s) - 1 <sup>st</sup> year	Final Placement(s)- Prof. Lovelesh Joshi, Faculty Placement Coordinator  Prof. Hariom Gurjar Incharge - Summer Internship & Live Project(s)	2 <sup>nd</sup> & 4 <sup>th</sup>	Schedule to be given by Prof. Lovelesh Joshi & Prof. Hariom Gurjar	
3	Seminar "Job Descriptions, Roles and Responsibilities - Marketing/Finance/HR"	Prof. Farhat Fatima Coordinator - Professional & Soft-Skills Development	2 <sup>nd</sup>	08-01-2020 (Wednesday)	
4	Student Mentorship Sessions (Structured)	Dr. Yamini Saraswat (Coordinator) along with faculty members	2 <sup>nd</sup> & 4 <sup>th</sup>	to be scheduled as per Professional Development Plan on regular basis	Group discussions, interviews, reasoning & aptitude, brainstorming
5	Guest Lecture Customer Relationship Management	Prof. Farhat Fatima Coordinator - Professional & Soft-Skills Development	2 <sup>nd</sup> & 4 <sup>th</sup>	20.01.2020 (Monday)	
6	Workshop on "Career Counselling and how to Choose Specialization"	Dr. Yamini Saraswat Programme Coordinator-1st Year  Concerned Subject Faculty	2 <sup>nd</sup>	04.02.2020 (Tuesday)	
7	Anugoonj "2020" (Annual Cultural Festival organised by GGSIPU with affiliated colleges)	Prof. Maani Sharma Coordinator (Cultural & Extra-Curricular Activities)	2 <sup>nd</sup> & 4 <sup>th</sup>	Organised by GGSIP University	

	Sports Activities (GGSIPU & Internal)	Prof. Hardeepika, Prof. Kulbir Manan Sudi & Mr. Praveen Kumar		Schedule will be notified by University in its Academic Calendar	
8	Workshop (one to one counselling) on "Career Counselling & choosing Elective(s)	Dr. Yamini Saraswat Programme Coordinator - MBA 1 <sup>st</sup> Year & concerned Faculty	2 <sup>nd</sup>	10.02.2020 (Monday)	
9	Periyar Sports Meet 2020 A Meet over volleyball (Inter-College) - (PMCC Sports Meet 2020) -	Prof. Kulbir Manan Sudi Prof. Hardeepika Singh Prof. Sonal Kanojia Mr Praveen Kumar	2 <sup>nd</sup> & 4 <sup>th</sup>	14-2-2020 (Friday)	
10	Teaching/Learning Feedback-I (as per feedback forms)	Respective Programme Coordinator(s)	2 <sup>nd</sup> & 4 <sup>th</sup>	17.02.2020 (Monday)	
11	Dissertation Project (Mid-Term Evaluation)	Dr. Neha Gangwar Programme Coordinator -MBA 2 <sup>nd</sup> Year	4 <sup>th</sup>	18.02.2020 (Tuesday)	
12	Periyar Annual Day 2020	Prof. Maani Dutt Dr. Yamini Saraswat Dr. Neha Gangar alongwith faculty member(s)	2 <sup>nd</sup> & 4 <sup>th</sup>	20.02.2020 (Thursday)	
13	Class Test (Internal theory examinations)	Prof. Hardeepika Singh (Coordinator), Mr. Manmohan Singh Prof. Sonam Kanojia & Mr. Praveen Kumar	2 <sup>nd</sup> & 4 <sup>th</sup>	24.02.2020 (Monday)	28.02.2020 (Friday)
14	Guest Session Recruitment & Selection	Prof. Farhat Fatima Coordinator - Professional & Soft-Skills Development	2 <sup>nd</sup> & 4 <sup>th</sup>	03-03-2020 (Tuesday)	
15	Home Coming - Periyar Alumni Meet 2020	Prof. Hardeepika Singh Prof. Kulbir Manan Sudi Prof. Farhat Fatima Prof. Sonam Kanojia Praveen Kumar Neeraj Kumar along with faculty members	Alumni & selected 1 <sup>st</sup> & 2 <sup>nd</sup> Year Students	6-03-2020 (Friday)	
16	Group Discussion Competition	Dr. Yamini Saraswat Coordinator-Student Mentorship	2 <sup>nd</sup>	13-03-2020 (Friday)	
17	Dissertation - Internal Evaluation (Presentation)	Dr. Neha Gangwar Programme Coordinator-MBA 2 <sup>nd</sup>	4 <sup>th</sup>	16.03.2020 (Monday)	17.03.2020

