



**NOTICE**

Department of Engineering & Polytechnic

**Ref. No. AJU/AD/ENGG/177/2021-22**

**Date: 05/08/2021**

It is to be informed to all students 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

*Ashwini Kumar*

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

**Annexure -1**

<b>Sr . No.</b>	<b>Course/Section</b>	<b>Se m</b>	<b>Name of Class Teacher with Email-Id and Contact No</b>	<b>Name of CR with Email-Id and Contact No.</b>
1	Poly-ME-A	3rd	Mr. Nivedan Mahato	Indrajeet Kumar Singh, AJU/20059, DEME/050
			nivedam.m@arkajainuniversity.ac.in	collab.aju@gmail.com ,
			9025440244/9431710637	9304683798
2	Poly-ME-B	3rd	Mrs. Prerna Rai	Sumiran Mahato, AJU/201088, DEME/097
			prerna.r@arkajainuniversity.ac.in	sumiranmahato12@gmail.com
			8238064012	7667579425
3	Poly-EEE- C	3rd	Dr.Binod Kumar Choudhary	Mohan Kumar , AJU/200957, DEEE/040
			dr.binod@arkajainuniversity.ac.in	mohankumar1702k@gmail.com
			9939974038	9801610145
4	Poly-CSE- D	3rd	D.Vally,	Aparna Kumari , AJU/200442, DECS/019
			d.vally@arkajainuniversity.ac.in;	aparnakumari041@gmail.com,
			7677358193	8873013775
5	Poly-CE-E	3rd	Mr. Kumar Shubham	Sudipta Mahato, AJU/200950, DECL/018
			shubham.k@arkajainuniversity.ac.in	sudiptamahato54865@gmail.com
			8218035710	8102390991
6	B.Tech- ME-A	3rd	Mr. Mukesh Kumar Sharma	Yuraj Sahu, AJU/200684, BTME/006
			mukesh.s@arkajainuniversity.ac.in	yurajsahu01@gmail.com,
			8249212912/9040875250	7488698223
7	B.Tech- EEE-B	3rd	Dr. Keerti Rai	Md. Faisal Zaman, AJU/200368, BEEE/002
			dr.keerti@arkajainuniversity.ac.in	zfaisal704@gmail.com
			9470996380	9304966717
8	B.Tech- CSE-C	3rd	Mrs. Rakhi Chakraborty	Honey Kumari , AJU/200679, BTCS/022 kumarihoneyy6@gmail.com , 9798027106
			rakhi.c@arkajainuniversity.ac.in	Abir Mazumdar, AJU/200540, BTCS/017, <a href="mailto:abirmazumdar14798@gmail.com">abirmazumdar14798@gmail.com</a> ,

				9065782277
			9835878243	
9	B.Tech-CE-D	3rd	Ms. Kamalika Das kamalika.d@arkajainuniversity.ac.in 8584938891	MD YUSUF ALI, AJU/200841 , BTCE/004 kajmeri316@gmail.com 9572887289
10	B.Tech-ME-A	5th	Dr. Anupam Kumari, dr.anupam@arkajainuniversity.ac.in; 8987517330	Sahil Kumar, AJU/190351, BTME/007 ks3785337@gmail.com 7004097480
11	B.Tech-EEE-B	5th	Kundan kumar pramanik, kundan.permanik@arkajainuniversity.ac.in, 9654704473	Anupam Aadarsh, AJU/191491, BEEE/005 Aadarshanupam@gmail.com 7295917483
12	B.Tech-CSE-C	5th	Syed Rashid Anwar, syed.r@arkajainuniversity.ac.in, 9776994657	Akash Kumar Singh, AJU/191097, BTCS/034 akashkumsingh1811@gmail.com, 7488930052 Jaya Dubey, AJU/191121, BTCS/026 jayadubey6402@gmail.com, 7979044956 6203896956
13	B.Tech-CE-D	5th	Maniranjan Kumar maniranjan.k@arkajainuniversity.ac.in 8340729450	Rahul Pradhan, AJU/191005 , BTCE/004 rahul123pradhan123@gmail.com 6203896956
14	B.Tech-ME-A	7th	Dr. Anupam Kumari, dr.anupam@arkajainuniversity.ac.in; 8987517330	King, irealking2000@gmail.com ,6202220895, AJU/180989, BTME/004 Nilesh Kumar, nileshkumar7870970718@gmail.com ,6206875102 , AJU/180534 , BTME/001
15	B.Tech-EEE-B	7th	Kumaresh Pal, kumaresh.p@arkajainuniversity.ac.in 8092448736	Sourav Bhattcharjee, AJU/181436, BEEE/023 souravbhattacharjee.nttf@gmail.com 9123480717
16	B.Tech-	7th	Syed Rashid Anwar,	swati kumari,

	CSE-C			swatiaryan12@gmail.com, 8210099091, AJU/180906, BTCS/005
			syed.r@arkajainuniversity.ac.in, 9776994657	Jaidev Lal, jaidevlal@gmail.com, 7004901842, AJU/180615, BTCS/002
17	B.Tech-CE-D	7th	Kumar Shubham, shubham.k@arkajainuniversity.ac.in; 8218035710	Mahima Parmar, AJU/180816, BTCL/001 prmarmahima2403@gmail.com; 8539877309
18	Poly-ME-A	5th	Naresh Sharma naresh.s@arkajainuniversity.ac.in 8877766134	Aman Kumar Sharma , AJU/190091, DEME/015 golukumar9523695703@gmail.com , 9523695703
19	Poly-ME-B	5th	Raj Abhishek raj.abhishek@arkajainuniversity.ac.in 8789685033	Gulam Umar Faruque, AJU/190847, DEME/147 gulamumar19@gmail.com, 7488266761
20	Poly-ME-C	5th	kuldip kumar sahu , kuldip.s@arkajainuniversity.ac.in, 8709345243	Abhinav Kumar, AJU/191305,DEME/219 royabhinavkumar95@gmail.com, 7324961269
21	Poly-EEE-D	5th	MD SAZZAD, md.sazzad@arkajainuniversity.ac.in, 9693146246	Sanadan Kumar, AJU/191287, DEEE/083 Kumarsanandan98@gmail.com,62059 03351,8210634245 Ayush Sharma, AJU/191312, DEEE/089 ayushsharma6291@gmail.com, 6203696291,7979804866
22	Poly-CSE-E	5th	D.Vally, d.vally@arkajainuniversity.ac.in; 7677358193	Anita Kumari, AJU/190770 , DECS/033 <a href="mailto:ak0876531@gmail.com">ak0876531@gmail.com</a> , 9113777361 Tata Arun,aruntata5@gmail.com, 9297831723, AJU/190130, DECS/006
23	Poly-CE-F	5th	Shatabhisa Sinha, shatabhisa.s@arkajainuniversity.ac.in , 8961399145	Syed Ahteshanul Haque, AJU/191371, DECE/013 syedahtu2807@gmail.com, 7903218136

## **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.**

## **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 analyse 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. Updation of Attendance Register of Classes of all subject