



INSTITUTE OF PHARMACEUTICAL SCIENCES & RESEARCH

Approved by AICTE , PCI, New Delhi & Affiliated to Dr. APJAKTU , BTE, Lucknow, UP.
(Established & Run by Saraswati Educational & Cultural Society, Lucknow)

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CONTENTS OF CLASS TEACHER FILE SESSION 2024-2025 (ODD SEMESTER)

1. Student Details (Master Data)
2. Fees Record By Account
3. Fees Record By Class teacher
4. Detail of Remaining Fees/Dues
5. Attendance Month wise
6. Weekly Test Report Month wise (Summarize)
7. Assignments Report Month wise (Summarize)
8. Sessional result Analysis
9. Weak Student list
10. Defaulter student list
11. Attendance fine Month wise
12. Sessional fine Month wise
13. SMK Detail of Session

Class Teacher

Co-ordinator

HOD

Director