	by the students)		Year			(Tuesday)
18	Farewell Function	Prof. Maani Sharma Coordinator (Cultural & Extra-Curricular Activities) Dr. Yamini Saraswat Dr. Neha Gangwar Prof. Lovelesh Joshi along with Faculty Team			10.04.2020 (Friday)	
19	"Drishti" - Periyar e-Magazine, Quarterly, January-March 2020, 3 <sup>rd</sup> issue	Prof. Kulbir Manan Sudi Prof. Hardeepika Singh Editor(s)	PMCC		1 <sup>st</sup> week of April 2020	
20	Teaching/Learning Feedback-II	Admin Office	2 <sup>nd</sup> & 4 <sup>th</sup>		at the time of issue of Admit Cards	
21	Faculty Development Programme	Prof. Kulbir Manan Sudi Prof. Hardeepika Singh Prof. Farhat Fatima	PMCC & External Faculty		04.05.2020 (Monday)	08.05.2020 (Friday)
22	Preparatory leave of one week	GGSI PU Norms	2 <sup>nd</sup> & 4 <sup>th</sup>		As per University Academic Calendar	
23	Commencement of Theory Exams (External GGSIPU)	Prof. Hardeepika Singh Examination Coordinator(s) Prof. Sonam Kanojia Mr. Manmohan Dass Mr. Praveen Kumar Mr. Neeraj Kumar	2 <sup>nd</sup> & 4 <sup>th</sup>		subject to University academic calendar	
24	MS 202 (External) Project Dissertation (Viva-Voce)	Prof. Hardeepika Singh Examination Coordinator(s) Prof. Sonam Kanojia Mr. Manmohan Dass Mr. Praveen Kumar Mr. Neeraj Kumar & Faculty Guide(s)	4 <sup>th</sup>		subject to University academic calendar	
25	Summer Vacations		PMCC		subject to University academic calendar	
26	"Drishti" - Periyar e-Magazine, Quarterly, April-June 2020, 4 <sup>th</sup> issue	Prof. Kulbir Manan Sudi Prof. Hardeepika Singh Editor(s)	PMCC		1 <sup>st</sup> week of July 2020	
27	Faculty & Staff Appraisal	Dr. Susheel Chhabra External Expert from HQ	Faculty & Staff		To be completed by 31.07.2020	
28	"Periyar Journal of Research in Business & Development Studies" (January-July 2020 issue)	Prof. Hariom Gurjar Editor	PMCC		First Week of August 2020	

**(Dr. Susheel Chhabra)**  
Director I/c

**(Dr. Neha Gangwar)**  
Coordinator – Academic Affairs

**Recommended short-term course(s)**

- Business Analytics
- Payroll & Statutory Compliance
- Digital Marketing
- Supply Chain Management
- Project Management
- Capital Markets
- BFSI
- Auditing & Taxation
- Investment Analysis & Portfolio Management
- Certificate course in advance MS - Excel / LibreOffice Calc
- Certificate course SAP Business One
- Certificate course in management <https://www.coursera.org/specializations/project-management>
- Certificate course in project planning <https://www.coursera.org/learn/project-planning>
- Certificate course in organizational leadership <https://www.coursera.org/specializations/organizational-leadership>
- Managerial Economics and Business Analysis <https://www.coursera.org/specializations/managerial-economics-business-analysis>
- <https://www.extension.harvard.edu/academics/professional-graduate-certificates/business-communication-certificate>
- British English Certificate i.e. BEC. for more details log on to Cambridge English
- <https://swayam.gov.in/courses/5485-jan-2019-services-marketing-a-practical-approach>
- <https://www.vskills.in/certification/marketing/services-marketing-certification>
- Certified Programme in Algorithmic trading and Computational Finance using Python & R.
- [https://www.nseindia.com/education/content/module\\_nccmp.htm](https://www.nseindia.com/education/content/module_nccmp.htm)
- Certification on Equity Portfolio Management
- [https://www.nseindia.com/education/content/module\\_nccmp.htm](https://www.nseindia.com/education/content/module_nccmp.htm)
- Certified program on live trading strategies



- [https://www.nseindia.com/education/content/module\\_nccmp.htm](https://www.nseindia.com/education/content/module_nccmp.htm)
- NSE Academy's Certified Capital Market Professional (Online/Offline)
- [https://www.nseindia.com/education/content/module\\_nccmp.htm](https://www.nseindia.com/education/content/module_nccmp.htm)
- Executive diploma in talent management from XLRI [https://talentedge.in/talent-management/?utm\\_source=Google&utm\\_medium=cpc&utm\\_campaign=GGN\\_XLRI-TM\\_Search&adgroup=59767889491matchtype=e&network=g&device=c&devicemodel=&creative=343414933416&keyword=talent%20management%20courses&content={content}&target=&adposition=1t1&gclid=CjwKCAjw27jnBRBuEiwAdjQXDJ0PY0bpEDEhhRd8CdN0fQtVdnK5Z7687E6QG3ni0Swt9uzJQQZ0EBoCMMcQAvD\\_BwE](https://talentedge.in/talent-management/?utm_source=Google&utm_medium=cpc&utm_campaign=GGN_XLRI-TM_Search&adgroup=59767889491matchtype=e&network=g&device=c&devicemodel=&creative=343414933416&keyword=talent%20management%20courses&content={content}&target=&adposition=1t1&gclid=CjwKCAjw27jnBRBuEiwAdjQXDJ0PY0bpEDEhhRd8CdN0fQtVdnK5Z7687E6QG3ni0Swt9uzJQQZ0EBoCMMcQAvD_BwE)
- Certificate Course on leadership and change management from IIM Raipur <https://www.nulearn.in/courses/executive-development-programme-in-leadership-and-change-management/>
- Certified Training and Development Manager, Train the Trainer
- <https://www.udemy.com/learn-how-to-establish-a-global-financial-business-strategy/>
- <https://www.udemy.com/export-operations-management/>
- Certificate course in International Trade
- Entrepreneurship development programme
- The Art of Sales: Mastering the Selling Process Specialization, [https://www.coursera.org/specializations/the-art-of-sales-mastering-the-selling-process?=-](https://www.coursera.org/specializations/the-art-of-sales-mastering-the-selling-process?=)
- Sales Pitch and Closing <https://www.coursera.org/learn/sales-pitch-closing>

