



प्राचार्य का कार्यालय
OFFICE OF THE PRINCIPAL
वर्धमान महावीर मेडिकल कॉलेज एवं सफ़रदरजंग अस्पताल
VARDHMAN MAHAVIR MEDICAL COLLEGE & SAFDARJUNG HOSPITAL
नई दिल्ली/NEW DELHI - 110 029

Dated: 01.04.2023

Duty Roster of FNB Counseling of Session 2022, 1st round w.e.f. 27th March - 3rd April, 2023.

The following officers are requested to report on duty, as per given schedule for verification of documents and completion of admission.

Date	Nodal Officer	M.No.	Admission Officer	M.No.	Admn. Staff
01.04.2023 (Saturday) 9.00 AM to 4.00 PM	Dr. Shaily Mina (Psychiatry)	9868004003	Dr. Chirag Jain (Radio-diagnosis) Dr. Sapna Bathla (Anaesthesia)	9871764366 9582358200	Mr. Ratan Singh MNo. 9810563530
02.04.2023 (Sunday) 9.00 AM to 4.00 PM	Dr. Geeta Yadav (PSM) Dr. Sanjay Kumar (Forensic Medicine)	9871112377 9990950668	Dr. Nishtha Passey (Physiology) Dr Sana Ahuja (Pathology)	9761667139 9582052646	Mr. Ratan Singh MNo. 9810563530
03.04.2023 (Monday) 9.00 AM to 4.00 PM	Dr. Parul Mullick (Anaesthesia)	9810606262	Dr. Anjali Sharma (Pathology)	9560109165	Mr. Ratan Singh MNo. 9810563530

Overall In-charge:

Sh. Shambhu Kumar (9868064016), DDA (SIC) & Registrar Academic, VMMC & SJH will be the Overall In-charge for the Counselling. He will ensure the smooth conduct of counseling.

Faculty In-charge:

Dr. Mahendra Kathole, Professor of Anatomy & Nodal Officer, DNB

Dr. Radhika Jindal, Assoc. Professor of Endocrinology & Asstt. Nodal Officer

Any exchange of duty, has to be arranged by the official concerned on a personal basis. In case of any absence, leave of any faculty as mentioned above, replacement will be arranged by the concerned faculty. Any such changes/leaves and replacement should be intimated to the overall Incharge and also to the administrative staff.

Sh. JR Meena, Asstt. Admn. Officer will ensure the conduct of counselling smoothly by providing administrative staff. He will also ensure that the administrative staff as mentioned above will be available/report for counselling duties from 9.00 AM till 4.00 PM.

Day off for duties done on holiday/Sunday's may be availed as per rules after due permission of concerned HOD.

Contd.....

Duties & Responsibilities

Nodal Officer: To do the admissions of student in the online software (Desktop).

Admission Officer: To Check/verify the original certificate of students and their eligibility.

Admn. Staff: To co-ordinate with the team.

Copy to:

1. All above officers through concerned HOD's.
2. Dr. Radhika Jindal, Asstt Nodal Officer, DNB (Endocrinology deptt)
3. Dr. Mahendra Kathole, Nodal Officer, DNB
4. PS to MS for information to MS
5. AO/AAO, Academic
6. Officer In-charge IT Cell, VMMC & SJH, N.D. .
7. Officer In-charge, security Deptt.

for PRINCIPAL
VMMC & SAFDARJUNG HOSPITAL

प्राचार्य
Principal

वर्धमान महावीर मेडिकल कॉलेज एवं सफदरजंग अस्पताल
Vardhman Mahavir Medical College & Safdarjung Hospital
नई दिल्ली-110029 / New Delhi - 110029