

Where Education is a Passion ....  
Faculties of the University:

*Office of the Principal & Dean*

Ref. No: Pharmacy/staff/07/23/2024  
Dated :04.07.2023

- Faculty of Dental Sciences  
(Estd. 1996)
- Faculty of Physiotherapy &  
Allied Health Sciences  
(Estd. 1999)
- Faculty of Medicine  
(Estd. 2000)
- Faculty of Nursing  
(Estd. 2000)
- Faculty of Law  
(Estd. 2002)
- Faculty of Engineering &  
Technology  
(Estd. 2005)
- Faculty of Management &  
Commerce  
(Estd. 2007)
- Faculty of Education  
(Estd. 2008)
- Faculty of Pharmacy  
(Estd. 2009)
- Faculty of Fine Arts  
(Estd. 2009)
- Faculty of Arts & Social  
Science  
(Estd. 2009)
- Subharti Polytechnic  
College (Estd. 2010)
- Faculty of AYUSH  
(Estd. 2011)
- Faculty of Science  
(Estd. 2013)

## Notice

### (Academic Instructions)

In the recent time, power point presentation teaching methods is widely used in class room. However, with the discussion of faculty members and observing the result including GPAT result of students, it is clear that excessive ppt teaching method decreases the students' interest, clarity of content and connect. Overuse can bore learners and diminish power point's effectiveness. In view of these evident problems and considering the concern of students, all faculty members are instructed to follow the given below guidelines/instruction-

1. 20% content will be taught by ppt mode only, rest will be covered by green board-marker or green board-chalk for effective connect with students and clarity of content.
2. The ppt content will be approved by respective HoDs before the commencement of new session schedule from 17<sup>th</sup> July, 2023. Only approved ppt will be delivered in class room. Faculty members are informed to get approved the handouts and keep these in course file as a record.
3. Faculty members will not carry the books in classroom; however, they can take the brief outlines of written content as a reference material not for delivery/dictating purpose.
4. HoDs are informed to ensure the ppt content of your department's faculty members. HoDs are further informed to monitor the books referred by teachers. Only standard or quality books will be referred by teachers. HoDs will monitor the quality of content, teaching methodology and discipline in classroom and will submit the report (Proforma) to dean on every Saturday (Before 9 am) so that remedial action can be taken promptly. HoDs will also observe the uniform of students in class during observation.

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Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut-250005

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5. All faculty members are informed not to sit on chair (except health issue) in first hour of practical class. In the first hour, every teacher will assist and monitor every student in lab.

6. All faculty members will arrange the required chemicals and equipment in coordination with lab technicians in advance so that on the due time experiment(s) can be initiated and completed. No chemical/reagent will be issued during experimentation. All the documentation related to consume record will be completed on same date.

7. All faculty members, especially chemistry teachers will ensure the safety of students on utmost priority. They are also expected to inform the students and lab technicians/lab assistants about the hazards and precautions during experiments. Exothermic reaction involving experiments need great precautions and care. No teachers will leave the lab till the allotted time. Safety goggles, apron and gloves are necessary in labs.

8. All faculty members will use the appropriate action verbs according to Bloom and Anderson in assignments/tests to observe the performance (cognitive, affective and psychomotor learning domains with proper orders) of students.

9. No teacher will free the students before the expiry of allotted lecture or lab.

10. Students without proper uniform and ID card will not be allowed in class or lab. If needed, a permission can be taken from HoD or Dean.

11. Medium of lecture will be English only for quality point of view and we have international students too. HoD will ensure the communication quality of teacher in class.

12. Use of mobile phone during class and lab is strictly prohibited. Disciplinary action will be taken if anyone has found using mobile phone in class or labs.



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13. Every teacher will show and discuss the question paper to HoD before uploading on ERP. After moderation, few question papers showed mistakes which is highly objectionable. COE has raised her concern on this issue. After this notification, if any problem occurs, paper setter, moderator and HoD will be held responsible for the negligence.

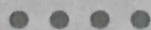
*Appropriate disciplinary action will be taken in case of violation of directions or noncompliance.*

*Shivam*

**Prof. (Dr.) Sokindra Kumar**  
Principal & Dean

**PRINCIPAL & DEAN**  
Kharvel Subharti College of Pharmacy  
Subharti Puram, Meerut (U.P.)

Copy/email to-  
1. Copy to HoDs  
2. Email to faculty members



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