

Where Education is a Passion...
Faculties of the University: **Office of the Dean**

Ref. No: Pharmacy/2024/3927
Dated: 03.04.2025

- 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)

OFFICE ORDER

(Ensuring Effective Class & Practical Conduction with Timely Monitoring)

Dear Faculty Members,

It is essential to ensure that all classes and practical sessions are conducted effectively and in strict adherence to the timetable. Regular monitoring of these sessions will help maintain academic discipline, improve student engagement, and enhance the overall learning experience.

I request all faculty members to conduct their sessions as per the scheduled timetable and ensure proper documentation of attendance and progress. Additionally, periodic monitoring will be carried out to assess compliance and address any gaps.

To monitor the above academic activities, following senior faculty members are appointed as:

1. **Dr. Vikrant Verma**, Professor-B.Pharm Programme Coordinator
2. **Dr. Rupesh Kumar Pandey**, Professor-Pharm.D Programme Coordinator
3. **Dr. Amit Kumar Punia**, Professor-D.Pharm Programme Coordinator

These programme coordinators will monitor the strict adherence of time table and students' attendance in classes and practicals every day.

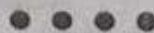
- ❖ All class coordinator will share the attendance of their classes and practicals to respective programme coordinator **every day in evening mandatorily** without putting the excuse of bus and any other issue.
- ❖ All class coordinator will share the actual weekly attendance on **every Saturday evening mandatorily** on College Official WhatsApp group so that each mentor could make remedial and corrective action for their allotted mentees.

By collectively prioritizing quality education and academic monitoring, we can ensure better attendance, stronger student performance, and an enriched learning experience.

This office order will be effective from 4th April, 2025.


Subharti College of Pharmacy

Prof. (Dr.) Sokindra Kumar
Dean & Principal



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