



MBS College

Sector – 9, PSP Area, Dwarka, New Delhi – 110077

Affiliated to GGSIP University and Approved by COA & AICTE

Ref. No. MBSC/INST/MISC/2026/012

Dated: 19.08.2026

Circular

CLASS COORDINATOR

Academic Session 2026–27

S.No	Class / Section	Prog.	Sem.	Class Coordinator (Name)	Contact No.	Signature
1	BCA – 1st Year (Sem I)	BCA	I	Dr. Shilpa Kashyap	9914563736	Shilpa
2	BCA – 2nd Year (Sem III)	BCA	III	Ms. Sarita Nehra	8285670825	Sarita
3	BBA – 1st Year (Sem I)	BBA	I	Ms. Parul Bhateja	9953650000	Parul
4	BBA – 2nd Year, Section A (Sem III)	BBA	III	Ms. Jancy Phore	9999438312	Jancy
5	BBA – 2nd Year, Section B (Sem III)	BBA	III	Mr. Mohit	9953102424	Mohit
6	BBA – 3rd Year (Sem V)	BBA	V	Dr. Jyoti Sharma	8433217181	Jyoti
7	BCOM – 1st Year (Sem I)	B.Com	I	Dr. Jyoti Sharma	"	Jyoti
8	B.Tech CSE	B.Tech CSE	—	Dr. Renu	9205841331	Renu
9	B.Tech ECE	B.Tech ECE	—	Mr. Jayant Dhondiyal	991101962	Jayant
10	B.Tech AIML	B.Tech AIML	—	Dr. Pooja		
11	B.Tech CIVIL	B.Tech CIVIL	—	Dr. Monika Malhotra		

Responsibilities of Class Coordinator:

1. Act as the single point of contact between the class and the Department/Academic Office.
2. Monitor daily attendance, discipline, and student grievances within the class.
3. Communicate circulars, timetable changes, and examination notices to the class promptly.
4. Coordinate with subject teachers for syllabus coverage, assignments, and internal assessments.
5. Maintain class-wise student data (contact details, parent details, mentor allocation).
6. Report any academic or administrative issue to the **HOD/Director** without delay.

Manita
19/8/26
Director



cc

Registrar
Dean
all HODs
all faculties