

CLASS CO-ORDINATION COMMITTEE-II YEAR

Introduction:

The Class coordination committee attempts to coordinate with the class in charge pertaining to academic activities.

Objectives:

- ❖ To identify the issues of class coordination and address with necessary solutions.
- ❖ To initiate steps for maintain a proper system to record the activities of the respective batches.
- ❖ To analyze the requirements of respective class coordinators and provide the required inputs.
- ❖ To get suggestions regularly from the class coordinators for betterment of the committee work.

Procedure:

- ❖ The class coordinators regularly meet with the student coordinators and other faculty members to address the various issues of class room activities.
 1. The class coordinators can meet with the Academic coordinator regularly and provide the necessary inputs of the activities.
 2. The committee interacts with the student coordinators of all the batches regularly and updates information accordingly.
- ❖ The class coordinators may also meet the subject teachers regularly and receive information on academic issues like exams, assignment work given to the students.
- ❖ Students may also express any issues faced by them in academics to the respective class coordinators.
- ❖ The Class coordination committee would analyze the class room activities and students performance regularly and provide the feedback to the Academic in charge.
- ❖ Any student may approach the class coordinator regarding subject and other class queries and the committee will take up necessary action.

Responsibilities:

- ❖ The class issues at departmental level are governed by the concerned class mentors, class Coordinators and Department Heads then and there.
- ❖ Any issues concerning the subjects can be addressed by the respective faculty members.

Frequency of Meetings:

Every third week of all the months.

Committee Membership Details

Committee Role	Designation
Chairperson	Director
Convener	Director / Professor / Associate Professor (Academics/Administration)
Members	2 Associate Professors 2 Assistant Professor 1 Non teaching clerical staff

Students Counseling Committee Members:

Name	Designation	Committee Role
Dr.D.Nisar Ahmed	Director	Chairperson
Dr.Major.Zahid Hussain	Additional Director(Admin)	Convener
Dr.S.G.Balaji	Associate Professor(Academics)	Member
Dr.TAM.Hameed Kan	Associate Professor(Accreditation)	Member(Class Coordinator)
Mrs.D.Charumathy	Assistant Professor	Member(Class Coordinator)
Mr.Faiz/Mr.Ismail/Mr/Imtiyaz	Non-teaching staff	Member

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- ❖ Any issues concerning the subjects can be addressed by the respective faculty members.

Frequency of Meetings:

Every fourth week of all the months.

Students Counseling Committee Members:

Name	Designation	Committee Role
Dr.D.Nisar Ahmed	Director	Chairperson
Dr.Major.Zahid Hussain	Additional Director(Admin)	Convener
Dr.S.G.Balaji	Associate Professor(Academics)	Member
Mr.S.Vinoth	Assistant Professor	Member(Class Coordinator)
Dr.B.Saipriya	Assistant Professor	Member(Class Coordinator)
Mr.Riaz Ahmed	Assistant Professor	Member(Class Coordinator)
Mr.Faiz /Mr.Ismail /Mr. Imtiyaz	Non-teaching staff	Member