

**Acropolis Institute of Technology & Research, Indore**  
**List of Class Coordinators**  
**BE I yr. I Sem Aug.-Dec. 2016**

**26-Sep-16**

S. No.	Branch	Class Coordinators	Contact No.
1	EC-1	Ms Anita Agrawal	9407136863
		Mr. Prakash Gawli	9926040367
2	EC-2	Mr. Rakesh Pundad	9300895917
		Ms Rashmi Thakur	9907303602
3	IT-1	Ms Garima Dubey	9617962924
		Ms Khushboo Upadhyay	9926816277
4	IT-2	NF-IT(Mr. Aasif Ali)	9179128764
		Ms Meera Shroti	9926053587
5	ME	Dr. Apeksha Mishra	9630452231
		Mr. Ankit Agrawal	9926958880
6	CS-1	Mr. Shiv Dubey	9630452231
		Mr. Prabhav Joshi	8871265345
7	CS-2	Mr. Narendra Manghani	9926364646
		Mr. Vibhore Laad	9826939935
8	CS-3	Ms Sushma Patidar	9301447276
		Mr. Keshav Puraswani	9406609513
9	CS-4	Mr. Kamaljeet S. Sura	9907053818
		Mr. Yogesh Kakde	9098028471
10	CE-1	Mr. Abhinav Mishra	9179117925
		Ms Deepshikha Shukla	8982732824
11	CE-2	Mr. Akhil Dubey	9179555551
		Ms Monika Badole	9826272235
12	Diploma ME	Ms Kavita Dubey	9630466619
		Ms Shruti Chaitanya	8989548595
13	Diploma CE	Ms Manisha Rathore	7389394444
		Ms Deepali Agrawal	

**Responsibilities of Class/Set Coordinators**

- To maintain general discipline of the class/ set.
- To maintain attendance record of all subjects and to notify list of students falling short of attendance at the end of every month.
- To maintain proper dress code of the students of the respective class/ set.
- To make proper arrangements of the lectures in case if any faculty is on leave.
- Reporting the Principal / HOD in case of mass absenteeism and short attendance.
- To forward and verify exam forms of the students.
- To report the progress & attendance report of the students to their parents at regular intervals.
- Any other work assigned by the Vice Chairman /Director/Principal/HOD.

Officer I/C BE/Dip. I Yr.

PRINCIPAL

