



**NOTICE**

**DEPARTMENT OF ENGINEERING & POLYTECHNIC**

**Ref. No. AJU/AD/ENGG/793/2022-23**

**Date: 26/07/2022**

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

*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	B. Tech-ME-A	7th	Dr. Anup Kumar, dr.anup@arkajainuniversity.ac.in 8092223770	Sahil Kumar, AJU/190351, BTME/007 ks3785337@gmail.com 7004097480
2	B. Tech-EEE-B	7th	Dr. Akshay Kumar dr.akshay@arkajainuniversity.ac.in 8409845261	Anupam Aadarsh, AJU/191491, BEEE/005 Aadarshanupam@gmail.com 7295917483
3	B. Tech-CSE-C	7th	Mrs. Rakhi Chakraborty rakhi.c@arkajainuniversity.ac.in 9835878243	Debjit dhal AJU/191527/BTCS/049, devdebsingh14@gmail.com, 7781955847 Ashutosh kumar AJU/191157/BTCS/028 ashutoshkumarrh@gmail.com, 8873721275
4	B.Tech -CE-D	7th	Ms. Shatabhisa Sinha, shatabhisa.s@arkajainuniversity.ac.in , 8961399145	Pankaj kumar mahato AJU/191076/BTCE/005 pmpankajkumarmahato@gmail.com, 8969235150 6203896956
5	B.Tech -ME-A	5th	Mr. Mukesh Kumar Sharma mukesh.s@arkajainuniversity.ac.in 8249212912/9040875250	Yuraj Sahu, AJU/200684, BTME/006 yurajsahu01@gmail.com, 7488698223
6	B.Tech-EEE-B	5th	Mr. Kundan kumar pramanik, kundan.parmanik@arkajainuniversity.ac.i n, 9654704473	Md. Faisal Zaman, AJU/200368, BEEE/002 zfaisal704@gmail.com 9304966717
7	B.Tech-CSE-C	5th	Mr. 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
8	B.Tech-CE-D	5th	Ms. Shatabhisa Sinha, shatabhisa.s@arkajainuniversity.ac.in , 8961399145	MD YUSUF ALI, AJU/200841 , BTCE/004 kajmeri316@gmail.com 9572887289
9	B.Tech-ME-A	3rd	Mr. Kuldip Kumar sahu , kuldip.s@arkajainuniversity.ac.in, 8709345243	Aman Nandi AJU/211278 (aman.nandi2111@gmail.com – 9572306329) Chayan Mukherjee - AJU/211626 (chayanmukherjee003@gmail.com 6203094006)
10	B.Tech-EEE-B	3rd	Dr.Amit Prakash Sen dr.amit@arkajainuniversity.ac.in 7858837380/8789599257	Tanmay Giri – (AJU/211076) giritanmay456.jsr@gmail.com 9031793343

11	B.Tech -CSE-C & D	3rd	Mr. Saroj Kumar Rajak saroj.r@arkajainuniversity.ac.in 9748148838	CSE (C) – Moni Kumari (AJU/210987) monikumarimoni400@gmail.com and Yuvraj Singh (AJU/210733) - syuvrajsingh0262@gmail.com
				CSE (D) - Sayan Karmakar- (AJU/211291) sayan18karmakar@gmail.com
12	B.TECH All	1st	Mr. Amit Prakash Sen amit.s@arkajainuniversity.ac.in 7858837380/8789599257	
13	Poly-ME-A	5th	Mr. Raj Abhishek raj.abhishek@arkajainuniversity.ac.in 8789685033	Indrajeet Kumar Singh, AJU/20059, DEME/050 collab.aju@gmail.com , 9304683798
14	Poly-ME-B	5th	Mr. Naresh Sharma naresh.s@arkajainuniversity.ac.in 8877766134	Vivek yadav AJU/201057 DME/088 yadavvivek2233@gmail.com 9835593634
15	Poly-ME-C	5th	Dr. Viranshu Kumar viranshu.k@arkajainuniversity.ac.in 8210257269/7696565388	Shubham Sen, AJU/201156, DEME/110 subhosen505@gmail.com 6207607030
16	Poly-EEE-A	5th	Mr. Md Sazzad, md.sazzad@arkajainuniversity.ac.in, 9693146246	Sourabh kumar Jha, AJU/201155/DEEE/59 sourabhkumarjha225@gmail.com 8651091811
				Sunita kumari yadav, AJU/201058/DEEE/50 Sunitakumariyadav1907@gmail.com 9798997527
17	Poly-CSE-A	5th	Mr. Bijay Singh bijay.s@arkajainuniversity.ac.in 7980600442	Aparna Kumari , AJU/200442, DECS/019 aparnakumari041@gmail.com, 8873013775
18	Poly-CE-E	5th	Ms. Shatabhisa Sinha, shatabhisa.s@arkajainuniversity.ac.in , 8961399145	Sudipta Mahato, AJU/200950, DECL/018 sudiptamahato54865@gmail.com 8102390991
19	Poly-ME-A	3rd	Mr. Nivedan Mahato nivedam.m@arkajainuniversity.ac.in 9025440244/9431710637	Section (A) Name of The student: Dipak Pandey Enrollment no-AJU/210033 Roll no-DEME/007 E-mail-deepakpandey28jsr@gmail.com Mobile no. - 8114535420
20	Poly-ME- B/C	3rd	Mr. Ranjeet Kumar ranjeet.k@arkajainuniversity.ac.in 9708995947	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
21	Poly-EEE-A/B	3rd	Dr. Binod Kumar Choudhary dr.binod@arkajainuniversity.ac.in 9939974038	Poly EEE Sec A Name: ROHINI CHATTERJEE Enrollment no-: AJU/210021/DEEE/001

				Email ID- rohinichatterjee05@gmail.com Phone No. 8969296388
				Poly EEE SEC B Name: RAJA MAHATO Enrollment no-: AJU/211504 Email ID- rmahato.jsr01@gmail.com Phone No. 7004698476
22	Poly-CSE-A/B	3rd	Mrs. Rakhi Chakraborty rakhi.c@arkajainuniversity.ac.in 9835878243	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
23	Poly -ALL	1 <sup>st</sup>		

**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.**

## **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**