

Manav Rachna University
Estd. vide Haryana Act No. 26 of 2014
(Formerly Manav Rachna College of Engineering)
Sector-43, Aravali Hills, Faridabad

F.NO MRU/OM-OO/VC/2021/1352

Dated: 27.12.2021

OFFICE ORDER

In continuation with all previous orders, various academic and administrative responsibilities are hereby assigned to the faculty/staff members as per Annexure 'A'. These duties are being assigned to them, for a period of two years in the University in addition to their own academic and research duties and responsibilities in the department, with immediate effect. These additional responsibilities are assigned without any extra remuneration and incentive.

The coordinators are empowered to constitute their team(s) of at least three faculty members to facilitate and complete the assigned duties timely. The Coordinator/Chairman should co-opt one student member in their team wherever necessary for decision-making and implementation of their decisions.

Further, it is advised that every Coordinator shall report in writing, regarding the activities undertaken by them to concerned Dean/Designated Officer. This should be done at least once in a month. Dean/Designated Officer shall be holding meetings at least once in two months and submit a report to the PVC/VC regarding the progress of the activities undertaken by them under his/her guidance.

Besides these assigned duties and responsibilities, the Undersigned may assign any other duty/responsibility in addition to the duties mentioned in this order as and when required. The responsibilities (if any) not covered in this order shall continue to be governed by old orders till further notice.



Vice Chancellor

F.NO MRU/OM-OO/VC/2021

Dated: 27.12.2021

Copy to:

1. PS to Chancellor kind information of the Hon'ble Chancellor, MREI
2. PS to VP kind information of the Hon'ble Vice President, MREI
3. All the Deans and HODs for kind information
4. All Concerned Faculty Members.
5. Registrar.



Manav Rachna University Faridabad

Deans

S.No.	Designation	Name of the Faculty Member
	Dean Academics	Prof. Dr. Sangita Banga
	Dean Examinations	Prof. Dr. Shruti Vashisht
	Dean Research, Development, Consultancy and Entrepreneurship	Prof. Dr. Pradeep K Varshney
	Dean Student Welfare	Prof. Dr. Geeta Thakur
	Registrar	Dr. Kameshwar Singh
Note	Registrar will be the Secretary of the Deans Committee, which would meet at least once every month for discussing major policy and planning measures and matters, with Vice Chancellor and Pro Vice Chancellor.	

Deans of Faculties of different Education

S.No	Designation	Name of the Faculty Member
1.	Dean of Faculty of Law	Prof. Dr. D. S. Sengar
2.	Dean of Faculty of Engineering	Prof. Dr. Deepali Bansal
3.	Dean of Faculty of Sciences	Prof. Dr. Pradeep Varshney
4.	Dean of Faculty of Education	Prof. Dr. Babita Parashar
5.	Dean of Faculty of Management and Humanities	Prof. Dr. Parul Jhajharia

K Mishra

Heads of the Schools/Departments

S. No.	School/Department	Name of the Faculty member
1.	Physics	Prof. Dr. D. K. Sharma
2.	Chemistry	Prof. Dr. Megha Bansal
3.	Mathematics	Dr. Y.K. Sharma
4.	Computer School Technology	Dr. Manpreet Kaur
5.	Mechanical Engineering	Dr. Joginder Singh
6.	Law	Dr. Somdutt Bhardwaj
7.	Education and Humanities	Dr. Rashlee Singh
8.	Electronics and Communication	Prof. Dr. Shruti Vashist
9.	Management and Commerce	Dr. Pragati Chauhan

Independent Charges

I-1	Chairman Admissions	Prof. Dr. Jyoti Purthi	<ul style="list-style-type: none"> All activities related with admission including planning and coordination
I-2	Co-coordinators Admission	Dr. Yogita Sharma Dr. Sanjay Singh Dr. Pooja Kapoor	<ul style="list-style-type: none"> All activities as assigned by Chairman Admission Committee MRU To coordinate for developing material for admissions and branding of the University
I-3	Professor in Charge,	Prof. Parul Jhajharia	<ul style="list-style-type: none"> To establish the Advanced Learning Centre and make it

