

GUIDELINES FOR CLASS COMMITTEES

- A class committee consists of the HoD, the Faculty Advisor of a class, all the teachers who teach that class, and all the students of the class.
- The Principal/ HOD shall be the Chairperson of the Committee and the Faculty Advisor the
- The purpose of a Class Committee is
 - to ensure that all curricular and co-/ extra-curricular activities of the class are carried out smoothly;
 - to assess and monitor the class as a whole;
 - to convey the feedback of teachers regarding the class, attendance and to set their expectations for students;
 - to enable students to provide feedback regarding the teaching-learning process, internal assessments, co-/ extra-curricular activities, student support services, mentoring, etc
- Class committees shall have at least two meetings in a semester (one for FDP Semester 1 students); the meetings shall be called by the Faculty Advisor.
 - The first meeting shall be in the beginning of the semester and will be used to assess the performance of the class in the previous semester.
 - The second meeting shall be called early in the second half of the semester, and shall be used to provide feedback and course correction for the curricular and co-/ extra-curricular activities of the class.
 - Both meetings will have an assessment of the class by the FA, followed by the comments of teachers.
 - Both meeting could have evaluation of attendance status of students.
 - Both meetings could present
 - Common/ open feedback of the class about the major problems they faced in class
 - Specific feedback on the teaching-learning process, internal tests, covering of the syllabus, difficult areas of learning, infrastructure, attendance, special help needed, etc. These issues may come up in the open feedback, but if they don't, an attempt could be made to elicit the private response of students regarding these elements.
 - The FA should write the minutes of the meeting or get one of the students to do it
 - Members of the Student IQAC may be allowed to document the feedback and present it to the IQAC. They may be given a general set of topics under which to file their feedback, or may document the feedback under the seven criteria for re-accreditation.