

SELECTION and EVALUATION OF CR & GR

This is a standard procedure for the selection and evaluation of CR and GR.

Standard Operating Procedure

1. COMMITTEE FOR SLECTION OF CR & GR:

The selection of CR and GR will be carried out by a committee which consists of:

- a. Prof Dr Farooq Ahmed (Chairman)
- b. Dr Mohsin Shafi Associate Professor (Member)
- c. Dr Naila Hamid, Associate Professor (Member)

2. NOMINATION FOR CR & GR:

Open invitation will be given for the position of CRs and GRs of LGA & LGB. CR and GR will elected from their respective large groups.

3. INTERVIEW OF THE NOMINEES BY THE COMMITTEE:

The candidates for the CR and GR will be interviewed by the committee on the basis criteria devised by the Committee.

After the interview, the committee will recommend **at least** THREE (03) names each for both CR & GR of each large group, for election by the class.

4. ELECTION FOR CR & GR:

After the committee recommends at least THREE (03) names for both CR and GR, a voting election will be conducted in the presence of at least one member of the Committee.

This election will be conducted in DSL or some specified class.

First election for the CR will be conducted in which both boys and girls will vote for CR.

Secondly, election for the GR will be conducted in which only girls will vote.

5. BRIEFING OF THE NEWLY ELECTED CR & GR:

After the election of the CR & GR, both newly elected CR & GR will be briefed by the committee about their duties and their role.

This can be done by CR or GR of higher class in a presentation in the presence of all the CRs and GRs of the senior classes.

6. EVALUATION OF CR & GR:

The performance of CR and GR will be evaluated in an online survey by the committee.

This survey will be conducted first after THREE (03) months after selection.

After the evaluation, if the CR or GR is unable to achieve the minimum passing score, he/she will be issued a warning.

Before the session ends a second evaluation will be carried out, and if they are still unable to improve their performance, they will be dismissed from their position.

If they get a passing score in the evaluation, they can continue with their duties.

7. RULES FOR RESIGNATION:

If a CR/GR wishes to resign from their post, he/she will be required to submit a resignation letter to the committee, after which he/she will appear before the committee to justify his/her reason of resignation.

If the committee approves the resignation, the position will be offered to the second most voted candidate in the previously held elections for CR/GR. If both the second and third most voted candidates are not interested, selection process will be re-started.

8. TERMINATION OF CR/GR:

If any complaint is levied against the CR/GR, it should be submitted to the committee in the form of an application. The committee will investigate the matter, and if the complaint is found to be valid, the committee will give the CR/GR a chance to address the complaint. If it is not remedied within a specified time period determined at the discretion of the committee, they will be dismissed from their position.

If there is any moral complaint (violating the privacy of students or any harassment case etc) against CR/GR, he/she will be dismissed immediately after the verification of the complaint.