K Singh

	Faculty Development Programmes and Continuing Education Programmes i.e. FDP, CEP, MDP etc.		<ul style="list-style-type: none"> • self-supporting. • To facilitate in organization of the conferences, seminars, summer/winter school, refresher courses. • To facilitate Institute/Industry expert lectures etc. • To plan training programmes, etc. for Faculty, Staff and other professionals. • To plan Management Development and training programmes, etc. for Industry professionals. • To take steps for getting the programmes sponsored by funding agencies.
I-4	Coordinator NAAC/NBA /NIRF/QS I-Gauge Accreditation & Ranking Preparation	Prof. Dr. Meena Kapahi, Dr. Deepa Arora	<ul style="list-style-type: none"> • To prepare for getting accreditation/rankings certificates for various eligible programmes from respective bodies. • Compile all information regarding accreditation/Ranking in prescribed formats.
I-5	Coordinator IQAC	Dr Charu Pathak & Ms. Vandana Zutshi	<ul style="list-style-type: none"> • To do all the activities as envisaged by NAAC • To document all the activities carried out by the University
I-6	Coordinator Training, internship and Industry linkages	Dr. Subodh Saluja	<ul style="list-style-type: none"> • To work in close coordination with Heads and CRC. • To facilitate placement of students within and outside India. • To coordinate and organize practical training of students. • To take necessary measures to establish linkages with industry. • To organize career counseling sessions/programs. • Get assessment of internship carried out, maintain record and. suggest measures for making it more effective. • To initiate dialogue with industry for collaborative projects/research. • Coordinate and conduct the guest lecture to enrich the students with the latest updates of the industry.

K. Sharma

I-7	Coordinator Placement Activities	Ms. Nikita Taneja	<ul style="list-style-type: none"> • Coordinate with Career Resource Center (CRC). • Provide the necessary information to the students through dynamic web site. • Coordinating Placement drives and various tests. • Getting Student registered and enrolled on Placement Portal. • Communicating with students for various placement related activities. • Refer students to various companies for industrial training and placement. • Track movement of students during internship and after graduating from University. • Obtain consent of the students for each and every drive, each and every activity for the master data. • Compilation of records related to student progression, Joining, higher studies, entrepreneurship for the purpose of Accreditation & Rankings.
I-8	Coordinator, Computing Cluster (RCC)	Dr. Hardeo Kumar Thakur	<ul style="list-style-type: none"> • Formation of team comprising of faculty and students. • Identification of domain areas of research and innovation for developing projects or prototypes. • Prepare budgetary requirements for approval and procurement and setup of cluster as per the need. • Cater to the needs of all departments promoting integrated Research and Innovation related projects among faculty & students. • Formation of Interdisciplinary and multidisciplinary projects teams for competitions and other related events. • Conduct trainings of faculty and students in related and upcoming domain areas. • Website updation on works carried out by the cluster on regular basis.

K. Singh

			<ul style="list-style-type: none"> Any other work assigned by Dean (Research, Consultancy and Entrepreneurship).
I-9	Coordinator, Centre for Peace and Sustainability	Prof. Dr. Geeta Thakur	<ul style="list-style-type: none"> Have regular meetings of its Advisory Board and achieve the targets as set by the Advisory Board in a time bound manner. Identification of areas of research for developing proposals for undertaking various works for the benefit of Youth etc. Arrange for internships with leading persons associated with Peace & Sustainability. Facilitate publication in various SDGs which support peace process Creating proposals for budgetary requirements for funding from various funding agencies. Develop such facilities as may be required for promoting peace and sustainability. The facilitating activities among students of the university and work collaboratively with other institutions and organisations to spread awareness. Formation of Interdisciplinary and multidisciplinary projects teams for competitions and other related events. Conduct trainings of faculty and students in SDG related areas and their influence on peace. Develop Website related to these activities and update it on regular basis.
I-10	Coordinator, International Activity	Prof. Dr. Meena Kapahi	<ul style="list-style-type: none"> To coordinate all activities related to Internationalization of Education on behalf of the university and exchange programs Work in close coordination with Director International Outreach

