

UG Convener Guidelines

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1 Introduction

This document is intended to guide a UG convener's work based on previous convenors' experience. This will include:

1. Key responsibilities as a class representative.
2. Key responsibilities as a member of the CAIC

2 Overview of Responsibilities

1. Knowledge of the basic structure of CAIC and CAIC constitution.
2. Knowledge of faculty positions within your department.
3. Participation in Department Society (or encouraging the creation of one)
4. Documentation and progress tracking to ensure follow-through in long-term issues.
5. Scheduling and conducting Class Committee Meetings.

3 Details on responsibilities

3.1 CAIC structure and constitution

As a UG Convener, you are a part of CAIC; therefore, your work is not limited to your department. CAIC takes care of many institute-wide issues, and your contribution is required. So, you should know the key responsibilities of CAIC and the different committees involving CAIC. Refer to the CAIC constitution as your primary source of information.

Work closely with the CAIC General Secretary and CAIC Deputy General Secretary (UG) on the various academic and co-curricular issues they aim to tackle within their tenure.

It is important to respect meeting times and attend all meetings to discuss progress and plan future work. An escalation chain within the student body should be followed, starting with the CAIC Deputy General Secretary (UG) and then the CAIC General Secretary. An easy way to keep the above accountable is to keep all formal communication via e-mail

3.2 Knowledge faculty positions in your department

Professors hold some positions for each entry year within a department, such as Convener and the DRC chairperson, among others. You should be knowing about all of those faculty. The most convenient way of knowing all this is through the department office; they will provide the list of such positions and the names of faculty holding them. This information is critical for efficient working.

3.3 Inclusion in Department Society

From AY 2024-25, conveners are a part of the department society as advisors. This initiative is to work together on problems you are struggling with. The idea is that you are an elected student representative with a grasp on issues that students want to be resolved and an official representative of the department as well.

This can include planning and execution of initiatives, administrative assistance, and spreading awareness among students.

3.4 Documentation and legacy

This is, by far, the most crucial duty of yours. By documentation, it is meant that all the work that has been done within the tenure should be documented and be passed on to the next representative in the last months of your tenure. You are responsible for telling the next convener how things work in your department, providing all the information on pending work, and addressing all the initiatives taken during your tenure.

We want this to be a new culture where previous work would give a head start to future representatives, and administrative authorities would need to be more accountable and efficient in answering the queries. It is considered that the format for documentation is more department-specific; therefore, you may figure out how you would like to maintain the records. It is recommended to keep a copy that the other person could edit and a non-editable PDF.

The work may include issues raised within CCMs that require follow-through, administrative issues due to the gap between introducing and implementing new policies, and issues with capacity and management vis-a-vis labs and classes.

Moreover, try to make the next convener more aware of the work in the time after elections for a smooth transition.

3.5 Class Committee Meetings

This is the primary function of a CAIC convener. Please refer to the CAIC constitution for more details. In a nutshell, these meetings are intended to raise the concerns of students and are to be held each semester according to the academic calendar. You should know who all are the part of class committee. Although it is the responsibility of HoD to make sure this meeting happens, because this is a meeting for the students, you will be held equally (or rather more) responsible for not conducting this meeting.

The academic calendar generally mentions the dates for CCM 2 weeks after the mid-semester evaluation. You should try to take the initiative and survey the students for issues they want to raise regarding anything at the department level. Refer to the template for "Agenda for CCM" and make the agenda 1 week before the CCM dates.

1 week is typically required for you to approach faculty who need to be present in the meeting and ask students to be present if possible. As mentioned in 3.2, some faculty are a default part of class committee. Other than those, the usual members contain the course coordinators of your core courses. You need to invite faculty related to your agenda points for discussion, and again, all communication needs to be done via email. If a faculty chooses not to come, this goes into record only if you formally invited them over email. Again, these records are important for further action if required.

After all the discussions, you need to prepare the MoM for CCM (check the template) and get it signed by the Chairperson of CCM (usually HoD). This signed copy of MoM should be updated in the repository for CCM maintained by CAIC Deputy General Secretary (UG) or CAIC General Secretary for further processes.

4 Other Fundae

We have collected some hacks or "fundae" from our experience, which will help you resolve many of your day-to-day issues.

- Make a list of emails of students whom you are representing. This is important because as of now, convener can not send mails to mailing lists. Keeping the list of emails would help you in mailing the students by just copy-pasting those in 'To' field.
- Check regularly with office. It is well said that most of your work can be done in the office independent of HoD. This is important as you may not be available all the time whenever HoD is available and therefore, you can rely on office to help you out. They will keep you updated when HoD is there or also help in keeping your work in asynchronous process.
- Do not fight with authorities. In our institute, rules are not easy to follow, more difficult if they are student friendly. Sometimes, the problem faced by students is short term and even if rules support the students, it is recommended to convince the authority for relaxation first due to urgency. It is never useful to fight for justice without proper proposal and time. Also, for such a high level

discussion, you are recommended to take help of an experienced person to make your proposal better and without any loop-holes.

- Maintain a repository containing complaints and issues from students. We recommend keeping a form or folder or any other public location, where the students can provide their concerns and suggestions. You may try to take them asynchronously with the respective faculty/authority.
- Escalating the issues. You should know how to escalate the issue to higher authorities. For example, say you wanted a reply from a professor X but he/she is not replying. You should send weekly reminder (preferred in the morning) once or twice (according to urgency of the work) and if he/she still do not reply, you should then send reminder by CC-ing the HoD (or someone to who Prof. X reports in the matter you are questioning him/her). Similarly, you may also try to include CAIC Deputy General Secretary (UG) or CAIC General Secretary so that they may raise this issues further in case no one responsible in department is getting back to you. Please consider that this is important for faculty's accountability. Please be kind while doing this and not accusing the person for not replying. You should be focussing on just getting the answers.

5 Credits

This initiative has been taken in AY 2024-25 by CAIC (Sumit Singh, CAIC General Secretary; Umayr Surti, CAIC Deputy General Secretary (PG)). Inputs from all the conveners have been taken and compiled by Mayank Mangla (2020CS50430).