### **Administration & Academic Coordinator(s)**

**Admin Office Activities** (GGSIPU,AICTE,DDA/SDMC/DTTE DHE/MHRD, NIRF, AISHE, Portals(NSP, e-District, EWS, Pragati/Saksham), Finance, Admission, Examination, Infrastructure, Computer Lab & other required office activities): Dr. Susheel Chhabra, Director I/c, Prof. Sonam Kanojia (additional charge-Administrative Officer), Mr. Praveen Kumar, Admin Executive, Mr. Neeraj Kumar, Admin Assistant

**Research & MDP:** Dr. Susheel Chhabra, Prof. Kulbir Manan Sudi, Prof. Hardeepika Singh, Prof. Farhat Fatima, Prof. Hariom Gurjar

**Coordinator – (a) Academic Affairs (b) Programme Coordinator- 2nd Year:** Dr. Neha Gangwar

**Coordinator – (a) Programme Coordinator-1st Year (b) Student Mentorship:** Dr. Yamini Saraswat

**Coordinator – (a) Placement Cell,** Prof. Lovelesh Joshi, Faculty Placement Coordinator **(b) Incharge – Summer Internship,** Prof. Hariom Gurjar

**Coordinator - Professional & Soft-Skills Development,** Prof. Farhat Fatima

**Coordinator – (a) Admissions (b) Alumni Cell (c) Magazine (d) Sports Committee:** Prof. Kulbir Manan Sudi & Prof. Hardeepika Singh, Prof. Lovelesh Joshi, Prof. Sonam Kanojia, Mr. Praveen Kumar and Mr. Neeraj Kumar

**Periyar Media Cell**( Branding of the college including journal, magazine, website, use of WhatsApp, LinkedIn, Facebook and other media channels): Prof. Kulbir Manan Sudi, Convener, Prof. Hariom Gurjar – Coordinator, Prof. Farhat Fatima, Member, Prof. Sonam Kanojia, Member, Prof. Lovelesh Joshi, Member, Mr. Praveen Kumar, Member

**Examinations:** Prof. Hardeepika Singh (Coordinator), Mr. Manmohan Singh Prof. Sonam Kanojia & Mr. Praveen Kumar, Mr. Neeraj Kumar

**Coordinator – IQAC, NAAC:** Prof. Hardeepika Singh

**Coordinator – NBA:** Prof. Hariom Gurjar

**Vocational Course(s) –** Prof. Maani Sharma, Prof. Hariom Gurjar, Prof. Sonam Kanojia [Coordinator(s)], Prof. Sonam Kanojia & Mr. Praveen Kumar [Member(s)]

**Coordinator – (a) Student Affairs (b) Discipline Committee (c) Online Grievance Redressal Mechanism(e), Editor - Periyar Journal of Research in Business Development Studies (d) Canteen Committee:** Prof. Hariom Gurjar

**Coordinator - (Cultural & Extra-Curricular Activities):** Prof. Maani Sharma

**Library:** Mr. Manmohan Dass (Librarian)

**Computer Centre:** Mr. Neeraj Kumar

**Note:**

1. List of committees formed as per statutory requirements are available in our website [www.pmcddelhi.com](http://www.pmcddelhi.com)
2. Students are required to contact the concerned Coordinator for various types of queries / activities.

**(Dr. Susheel Chhabra)**  
**Director I/c**

**"Student Professional Development Forum (SPDF)"**  
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**Faculty-Incharge (SPDF):** Dr. Yamini Saraswat

<b>President</b>	: Mr. Arjun Girotra
<b>Vice-President</b>	: Ms. Parmeen Kaur
<b>Secretary</b>	: Mr. Akash Gupta
<b>Joint Secretary</b>	: Mr. Gagan Singh Pal
<b>Treasurer</b>	: Ms. Bhavya Preet Kaur
<b>Joint Treasurer</b>	: Ms. Sheetal Sharma

(Dr. Susheel Chhabra)  
Director I/c