



Rajiv Gandhi Institute of Petroleum Technology

An Institution of National Importance

Jais • Bengaluru • Sivasagar

CLASS REPRESENTATIVE POLICY

1. Preamble

The Class Representative (CR) system serves as a structured institutional mechanism to promote transparent communication between students, faculty members, and the administration. It aims to strengthen participatory academic governance, enhance accountability, and support continuous improvement in teaching–learning processes. This policy outlines a comprehensive framework governing the selection, eligibility, roles, responsibilities, tenure, professional conduct, and disciplinary provisions related to Class Representatives at the Institute.

2. Role and Scope of the Class Representative

Class Representatives are students selected at the program/year/section level to represent the collective academic interests of their cohort. The CR functions as a formal academic liaison facilitating structured dialogue among students, Course Instructors, the Head of Department (HoD), the Dean (Academic Affairs), Dean (Student Affairs), Dean (Research & Development) and Dean (Alumni). The role is advisory and facilitative in nature and does not substitute direct student–faculty engagement.

Primary objectives of the CR system include:

- Ensuring effective and timely communication between students and institutional authorities.
- Encouraging responsible student participation in academic governance.
- Promoting a disciplined, inclusive, and professional learning environment.
- Facilitating constructive and channelized resolution of academic concerns.



3. Duties and Responsibilities

3.1 General Responsibilities

- Represent the academic interests of the entire class fairly and impartially.
- Maintain professionalism, decorum, and respectful communication at all times.
- Attend meetings convened by the HoD, Dean (Academic Affairs), Dean (Student Affairs), Dean (Research & Development), Centre In-Charge and Dean (Alumni).
- Comply with ethical and professional conduct standards under Institute regulations.

3.2 Academic and Communication Responsibilities

- Collect structured feedback from students before raising academic concerns.
- Communicate issues initially with the Course Instructor.
- Escalate unresolved matters to appropriate academic & departmental committees within a reasonable timeframe.
- Disseminate verified academic information and official notices to classmates.
- Promote attendance, academic engagement, and professional conduct among students.
- Encourage constructive dialogue and collaborative problem-solving.

4. Ethics and Professional Conduct

While acting in official capacity, the CR/Deputy CR must:

- Act at all times in a reasonable, honest, and impartial manner.
- Ensure transparency and accountability in all official communications and activities.
- Avoid any conflict of interest and promptly disclose any situation that may give rise to such conflict.
- Treat all individuals with dignity, fairness, equality, and professionalism.
- Respect and safeguard privacy and confidentiality, including anonymity where required.
- Refrain from disseminating unverified, misleading, or inaccurate information

Violation of this section may invite disciplinary action under Institute regulations.



5. Limitations of Authority

- CR/Deputy CR shall not take independent decisions on behalf of the class without consultation.
- CR/Deputy CR shall not interfere in faculty evaluation or grading processes.
- CR/Deputy CR shall not project personal grievances as collective concerns.
- CR/Deputy CR shall not engage with media or external communication.

6. Selection Process

6.1 Mode of Selection

The CR may be selected through:

- Democratic elections / selection shall be conducted by the Head of the Department (HoD) through the Department Office.
- In cases where the class strength is fewer than 20 students, a Nomination-cum-Consent method shall be adopted by the HoD through the Department Office.
- Elections for the posts of Class Representative (CR) and Deputy Class Representative (Deputy CR) shall be conducted once every academic year.
- HoDs shall forward the recommended names of the elected/selected CRs and Deputy CRs for approval. The same shall be approved by the Dean (Student Affairs) for Jais campus and Centre-In-Charge for Shivsagar and Bangalore campus in consultation with the Honorable Director and formally notified.

6.2 Eligibility Criteria

- The candidate shall have no prior disciplinary action on record.
- The candidate shall have no pending case of academic malpractice.
- The candidate shall have secured a **minimum CPI of 8.0** at the time of nomination/election.

For Students in First Year:

Top 20 IIT JEE Rankers in the batch are eligible for filing nominations.

- The candidate shall demonstrate leadership qualities, effective communication skills, and professional conduct befitting the role of Class Representative.

6.3 Nomination and Voting Procedure

- Minimum two nominations (self or peer) for each position.
- Acceptance or withdrawal of nomination by candidates.
- Vote of confidence in case of a single nominee.
- Submission & Speech of vision statement by candidates prior to voting.
- Department/Institute-approved voting platform.



- Department offices should coordinate the process.

6.4 Timeline and Record Keeping

- Elections should normally be completed in the beginning of a Academic Year, within 10 days of commencement of classes.
- **First year:** selections/elections normally be completed in the 1st week of odd semester (B.Tech./MBA/BBA/Diploma Students) in an academic Year within 10 days of commencement of classes.
- Department, Student Affairs Office & Academic Affairs Office of all campus shall maintain official records of elected CRs/Deputy CRs and their tenure.

7. Query and Grievance Redressal Mechanism

A distinction shall be maintained between academic queries (informal clarifications) and grievances (formal complaints requiring structured intervention).

Query Process:

- Student consults UG/PG Ordinances.
- Student approaches CR for clarification if required.
- CR consults the Course Instructor.
- Escalation to DUGC/DPGC/HoD if unresolved.

Grievance Process:

- Attempt resolution with Course Instructor/Faculty Coordinator.
- Escalation to DUGC/DPGC where necessary.
- Further escalation to HoD / concerned In-charge.
- Final appeal to Chairperson, Grievances / Dean (SA)/ Centre In-Charge.

8. Incentives and Recognition

- Award of a Certificate of Appreciation upon satisfactory completion of tenure.
- Formal recognition of leadership contribution in the Transcript Supplement.
- Eligibility for consideration for secretarial or higher leadership positions in the Student Council.



9. Removal and Replacement

A CR /Deputy CR may be removed if:

- Proven misconduct or violation of Institute regulations.
- Persistent failure to discharge assigned duties.
- Misrepresentation or manipulation of class opinion.
- Circulation of misleading or unverified information.

Procedure for Removal

- Written complaint to HoD/Dean (SA)/ Centre-In Charge.
- Preliminary inquiry.
- Opportunity to be heard.
- Decision by Competent Authority.

In case of removal, Deputy CR (if any) shall assume charge or fresh election shall be conducted as per Section 6.

10. Undertaking /Pledge

I, _____, do hereby pledge in the name of God / solemnly affirm that I will faithfully and conscientiously perform my duties as _____ (Designation) of the Batch Year _____ in the Department of _____.

- I affirm that I shall discharge my responsibilities impartially, without favoritism, bias, or prejudice toward any student of the Institute.
- I affirm that I shall perform my duties with integrity, professionalism, and in strict adherence to the rules, regulations, and policies of the Institute.
- I affirm that I shall actively encourage student participation in academic, co-curricular, and institutional activities and promote regular attendance.
- I affirm that my conduct shall contribute positively to the campus environment and inspire fellow students to strive for academic excellence and professional growth.
- I affirm that I shall not engage in or support, directly or indirectly, any act that violates the Student Code of Conduct or any institutional policy or guideline.

Signature with date

Name of students with Roll Number

Official Email ID-

Mobile number



11. Interpretation:

Any dispute regarding the interpretation of this policy shall be referred to the Director, whose decision shall be final and binding.

