



NATIONAL MODEL COLLEGE FOR ADVANCE LEARNING

Bachelor of Pharmacy
(Affiliated to Tribhuvan University)

“Learn, Explore & Lead”

NOTICE

Appointment of Class Coordinators, B. Pharmacy

All students of the B. Pharmacy programme are hereby informed that, as per the decision of the Departmental faculty meeting, the following faculty members have been appointed as Class Coordinators for their respective years.

Year	Class Coordinator
First Year	Ms. Sangita Shakya
Second Year	Ms. Sujana Shakya
Third Year	Mr. Anil Prasad Shah
Fourth Year	Mr. Sujana Adhikari

What your Class Coordinator does for you

- Monitors your attendance and informs you if it falls below the level required to sit the examinations.
- Provides academic counselling and guidance, and is your first point of contact for academic or personal difficulties affecting your studies.
- Identifies students who are struggling and helps arrange remedial or extra support with the subject teachers.
- Keeps you informed about the class routine, examination schedule, internal assessment dates, and official notices.
- Acts as the link between you, the subject teachers, and the Department.
- Communicates with your guardians where necessary regarding attendance, results, or conduct.

What your Class Coordinator is authorised to do

- Approve your short leave up to the limit fixed by the Department; longer leave will be forwarded to the Head of Department with recommendation.
- Verify and certify your attendance and class records.
- Issue verbal and written warnings, and notify your guardians, if your attendance is short.
- Recommend your eligibility or ineligibility to sit the examinations on the basis of attendance.
- Deal with minor disciplinary matters within the class and refer serious matters to the Head of Department.
- Verify and forward your internal documents (such as bonafide certificate, scholarship and internal forms) for approval of the Head of Department.

What students are expected to do

- Approach your respective Class Coordinator first for all the matters listed above.
- Submit leave applications and required documents to your Class Coordinator.
- Route routine class requests through your Class Representative (CR).
- Cooperate with the Class Coordinator in maintaining attendance, discipline, and a good learning environment.

All students are advised to take note of the above and contact their respective Class Coordinator accordingly.

.....
Dr. Sabyata Gautam
Head of Department, B. Pharmacy

