

Ref:IITWADA/PO/CF/2023/2417

Date: 26/06/2023

### Notice: Formation of Class Review Committee

Class Review Committee for the session 2023-24 has been formulated. Constituents of this committee shall be as follows:-

#### Class Review Committee

The class committee comprises of students representing various categories like the fast learners, slow learners, senior faculty, class handling faculty and tutors.


This committee monitors lesson plan/ Syllabus coverage/ student attendance/ academic performance/ assignments / tutorials / any other industrial visits etc. It analyses the student feedback .Counsel the Course Coordinator in case of Poor Performance, the poor performance is reported to the principal,

#### Class Review Committee

| S.No | Name of member            | Institute Affiliation | Designation |
|------|---------------------------|-----------------------|-------------|
| 1.   | Dr. Vikas Narain          | Principal             | Chairman    |
| 2.   | Mr. Anil Chaurasiya       | Assistant Professor   | Member      |
| 3.   | Dr. Radheshyam<br>Rathore | HOD(ME)               | Convenor    |
| 4.   | Mr. Nikita Bhoir          | HOD(CS)               | Member      |
| 5.   | Dr. Upendra Das           | Professor             | Member      |
| 6.   | Mr. Rakesh Rathore        | Assistant Professor   | Member      |

➤ **The roles and responsibilities of Class Review Committee**

- 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..
- 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.

  
**Dr. Vikas Narain**  
Principal  
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CC:

1. The Chairman (For Kind information)
2. Concern Members
3. Admin Office