K Singh

I-11	Coordinator, Student Counseling and Alumni Connect	Ms. Hanu Bhardwaj	<ul style="list-style-type: none"> • Connect with various Embassies and identify Researchers across the globe in the areas of interest of the university. • Coordinate student and faculty exchange. • To frame policy for establishing student counseling as an effective mechanism of redressal of their problems. • To establish an effective student counseling cell in the institute and counsel the needy students. • To develop a support system for identifying the needy students and take all measures to counsel them. • Connect with the Alumni and get their inputs for improving the quality of academic systems in general • Engage with Alumni for them with current students to enhance their opportunities for internship and placement. • Facilitate enhancement of advanced skill set of current students through Alumni support • Create Brand Manav Rachna across the Globe.
------	--	-------------------	---

Academics

S. No	Designation/Section	Name of the faculty Member	Responsibilities
A	Dean Academics	Prof. Sangita Banga	<ul style="list-style-type: none"> • As per statutes, Ordinances, Regulations and Policy of the University and • The works as assigned by the Vice Chancellor/Pro Vice Chancellor
A-1	Coordinator (UG)	Dr. Sachin Lakra	<ul style="list-style-type: none"> • Activities as assigned by the Dean (Academics). • To promote interdisciplinary and multidisciplinary education in coordination with Deans of Faculties. • To promote undergraduate research in consultation with Dean(R C I) • To prepare the list of Electives in advance for the

K. Singh

			<ul style="list-style-type: none"> forthcoming semesters and inform students. To ensure that course files are maintained as per the Rubrics as approved by the respective BOS. To ensure that grades and awards are submitted by the faculty in time. To monitor the progress of each student and take appropriate action where needed.
A-2	Coordinator (PG & Ph.D.)	Dr. Prinita	<ul style="list-style-type: none"> As assigned by the Dean (Academics). To take measures to promote book writing Ensure that all ordinances and regulations are adhered strictly. To ensure that grades and awards are submitted by the faculty in time. To ensure that supervisors are allocated for Minor/Major Projects & all the stages are evaluated. To ensure that the thesis work is in line with the need of society and industry.
A-3	Coordinator, Time Table and Class Room Infrastructure Management	Ms. Neelu Chaudhary	<ul style="list-style-type: none"> To prepare institute time table at all levels. To coordinate with departmental timetable coordinators and schedule meetings to resolve their issues if any and maintain records of meetings. To ensure proper facilities in the class rooms. To advise on infrastructure facilities required in the class rooms. To advise on future requirement of class rooms vis-à-vis addition of new programs. To suggest upgradation of the lecture rooms with modern audio video, internet facilities. To ensure availability of class room to every course.
A-4	Coordinator, UG classes Monitoring	Dr. Dinesh Tripathi	<ul style="list-style-type: none"> To monitor the classes of UG Courses and to ensure that all theory and practical classes are taken by assigned teachers as per timetable.

1/1/2023

			<ul style="list-style-type: none"> Remove any difficulties in consultation with Coordinator Timetable. Make record of attendance monitoring using ERP system. Consolidate the Attendance Summary for declaration of Detentions. Consolidate cases arising due to Medical or any other reasons and resolve them.
A-5	Coordinator ERP/LMS	Mr. Agha Imran	<ul style="list-style-type: none"> To coordinate the admission, registration of students at all levels in consultation with HODs. Provide data with Examination section for registration of students in different courses including Electives in consultation with coordinator (UG) Resolve any issues related to course registration with the help of ERP team. Review the Course Registration status & take necessary action in consultation with Dean Academics. Maintain Databases for students , Faculty, Students, Examination, Course content, Report generation and resolve and discrepancies if any
A-6	Professor In charge, Library	Dr. Savita Sharma	<ul style="list-style-type: none"> To plan and advice on modernization of the institute library including development of E-Library/Digital Library. To suggest measures to enhance the quality of resources materials in the library and create a better academic ambience in the library. To disseminate information on available resources and organize programmes on the use of education technology development, educational aids and use other learning resource materials. Facilitate purchase of books, journals and magazines in consultant with HODs and Library committee. To take measures for most effective utilization of the library resources.

