

Subject: Policy for Steering Committee for the Selection of Class Representatives (BR and GR) Based on Student Feedback

Steering Committee Composition:

- Vice Principal (VP) Academics
- Dean SHaPE
- Dean IOD
- Convenor (of the relevant Year wise curriculum committee)

Objective:

To establish a clear and transparent policy for the selection and regulation of Class Representatives (Boy Representatives [BR] and Girl Representatives [GR]), ensuring alignment with institutional goals and student feedback mechanisms.

Rules and Regulations for Class Representatives:

Role and Responsibilities:

- Act as a liaison between students and faculty/administration.
- Address and communicate student concerns to the relevant authorities.
- Facilitate smooth communication for academic and extracurricular activities.

Code of Conduct:

- Class Representatives must maintain professionalism and integrity.
- They are expected to uphold institutional values and represent student interests responsibly.

Tenure and Accountability:

- Class Representatives serve for the academic year unless deemed unsuitable based on performance.
- Periodic reviews and feedback from students will determine continued eligibility.

Selection Process:

- Students interested in becoming a BR or GR must submit their application to the relevant Year wise curriculum committee convenor of the respective year during the first week of the academic year.

- The Convenor of the relevant academic year will evaluate all applications submitted.
- Evaluation will be conducted using rubrics developed by SHaPE, ensuring transparency and fairness.

Student Feedback:

- Take feedback from students regarding the candidates who qualify based on the rubrics.

Interview Process:

- From the candidates receiving feedback, the elected Boy Representative and Girl Representative will be shortlisted for an interview.
- The interview will be conducted by the VP Academics, Dean SHaPE, and Convenor.
- Nomination and Final Selection:
- Based on the evaluations, feedback, and interview, the Steering Committee will finalize the BR and GR nominations.

Completion Timeline:

- The entire selection process must be completed within two weeks from the start of the academic year.

Communication of Results:

- The selected BR and GR will be announced through official institutional channels.

Feedback Integration:

- Continuous feedback from students and stakeholders will be incorporated to improve the selection process and rubrics.

Dean SHaPE	<u>Amira Ahmad.</u>	VP(Academics)	<u>by 14/1</u>
DY CE / VP (A&P)	<u>[Signature] 14/1</u>	CE/ Principal	<u>[Signature] 14/1</u>

Dated: 13th Jan 2025