

Where Education is a Passion
Faculties of the University:

Office of the Principal & Dean

Ref. No: Pharmacy/staff/06/23/1048
Dated :12.06.2023

- 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)

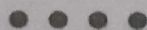
Notice

It is hereby informed to all that following Class-Coordinators are assigned for session 2023-24. All Class-Coordinators are informed to follow the below mentioned duties and responsibilities.

- D.Pharm. First Year- **Ms. Swati Wadhawan**
- D.Pharm. Second Year- **Ms. Nidhi Dhama**
- B.Pharm. First Year- **Mr. Aadesh Kumar and Mr. Mukesh Kumar**
- B.Pharm. Second Year- **Mr. Deepak Singh Aswal**
- B.Pharm. Third Year- **Ms. Dimple Singh Tomar**
- B.Pharm. Fourth Year- **Ms. Parkhi Rastogi**
- Pharm.D. First Year- **Mr. Vishal Kumar Biswkarma**
- Pharm.D. Second Year- **Dr. Kulsoom Hamid**
- Pharm.D. Third Year- **Ms. Neeru Singh**
- M.Pharm. Respective- **HODs**
- Ph.D. Coordinator- **Dr. Kunal Arora**

Duties and Responsibilities of the Class-Coordinator

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Collect the list of absentee students (Period wise) and submit it to the Principal daily.
3. Submit the list of students absent for the internal tests to the Principal.
4. Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Principal immediately.
5. Prepare the list of Students who have secured less than 60% of marks in sessional exams (subject wise) and submit it to the Principal.
6. Instruct the students to submit college fee on time and take the follow-ups.
7. Identify/rectify the student list of actual students and report the non-responding/cancelled students.
8. Instruct and follow-ups the students for regular and carryover examinations form submission in coordination with examination incharge.
9. Result analysis must be done after the announcement of results by the university/College and also update student record regularly after knowing carryover exam results in the current Semester.



0121 6678 000

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

www.subharti.org

Shivam

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10. Motivate the students to attend the guest lecture /seminars without fail or collect the registration fee if decided.
11. Instruct the students to attend the internal / external exams without fail.
12. Motivate the students to present papers in Conferences / Seminars at regional / national level.
13. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time or as directed by the Principal.
14. Conduct the Parent-Teacher Meet (PTM) in every semester along with subject teachers.
15. Develop the harmony among all the subject teachers.
16. Coordinate with time table incharge and concerned HODs for effective teaching and learning.
17. Resolve the routine matters of students.
18. Coordinate with IT coordinator for ERP and other issues.
19. Disseminate the required information/instructions to students or as per Principal's direction.
20. Make and communicate a WhatsApp. group for effective communication with students/parents.
21. **Ph.D coordinator will be responsible for all communication to Ph.D cell/research cell, documents verification, facilitation of DRC, RDC, RAC and Pre-Ph.D presentation activities and record keeping of all scholars in consultation with Dean.**

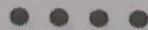
For First year class coordinator (In addition to above)

22. Coordinate with admission cell for admission status and follow-ups.
23. Follow-ups the newly admitted students and maintain the student file (Academic documents, TC/Migration etc.).
24. Coordinate with office persons and furnish the enrollment form and examination forms of all newly admitted students (Including lateral entry students) with active and utmost care.

Sokendra
Prof. (Dr.) Sokendra Kumar

Principal & Dean

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



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