MS

				<ul style="list-style-type: none"> To devise procedures for writing off the obsolete books/learning materials etc.
A-7	Coordinator, UG/ PG Scholarships	Dr. Priti Gupta	<ul style="list-style-type: none"> To coordinate between the PG coordinator of the departments on the issue of UG/PG Scholarship. To devise mechanisms to increase the number of scholarships from external funding agencies. To create and announce scholarships for needy students in consultation with Dr. O P Bhalla foundation and other such agencies. To coordinate along with Coordinator alumni for collection of funds for scholarships. To institutionalize and maintain existing scholarships from various persons and industries. 	
A-8	Coordinator, Institute Brochure and Annual Report	Dr. Chhavi Kulshreshtha & Dr. Ritu Sharma	<ul style="list-style-type: none"> To prepare institute brochure in consultation with all Deans for the purpose of admission. To prepare university Annual Report. 	
A-9	Coordinator Website Monitoring	Ms. Riya Sapra	<ul style="list-style-type: none"> Managing Contents & Maintaining Web Design Communicate with the Web Team to keep apprised of developments. Coordinating with the team members. Reviewing website contents time to time to match with the updations in the university information database. 	
A-10	Coordinator, Feedback Committee	Dr. Anupriya Sharma	<ul style="list-style-type: none"> Prepare the schedule of feedback as per Academic Calendar. Coordinate the conduct team during the feedback duration. Analyse the feedbacks & Upload it on Website in coordination with IQAC Consolidate the Action Taken Reports & Review 	

K Singh

Research

S.No.	Designation	Name of Faculty member	Responsibilities
R	Dean Research, Consultancy and Entrepreneurship	Prof. Dr. Pradeep K. Varshney	<ul style="list-style-type: none"> As per statutes, Ordinances, Regulations and Policy of the University and The works as assigned by the Vice Chancellor/Pro Vice Chancellor
R-1	Coordinator, Research Activities	Dr. Aparna Vyas	<ul style="list-style-type: none"> Promotions of research at UG, PG level for interdisciplinary and multidisciplinary projects. Promotion of Quality publications listed in databases like Scopus, Web of Science, PubMed, EBSCO etc. Planning and coordination of conferences, workshop, Hands-on-trainings, symposium and related events of research. Compilation and scrutiny of research database Updation of h-index of newly inducted faculty members Research publications include Journal, Conference, Book and Book Chapters Signing MOU with academic and industrial organization for collaborative research. Maintain minutes of meetings and files for inspections purpose. Maintain complete record in hard copy with support of Dean Research office. Initiate approval note for getting funds for organizing any activity etc. Any other work assigned by Dean Research
R-2	Coordinator, Sponsored Projects-(External/Internal fundings)	Dr. Arpit Sand	<ul style="list-style-type: none"> Dissemination of Govt. of India project schemes (SERB, DST, CSIR, AICTE etc.) with all the departments. Target potential and eligible faculty members and assist them for filling the forms.

K Singh

			<ul style="list-style-type: none"> Organize review meetings with PI and Co-PI in coordination with Dean Research in the presence of external experts, if required before the submission of proposals. Invite proposals from the departments twice in a year which should be duly recommended by Departmental committee for the purpose of internal funding subject to availability of funds. Promotions of interdisciplinary and multidisciplinary projects submissions and its related work etc. Organize trainings for project proposal writing in the specialized fields. Compilation and regular updation of research projects submitted and its related work. Any other work assigned by Dean Research
R-3	Coordinator, IPR Cell	Dr. Yogita Gupta	<ul style="list-style-type: none"> To conduct regular awareness meetings about IPR for Start-ups, Faculties and Students of the University. To conduct Workshops, Seminars and Training courses on IPR in collaboration with Dean Academic, Govt. and industry partners. To motivate Innovators and nurture new ideas and help them to protect the innovation. To support the opportunities for Product development and its commercialization. To disseminate knowledge on patents, patent regime in India and abroad and registration aspects. To impart training regarding patent filing processes. Compilation and regular updation of research projects submitted and its related work. Maintain minutes of meetings and files for inspections purpose. Any other work assigned by Dean Research

