

RESPONSIBILITY CHART DEPARTMENT WISE (STUDENTS ISSUES)

S NO	NAME OF RESPONSIBILITY	RESPONSIBLE DEPARTMENT	1 STEP BY STUDENT ONLY	2 STEP BY DEPARTMENT	3 STEP BY DEPARTMENT	4 STEP BY DEPARTMENT	FINAL SIGNING AND ISSUING AUTHORITY/OFFICE	Coordinators with Contact Nos
1	CHARACTER CERTIFICATE	DEAN /HOD OFFICE	APPLICATION SUBMITTED TO DEANS/HOD OFFICE	VERIFIED BY DEAN ACADEMICS	FORWARDED TO ERP TO MARK THE MEDICAL CASE		DEANS/HOD	Mr Pankaj Kumar (Mob No 8871403496)
2	MEDICAL CERTIFICATE FOR ATTENDANCE	DEAN / HOD OFFICE	APPLICATION SUBMITTED TO DEANS/HOD OFFICE	VERIFIED BY DEAN ACADEMICS	FORWARDED TO ERP TO MARK THE MEDICAL CASE		ERP OFFICE	Dr Sushmita Majumdar (Mob No-9711678039) Dr Sakshi Singh (Mob No-9456864608)
3	EXTRA CURRICULAR ACTIVITIES FOR ATTENDANCE	DEAN / HOD OFFICE	CONCERN DEPARTMENT ORGANISING ACTIVITIES	APPLICATION SUBMITTED TO DEANS/HOD OFFICE	VERIFIED BY DEAN ACADEMICS	FORWARDED TO ERP TO MARK THE MEDICAL	ERP OFFICE	Chemistry - Dr Anjali Gupta (Mob No 9211477975) & Dr Subhalaxmi Pradhan (Mob No-9968508984), Physics - Dr Prabhakar Singh (Mob 9560261936) & Dr Shyamal Kuru (Mob No- 8527665486), Mathematics - Dr Varsha Gautam (Mob No- 9910107279) & Dr Mukesh Kumar (Mob No- 8650712122)
4	CLASS ATTENDANCE ISSUE	DEAN / HOD OFFICE	APPLICATION SUBMITTED TO DEANS/HOD OFFICE	FORWARDED TO ERP TO MARK/RESOLVE THE ATTENDANCE			DEAN OFFICE THROUGH ERP	
5	INTERNAL EXAM RELATED ISSUES	DEAN / HOD OFFICE	SCHOOL EXAM COORDINATOR	DEANS/HOD OFFICE			DEAN OFFICE	Dr Ranjeet Kumar (Mob No- 8826183340)
6	NO DUES CERTIFICATES	DEAN / HOD OFFICE	APPLICATION SUBMITTED TO DEAN/HOD OFFICE	FORWARDED TO REGISTRAR OFFICE			REGISTRAR OFFICE	Mr Pankaj Kumar (Mob No 8871403496)

7	TIME TABLE	ERP	APPLICATION SUBMITTED TO DIRECTOR ERP OFFICE				ERP OFFICE	Mathematics - Dr. Vikram Kumar (Mob No - 7838930337), Chemistry - Dr. Shafar Ahmad Khan (Mob No 7042805636), Physics - Dr. Deepak Gupta (Mob No - 9868621791)
8	CHANGE OF PROGRAMME	REGISTRAR OFFICE	APPLICATION SUBMITTED TO DEAN/HOD OFFICE	FORWARDED TO REGISTRAR OFFICE			REGISTRAR OFFICE	Mr Pankaj Kumar (Mob No 8871403496)
9	UGC FELLOWSHIP	REGISTRAR OFFICE	APPLICATION SUBMITTED TO DEANS/HOD OFFICE	FORWARDED TO REGISTRAR OFFICE			REGISTRAR OFFICE	
10	DISCIPLINE CASES	PROCTOR OFFICE	CONCERNED DEPARTMENT/FACULTY/SECURITY OR ANY OTHER PERSON	FORWARDED TO PROCTOR OFFICE			PROCTOR OFFICE	


DEAN
 School of Basic Sciences
 Galgotias University
 Uttar Pradesh