ARKA JAIN University
Jharkhand

CIRCULAR

Ref. No. AJU/AD/ENGG/058/2023-24 **Date: 06/10/2023**

It is to be informed to all students of B.Tech & Polytechnic that List of Class Teacher and Class Representative has been notified below.

Annexure - 1 – List of Class Teacher and Class Representative with Email Id and Contact No.

Annexure – 2 – Roles and Responsibility of Class Representative

Annexure – 3 – Roles and Responsibility of Class Teacher

Prof. Ashwini Kumar
Asst. Dean
ARKA JAIN
University,Jharkhand-
832108

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Annexure -1

Sr. No.	Course/Section	Sem	Name of Class Teacher with Email-Id and Contact No	Name of CR with Email-Id and ContactNo.
1	B.Tech -ME-A	7th	Dr. Anupam Kumari dr.anupam@arkajainuniversity.ac.in 7004606161	Yuraj Sahu, AJU/200684, BTME/006 yurajsahu01@gmail.com, 7488698223
2	B.Tech-EEE-B	7th	Dr. Keerti Rai dr.keerti @ arkajainuniversity.ac,in 9470996380	Md. Faisal Zaman, AJU/200368, BEEE/002 zfaisal704@gmail.com 9304966717
3	B.Tech-CSE-C	7th	Prof. Syed Rashid Anwar syed.r@arkajainuniversity.ac.in 9776994657	Honey Kumari , AJU/200679, BTCS/022 kumarihoneyy6@gmail.com , 9798027106 Abir Mazumdar, AJU/200540, BTCS/017, abirmazumdar14798@gmail.com, 9065782277
4	B.Tech-CE-D	7th	Prof. Suraj Kumar suraj.kumar@arkajainuniversity.ac.in 7004620732	MD YUSUF ALI, AJU/200841 , BTCE/004 kajmeri316@gmail.co m9572887289
5	B.Tech-ME-A	5th	Dr. Kuldip Kumar sahu , dr.kuldip@arkajainuniversity.ac.in, 8709345243	Aman Nandi AJU/211278 (aman.nandi2111@gmail.com –9572306329) Chayan Mukherjee - AJU/211626 chayanmukherjee003@gmail.com 6203094006)
6	B.Tech-EEE-B	5th	Dr. Amit Prakash Sen dr.amit@arkajainuniversity.ac.in 7858837380/8789599257	Tanmay Giri – (AJU/211076) giritanmay456.jsr@gmail.co m9031793343
7	B.Tech -CSE-C & D	5th	Prof. Rakhi Chakraborty rakhi.c@arkajainuniversity.ac.in 9835878243	CSE (C) – Moni Kumari (AJU/210987) monikumarimoni400@gmail.com Yuvraj Singh (AJU/210733) syuvrajsingh0262@gmail.com CSE (D) - Sayan Karmakar-(AJU/211291) sayan18karmakar@gmail.com

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8	B.TECH -ME	3rd	Dr. Anup Kumar dr.anup@arkajainuniversity.ac.in 8092223770	SATISH KUMAR satishkumarjsr553610@gmail.com 9122590418
9	B. TECH -EEE	3rd	Dr. Aditya Prasad Padhy dr.aditya@arkajainuniversity.ac.in 7008255521	ADITYA NARAYAN narayanaditya309@gmail.com 7463939546
10	B.TECH -CSE	3rd	Prof. Rakhi Jha rakhi j @ arkajainuniversity.ac,in 861625206	SOURAV NANDI – xmartysourav@gmail.com 8825166371 YUVRAJ yuvraj7847@gmail.com 9608076974
11	Poly-ME-A	5th	Dr. Viranshu Kumar dr.viranshu@arkajainuniversity.ac.in 8210257269	Section (A) Name of The student: Dipak Pandey Enrollment no-AJU/210033 Roll no-DEME/007 E-mail-deepakpandey28jsr@gmail.com Mobile no. - 8114535420
12	Poly-ME- B/C	5th	Prof.Mukesh Kumar Sharma Mukesh.s@arkajainuniversity.ac.in 9040875250	Mechanical Sec (B) & (C) Name of The student: Aman Kr. Singh Enrollment no-AJU/210894 Roll no-DEME/066 E-mail- amankumarncc1@gmail.com Mobile No. 6201322319
13	Poly-EEE-A/B	5th	Dr. Kashi Nath Jena, dr. kasinath@arkajainun iversity.ac. in 9658377823	Poly EEE Sec A Name: ROHINI CHATTERJEE Enrollment no-: AJU/210021/DEEE/001 Email ID- rohinichatterjee05@gmail.comPhone No. 8969296388 Name: Dev Ranjan devrs3108@gmail.com, 7411186058 Poly EEE SEC B Name: RAJA MAHATO Enrollment no-: AJU/211504 Email ID- rmahato.jsr01@gmail.comPhone No. 7004698476