KMG

R-4	Coordinator, Consultancy	Dr. Rashi Banejee	<ul style="list-style-type: none"> • To create an awareness about consultancy projects benefits amongst the faculty members by organizing sessions. • Identification of expertise available in the departments and explore consultancy projects from Private Industries, government agencies, startup etc. • To explore industry connects for connecting faculty members for consultancy assignments • Signing MOU with academic and industrial organization for collaborative research and consultancies. • Compilation and regular updation of consultancy work completed and in-progress. • Maintain complete record with the support of Dean Research office. • Any other work assigned by Dean (R C&E)
R-5	Coordinator, University Innovation and Incubation Cell (MRU-IIC)	Prof. Dr. Susmita Ray	<ul style="list-style-type: none"> • To conduct various activities as per IIC-MIC prescribed by the Ministry of Education in collaboration with university and other knowledge partners in time bound manner. • Creation of Innovation Club by involving IIC students member and others from different departments • Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators. • Motivational sessions for new students to explore talented minds for Innovation and Incubation Cell. • To train faculty for Innovation and be ambassadors of IIC. • Identify and reward innovations and share success stories. • Create an Institution's Innovation portal to highlight innovative projects carried out by Institution's faculty and students.

KM's

			<ul style="list-style-type: none"> • Maintain complete record in hard copy with support of Dean Research office. • Any other work assigned by Dean Research
R-6	Coordinator, Hackathons, competitions	Mr. Ankur Agrawal	<ul style="list-style-type: none"> • Organize Hackathons, competitions in collaboration with external bodies. • Creation of Innovation Club by involving IIC students member and others from different departments • Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators. • Motivational sessions for new students to explore talented minds for involving them in innovative projects. • Organize Hackathons, competitions in collaboration with external bodies. • Any other work assigned by Dean Research
R-7	Coordinator, Skill Development & Advance Learning Schemes)	Dr. Prashant Bhardwaj	<ul style="list-style-type: none"> • Implementation of National Skill Development Policy of Govt. of India • Promoting/conducting Skill Development related activities at MRU • Project Proposal preparation for submission to various government departments. • Liasoning with government department for promotion of Skill. • Identification, motivation mobilization and selection of suitable trainees for skill development programs in coordination with the knowledge partners and National bodies associated with us. • Explore internship opportunities in the upcoming areas for enhancing employability of students. • Compilation and regular updation of Skill Development activities and its related work.

K Singh

R-8	Coordinator, Entrepreneurship, Pre-Incubation and Startups	Dr. Yogita Sharma	<ul style="list-style-type: none"> Any other work assigned by Dean Research Creation of Entrepreneurial Club involving faculty and students in alignment with E-Cell. Organize idea competition, mini-challenges etc. with the involvement of industries. Interview with new students for mentoring support for idea and prototype based startups Screening, Selection and Finalization of startups teams. Submission of proposal for training and setup of Incubation Centre from GOI. Network with peers and national entrepreneurship development organizations. Compilation and regular updation of Entrepreneurship, Pre-Incubation and Startups activities and its related work. Any other work assigned by Dean Research
R-9	Coordinator, MRU-Fabrication Centre (MRU-FC)	Mr. J.P. Sharma, and Mr. Bhanu Pratap,	<ul style="list-style-type: none"> Facilitating innovation for developing projects or prototypes. Formation of Interdisciplinary and multidisciplinary projects teams for competitions and other related events. Conduct trainings of students in new skill sets as required by Industries. Create SOP for the effective use of the center. Any other work assigned by Dean Research
R-10	Coordinator, Annual Magazine "Allurance"	Dr. Chhavi Kulshrestha	<ul style="list-style-type: none"> Collection and compilation of University achievements in coordination with other coordinators. Create a team including student members in the editorial team. To organize magazine release event and its publicity Website updation on regular basis regarding new issues.

Kanish

			<ul style="list-style-type: none"> Any other work assigned by Dean Research from time to time.
R-11	Coordinator, MOUs related to Research, Innovation and Consultancy	Dr. Bhawna Singla	<ul style="list-style-type: none"> To facilitate necessary proforma for signing MOU. Uploading on website, as required Maintain complete record in hard copy with support of Dean Research office. Renewal of MOUs time to time Compilation of joint activities conducted during the tenure. Ensure that MOUs signed are executed in true spirit Any other work assigned by Dean Research
R-12	Coordinator, Manav Rachna University Research Instrumentation Centre (MRU-RIC)	Dr. Aditya Sharma and Dr. Vinayak V. Pathak	<ul style="list-style-type: none"> Identification of domain areas of research and innovation for developing projects or prototypes. Developing the requisite facilities as per the research needs of the University. Prepare budgetary requirements for approval and procurement of specialized equipment as per the need. Formation of Interdisciplinary and multidisciplinary projects teams for research. Conduct trainings of faculty and students on the specialized equipment in the centre and outside. Facilitate consultancy work using the equipment at the centre. Develop SOPs for the use of various equipment of the centre. Any other work assigned by Dean Research

