



SAGE University, Bhopal

Standard Operating Procedure

SOP for CR Meetings



Name of Approving
Authority:
Signature:
Date:

Vice Chancellor

SOP No.: 50

Page No.: 1

Revision No.:

Date:

1. Background

One aspect of Class Representatives Meetings is to gather the opinions, concerns, and ideas from Class Representatives regarding their experiences at SAGE University. The other aspect is to seek feedback from the Class Representatives regarding University policies, changes to the University environment, academics, effectiveness of communication, Sports etc. The senior University authorities would like to seek the invaluable feedback they receive from Class Representatives in order to make the best decisions for the student population and the future development of the University.

2. Who can be nominated as CR

- Having best CGPA in the class
- Having good attendance
- Having leadership qualities.

3. Number of CRs

- On every 30 Students, there must be one CR

4. Meeting with Dean/HOS/HOD/DSA/VC

- CRs must meet every week with the concerned HOD/HOS/Dean during 12:45 to 1:00 PM
- Meeting with DSA/VC would be conducted once in a month on the last Friday of the month during 1:00 to 1:30 PM.

5. Convener of the Meetings

- Concerned HOD will be Convener of the Departmental meetings. For all University level meetings DSA will be the Convener.
- Each meeting to be minitized and action taken report to be presented in the next meeting.
- Problems related to department may be resolved by taking due approval from concerned Dean/DSA/DG/VC as appropriate.
- In the CR meeting conducted by DSA/VC, all the HODs must be present so that they can get the problems of their students resolved ASAP.