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14	Poly-CSE-A/B	5th	Prof. Surjit Paul surjit.p@arkajainuniversity.ac.in 7070420955	Name: RITU MUKHI Enrollment no-: AJU/211561/DECS/063 Email ID- mukhiritu4@gmail.com Phone No. 9304480185 Name: KARAN SINGH Enrollment no-: AJU/211658/DECS/064 Email ID- alwayskaran2002@gmail.com Phone No. 6370827655
15	Poly –ME-A	3rd	Prof. Nivedan Mahato nivedam.m@arkajainuniversity.ac.in 9025440244/9431710637	SUBHAM KUMAR subhamkumar4912@gmail.com 6299266489
16	Poly –ME-B	3rd	Prof. Naresh Sharma naresh.s@arkajainuniversity. ac. in 8877766134	OM LAL DEWANGAN dewangan123456.305@gmail.com 6204648047
17	Poly -EEE	3rd	Prof. Irfan Ahmad irfan.a@arkajainuniversity.ac.in 7903433787	AYUSHI KUMARI ayushikumari302003@gmail.com 8235481306
18	Poly - CSE	3rd	Prof. Nidhi Dua Nidhi.d@arkajainuniversity.ac.in 6260173673	SWETA KUMARI ssweta.kumari.7209@gmail.com 7645891489
19	B.Tech-ME	1st	Dr. Girendra Kumar dr.girendra@arkajainuniversity.ac.in, 7992283171	GAURAV KUMAR AJU/231472 BTME/018 gkumar58384@gmail.com 9142992247
20	B.Tech-EEE	1st	Dr. Girendra Kumar dr.girendra@arkajainuniversity.ac.in, 7992283171	KRISHNA KUMAR GUPTA AJU/231274 BEEE/013 krishnak27843@gmail.com 7209591493
21	B.Tech-CSE-C	1st	Prof. Rakesh Kumar Pathak Rakesh.p@arkajainuniversity.ac.in 9791033756	ADITYA RAJ-C AJU/230433 BTCS/038 adityasrivastva789@gmail.com 9304014339
	B.Tech-CSE-D		Dr. Binod Kumar Choudhary dr.binod@arkajainuniversity.ac.in, 9939974038	KHUSHI KUMARI-D AJU/230890 BTCS/115 khushiii1306@gmail.com 8521035152
22	B.Tech-CSE-E	1st	Prof. Rashid Anwar syed.r@arkajainuniversity.ac.in, 8789425624	AMAN KUMAR KESHRI AJU/231488 BTCS-DS/021 amankumarkeshri1@gmail.com 9798417885
23	Poly-ME-A	1st	Dr. Chandra Prabha Sahu dr.chandra@arkajainuniversity.ac.in, 9128329236	ANIKET CHANDA AJU/230779 DEME/063 aniketchanda8broll9@gmail.com 6204068664
24	Poly-ME-B	1st	Prof. Sushil Hasha sushil.hasa@arkajainuniversity.ac.in, 9631915375	SAURAV KUMAR AJU/231185 DEME/120 sauravkumar19202020@gmail.com MEGHA KUMARI AJU/231491 DEME/151 gmegha137@gmail.com
25	Poly-EEE	1st	Dr. Jonaki Mukherjee dr.jonaki@arkajainuniversity.ac.in, 8902464892	SHAURYAN AJU/231040 DEEE/025 shauryan5678@gmail.com 9570510981
26	Poly-CSE	1st	Prof. Manashwita Sharma manaswita.s@arkajainuniversity.ac.in, 7765055982	SHERYA SINGH AJU/230792 DECS/050 shreyasin2007@gmail.com 6299247798 REHAN ALAM AJU/230867 DECS/057 alamsamser16@gmail.com 9113726861

