

# DAYANAND MEDICAL COLLEGE AND HOSPITAL, LUDHIANA



Ref. No: DMCH/UG/2025/17

Dated: 03 Nov 2025

## CIRCULAR

### **MBBS Admission-2025**

The following faculty members and staff will carry out the responsibilities allotted to them from **04 Nov to 08 Nov 2025, 8.30 AM - 4:30 PM**, Principal's Staff Office (**College Campus**):

|   |  |
|---|--|
| <b>1. Overall Supervision/Coordination</b> <ul style="list-style-type: none"><li>• Dr. Sandeep Kaushal</li></ul>                        | <b>7. Checking of Legal Documents</b> <ul style="list-style-type: none"><li>• Mr. S. S. Saini</li></ul>  |
| <b>3. Reception</b> <ul style="list-style-type: none"><li>• Mr. Anirudh Sharma</li></ul>  | <b>8. Fee Deposition</b> <ul style="list-style-type: none"><li>• Mr. Ritesh Tripathi</li></ul>   |
| <b>4. Checking of Academic Documents</b> <ul style="list-style-type: none"><li>• Dr. R. K. Soni</li><li>• Ms. Shraddha Shukla</li></ul> | <b>9. Accommodation</b> <ul style="list-style-type: none"><li>• Mr. Sukhchain Singh (Boys Hostel)</li><li>• Ms. Rajni Banduni (Girls Hostel)</li></ul> |
| <b>5. Taking of Files &amp; Allotment letter</b> <ul style="list-style-type: none"><li>• Mr. Ajay Kumar/Mr. Padam Kumar</li></ul>       | <b>10. Tea &amp; Snacks</b> <ul style="list-style-type: none"><li>• Ms. Shaveta Batta</li></ul>  |
| <b>6. Attendant</b> <ul style="list-style-type: none"><li>• Mr. Vivek Sharma/Mr. Vishal</li></ul>                                       | <b>11. Press &amp; Public relation</b> <ul style="list-style-type: none"><li>• Ms. Deepak</li></ul>  |
|   | <b>12. Computer Cell</b> <ul style="list-style-type: none"><li>• Mr. Anshumali Gupta</li></ul>   |

**Dr. Gurpreet S. Wander**  
Principal 3/11/25

Copy to: All concerned HODs  
All concerned