



# श्री माता वैष्णो देवी विश्वविद्यालय

## SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320 (J&K)

Ref No: SMVDU/AA/17/1159  
Date: 27/12/2017

### NOTIFICATION

**Subject: Re-constitution of Class Committee & Details of Operation & Responsibilities.**

As approved by Academic Council in its 29<sup>th</sup> meeting, the re-constitution of Class Committee & details of Operation & Responsibilities, is hereby notified for the information of all concerned. The guidelines on the subject matter are as under:

- i. Every class in every programme will have a Class Committee consisting of Faculty and Students. The class committees for the Department/School programme of each semester will be constituted by the Head of the concerned Department/School within the 1<sup>st</sup> week of the commencement of the semester.
- ii. The constitution of the Class Committee for the Department/School programmes of each semester will include the following members:
  - a. Head of School will Chair the Committee.
  - b. All Faculty members teaching that class including faculty members from other department/school.
  - c. Four students from the class to be chosen by random selection mechanism (by students among themselves) and to be changed after mid-term. The selected students in each class committee must be given recognition by displaying their names/pictures on the Notice Board of the Hostels, Department & also on the University Website.
  - d. Program Coordinator (B.Tech. Coordinator, M.Tech. Coordinator, M.Sc. Coordinator etc.) of the School.
- iii. The responsibilities of the Chairperson of the Class Committee include:
  - a. To review periodically the progress of the classes including in terms of syllabus coverage in each course.
  - b. To discuss problems concerning curriculum and syllabus, the conduct of the classes as well as non-academic issues concerning students.

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- c. To organize the meeting of the Class Committee on the 1<sup>st</sup> Monday of every month of the semester from 4:00 p.m. onwards. In case of this day being a holiday/exam, the meeting shall be held on the next day.
- d. To prepare the minutes of the meeting with the assistance of Program Coordinator and forward the same to Dean/Associate Dean (Academic Affairs) with copy to DQA, through Dean of Faculty. The minutes shall also be circulated to all the class committee members and displayed on the notice board in the School/Department.

Copy to:

1. All Deans, for information.
2. Heads/I/c Heads, for information and n.a.
3. I/c Associate Dean (Academic Affairs), for information.
4. PS to VC for the information of Hon'ble Vice Chancellor.
5. I/c Website, for uploading the same on the University website.
6. Concerned file.

  
**Registrar**  