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27	B.Tech-EEE (22-25) TATA Motor	4th	Dr. Amit Prakash Sen dr.amit@arkajainuniversity.ac.in, 8789599257	SOUMEN ROY CHOUDHURY AJU/211948 BEEE/075 soumen.chowdhury@tatamotors.com
28	Poly – ME Pragati -1 (22-24)	5th	Dr. Viranshu Kumar dr.viranshu@arkajainuniversity.ac.in, 8210257269	NAGESH CHOUDHURY AJU/211894 DEME/214 fankaarnagesh@gmail.com
29	Poly – ME Pragati -2 (23-25)	3rd	Dr. Viranshu Kumar dr.viranshu@arkajainuniversity.ac.in, 8210257269	SUNNY SINGH AJU/222240 DEME/192 sunny.dhanjal0001@gmail.com
30	Poly – EEE Pragati -2 (22-24)	3rd	Prof. Irfan Ahmad irfan.a@arkajainuniversity.ac.in, 7903433787	NIDHI SINGH AJU/222216 DEEE/117 singhnidhi9944@gmail.com ANURAG SINGH AJU/222252 DEEE/129 asiwasalways.anurag@gmail.com

Annexure-2

Responsibilities/Duties of a Class Representative

1. **Main Role: Act as a prime official channel of communication between teacher and rest of the class, for all monitoring formalities. Class representative acts as an interface between students, faculty and administration.**
2. **Appraise students that mobile phone is strictly prohibited in class room, lab sessions, and tutorials/exam hall.**
3. **Punctuality maintained by all students for arriving in classroom.**
4. **Get an undertaking from all the students that nobody will volunteer to give proxy for others, during signing of attendance. Proxies identified will be reported.**
5. **Should not take any matter to the teacher, which benefits only a few students, without taking permission of the entire class. (e.g.: Shifting of class hours, tutorials, exam schedule, alteration of marks distribution etc).**
6. **Keep a watch on the schedule for the entire semester and report/discuss with teachers for any modification required well in advance (preferably more than a month).**
7. **Expected to have good rapport with all students and have a cordial relation with them.**
8. **Identify problem cases (students not studying/interested) and report to the teacher.**
9. **Reporting to the teacher may be simply done by email, once in a week or two, unless some urgent matters emerge.**
10. **Make announcements (by email of pts. 2-4) to students at the beginning of semester and then periodic ones (tutorials, submissions, any notifications by teacher in class etc.) as reminders.**
11. **Small issues (e.g. attendance status, tutorial marks) may be sorted out with Teacher only.**

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Annexure-3

Responsibilities/Duties of a Class Teacher

1. To keep a check on regular conduct of each class by every subject teacher.
2. To take continuous feedback from the students as well as from the faculty members regarding class and its progression.
3. To check that students are being updated with proper notes and study materials.
4. To check overall attendance of students in each subject and analyze the cause of absence.
5. Regular discussion regarding their queries and problems.
6. Checking whether the attendance is optimum or not. If not, then why and contact the concerned for the same.
7. Keeping the students updated regarding the University Notice and Circular which concern the students and discuss it with them.
8. Keeping the students updated regarding any seminar, webinar, workshop, etc., that take place and their importance.
9. Updating of Attendance Register of Classes of all subject

