

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

Office of the Dean

Ref No: Pharmacy/2025/4081  
Date: 20.06.2025

- 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)

**NOTICE**  
**(Revised)**

It is hereby informed to all that following Class-Coordina-tors are assigned for session 2025-26. All Class-Coordina-tors are informed to follow the below mentioned duties and responsibilities.

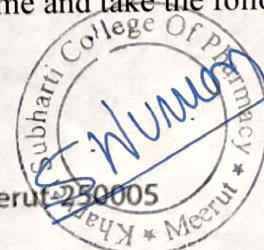
- D.Pharm. First Year- **Dr. Sumita Singh**
- D.Pharm. Second Year- **Mr. Sachin Kumar**
- B.Pharm. First Year- **Dr. Mukesh Kumar**
- B.Pharm. Second Year- **Ms. Swasti Arora**
- B.Pharm. Third Year- **Dr. Varsha Raj**
- B.Pharm. Fourth Year- **Dr. Aadesh Kumar**
- Pharm.D. First Year- **Mr. Vishal Kumar Biswkarma**
- Pharm.D. Second Year- **Dr. Kulsoom Hamid**
- Pharm.D. Third Year- **Dr. Nidhi Dhama**
- Pharm.D. Fourth Year & Pharm.D(PB)- **Dr. Neeru Singh**
- Pharm.D. Fifth Year-**Dr. Sayad Ahad Ali**
- M.Pharm. Respective HoDs

**Duties and Responsibilities of the Class-Coordinator**

25. Instruct all the students to attend the classes regularly and sensitize the students to follow the dress code strictly.
26. Collect the list of absentee students (Period wise) and submit it to the Principal daily.
27. Submit the list of students absent for the internal tests to the Principal.
28. 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.
29. Prepare the list of Students who have secured less than 60% of marks in sessional exams (subject wise) and submit it to the Principal.
30. Instruct the students to submit college fee on time and take the follow-ups.

0121 6678 000

Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut-250005  
www.subharti.org



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

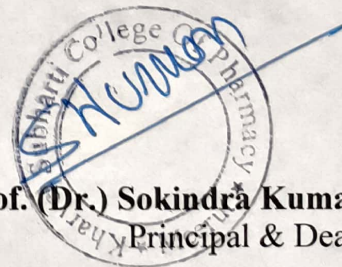
- Faculty of Dental Sciences  
(Estd. 1996)
- Faculty of Physiotherapy &  
Allied Health Sciences  
(Estd. 1999)
- Faculty of Medicine  
(Estd. 2000)
- Faculty of Nursing  
(Estd. 2000)
- Faculty of Law  
(Estd. 2002)
- Faculty of Engineering &  
Technology  
(Estd. 2005)
- Faculty of Management &  
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)

31. Identify/rectify the student list of actual students and report the non-responding/cancelled students.
32. Instruct and follow-ups the students for regular and carryover examinations form submission in coordination with examination incharge.
33. 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.
34. Motivate the students to attend the guest lecture /seminars without fail or collect the registration fee if decided.
35. Instruct the students to attend the internal / external exams without fail.
36. Motivate the students to present papers in Conferences / Seminars at regional / national level.
37. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time or as directed by the Principal.
38. Conduct the Parent-Teacher Meet (PTM) twice in every semester along with subject teachers.
39. Develop the harmony among all the subject teachers.
40. Coordinate with time table incharge and concerned HODs for effective teaching and learning.
41. Resolve the routine matters of students.
42. Coordinate with IT coordinator for ERP and other issues.
43. Disseminate the required information/instructions to students or as per Principal's direction.
44. Make and communicate a WhatsApp. group for effective communication with students/parents.
45. 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)**

46. Coordinate with admission cell for admission status and follow-ups.
47. Follow-ups the newly admitted students and maintain the student file (Academic documents, TC/Migration etc.).
48. 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.

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



0121 6678 000

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

www.subharti.org

