



**ARKA JAIN
University**

Jharkhand

CIRCULAR

Ref. No. AJU/AD/ENGG/001/2023-24

Date: 01/07/2023

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



Annexure -1

Sr. No.	Course/Section	Sem	Name of Class Teacher with Email-Id and Contact No	Name of CR with Email-Id and Contact No.
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.c om9572887289
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. com6203094006)
6	B.Tech-EEE-B	5th	Dr. Amit Prakash Sen dr.amit@arkajainuniversity.ac.in 7858837380/8789599257	Tanmay Giri – (AJU/211076) giritanmay456.jsr@gmail.c om9031793343
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 and Yuvraj Singh (AJU/210733) syuvrajsingh0262@gmail.com CSE (D) - Sayan Karmakar- (AJU/211291) sayan18karmakar@gmail.com



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	Mrs. Rakhi Jha rakhi.j@arkajainuniversity.ac.in 861625206	SOURAV NANDI – xmartyssourav@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	Mr.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@arkajainuniversity.ac.in 9658377823	Poly EEE Sec A Name: ROHINI CHATTERJEE Enrollment no-: AJU/210021/DEEE/001 Email ID- rohinichatterjee05@gmail.com Phone 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.com Phone No. 7004698476



14	Poly-CSE-A/B	5th	Mr. Saroj Kumar Rajak saroj.r@arkajainuniversity.ac.in 9748148838	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	Mr. Nivedan Mahato nivedam.m@arkajainuniversity.ac.in 9025440244/9431710637	SUBHAM KUMAR subhamkumar4912@gmail.com 6299266489
	Poly -ME-B	3rd	Mr. Naresh Sharma naresh.s@arkajainuniversity.ac.in 8877766134	OM LAL DEWANGAN dewangan123456.305@gmail.com 6204648047
16	Poly -EEE	3rd	Prof. Kumaresh Pal Kumaresh.p@arkajainuniversity.ac.in 8092448736	AYUSHI KUMARI ayushikumari302003@gmail.com 8235481306
17	Poly - CSE	3rd	Prof. Nidhi Dua Nidhi.d@arkajainuniversity.ac.in 6260173673	SWETA KUMARI ssweta.kumari.7209@gmail.com 7645891489



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.



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



79	VINAY KUMAR	English
80	VINAY KUMAR	English
81	VINAY KUMAR	English
82	VINAY KUMAR	English



Page No. _____
Date _____