Student Affairs

S.No.	Designation	Name of Faculty Member	Responsibilities
S	Dean Student Welfare/Affairs	Prof. Dr. Geeta Thakur	<ul style="list-style-type: none"> As per statutes, Ordinances, Regulations and Policy of the University and The works as assigned by the Vice Chancellor/Pro

K. Singh

			Vice Chancellor
S-1	Coordinator Convocation	Dr. Ruchi Gupta	<ul style="list-style-type: none"> To make all such preparations as required for smooth conduction of the Convocation. Communicate with pass out students.
S-2	Coordinator, Cultural Activities	Dr. Priti Gupta Dr. Shilpa Sharma	<ul style="list-style-type: none"> To plan and conduct cultural related activities within the frame work of academic calendar. To coordinate with other Universities and other institution for participation in cultural activities. To coordinate the SPIC MACAY programmes and other performances. To encourage students participation in creative Art Activities.
S-3	Coordinator, Sports	Mr. Piyush Mahendru Mr. Vijay Gill	<ul style="list-style-type: none"> To frame and implement the policy and rules for sports activities. To make the sports calendar for the complete academic year. To coordinate with other institutions and Universities of the region. To promote Sports in student, staff and faculty. S-4 To organize competitions and events related to games To plan maintenance and new facilities for games. To support Sports Officers in management of indoor and outdoor games and sports activities To organize competitions and events related to indoor and outdoor games.
S-4	Coordinator, Technical Events and Virtual Lab	Dr. Mamta Arora	<ul style="list-style-type: none"> To coordinate technical related activities within the frame work of academic calendar. To coordinate with other universities and institutions of higher learning for organising activities.

K. Singh

			<ul style="list-style-type: none"> To encourage students participation in technical Activities both inside and outside university. To coordinate all activities related with virtual lab.
S-5	Coordinator, ISR	Mr. Mandeep Bhadana	<ul style="list-style-type: none"> To advise on matters of the involvement of university in coordination with Dr. O P Bhalla Foundation. Ensure that every student is involved in this activity

Examination

S.No.	Designation	Name of Faculty Member	Responsibilities
E	Dean Examinations/ Controller of Examinations	Prof. Dr. Shruti Vashist	<ul style="list-style-type: none"> As per statutes, Ordinances, Regulations and Policy of the University and The works as assigned by the Vice Chancellor/Pro Vice Chancellor
E-1	Deputy Controller of Examinations	Ms. Shefali Chopra	<ul style="list-style-type: none"> As assigned by the Dean Examination To ensure smooth conduction of examination and assessments To get the evaluations completed within three weeks of the examination To ensure results are announced in time. To notify the results on website on due dates. Get the audit of question papers done for the quality level by external experts and inform the concerned departments and Dean Academics.
E-2	Coordinator Registration and Convocation	Mr. Nazish Shamsi Mr. Lokesh Bhardwaj	<ul style="list-style-type: none"> To ensure that grades and awards are submitted by the faculty and results are announced in time. To notify the results on website on due dates. To plan and coordinate to conduction of Convocation

Kalyan

				<ul style="list-style-type: none"> As assigned by the Dean Examination
E-3	Coordinator Pre Examination	Mr. Narendra Gautam Ms. Sampri Phukan	<ul style="list-style-type: none"> Preparation of Date Sheet Getting Examiners lists approved. Collecting the question papers in sealed covers As assigned by the Dean Examination 	
E-4	Coordinator Conduction of Examination	Mr. Anshuman Sahai Dr. Animesh Singh Dr. Nitika	<ul style="list-style-type: none"> Preparation of Seating Plan Printing/reproduction of question papers as per the number of examinees Allotment of Invigilators and such bodies as may be necessary Collection of Answer sheets to be kept in safe custody As assigned by the Dean Examination 	
E-5	Coordinator Post-Examination Including Evaluation	Dr. Ekta Rawat Ms. Meena Chaudhary	<ul style="list-style-type: none"> Getting the answer scripts evaluated Tabulation by evaluators Preparation of Results As assigned by the Dean Examination 	

K. Singh