

Class Guide System

I. Objectives: Objectives of Class Guide systems are:

- To transform the class into team / WE- FORCE.
- To develop a sense of identity, we feeling, and confidence among students.
- To recognize the special gifts and talents of every student so as to promote their growth and development towards higher level of competency, creativity and fulfilment.
- To establish adult to adult relationship between the staff and the students and to create a favourable environment in the campus to achieve authentic education.
- To motivate/encourage students to develop integral personality by accomplishing excellent academic record, all-round development in personality and compassion among the student community.

II. Motivation:

- ✓ Transforms the class into a team by planning innovative activities and executing them through regular meetings.
- ✓ Knows every student by name and is familiar with each student's background, aptitude, capacity and talent.
- ✓ Monitors attendance, progress and behavior in the campus
- ✓ Helps the students to know their strength and weakness.
- ✓ Helps the student to keep a goal in life and encourage them to achieve it.
- ✓ Gives special attention to slow learners, high achievers, deviant and economically poor students.
- ✓ Recommends names to prizes, awards, scholarships, midday meals etc.
- ✓ Provides academic, career and personal guidance.
- ✓ Occasionally visits their houses especially when there is a tragedy at home.

III. Activities to be taken up:

- **Remedial Class:** Identify the slow learners in the class based on the performance internal examinations.
- **Pear Group Learning:** Identify the slow learners and request the bright students to help them out on regular basis. A contract has to be worked out between the two s
- **Academic follow up** by conducting parent teacher meeting.
- **Inculcation of value system** Class as a whole is made responsible for the class discipline, participation in college activities like fests, sports, inter class competitions, retreats and skill development programs etc.

- Class can plan some awareness programmes with respect to environment, cleanliness, social & cultural issues, inter religious harmony, health issues, gender equity etc.

IV Specific services provided by a Class guide to the class:

- Keeps informed to the students about the activities in the College through announcement in the class and / social media.
- Signs the leave note of a student on working days.
- Receives attendance slips from the students for participating in co-curricular classes and extra curricular classes.
- Takes attendance of students on College activities like College Fest, Sports day, Interclass competitions (UTSAV) etc.
- Conducts Class meetings to plan all the activities of a class for the year.
- Guides and supervises the overall discipline/requirements/academic follow-up etc
- Acts as mentor to the entire class.
- Listens to the class as a group for any programme of the class and guides in taking proper decisions.
- Creates groups, teams/students to various co-curricular and extracurricular activities both inside and outside the college and informs to the higher levels.