

BEST CLASS 2.0

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BEST CLASS 2.0

About Best Class 2.0

The second iteration of Best Class – with new modifications, challenges, interesting factors is going to start from Sep 15th, 2019 – Engineers Day. More details about the new factors below. But, before that a brief introduction about Best Class

We have all discussed about how important it is to develop a personality and attitude when we are in college. Apart from academics, these traits are very important in the future. There are very little opportunities to learn once we step into the real-world. There are no guides who will teach these basic essentials required for a better career or personal life.

In UVCE, we learn lot of such qualities along with our friends. This is evident even now when we watch our senior alumni and how they have a wonderful relationship with their batch-mates and in-turn led a great life. The wonderful memories we recall of the college days, not just along with our classmates, but with our seniors-juniors and other batch friends are so essential that shapes our approach to any situation. With this thought, we wanted to compare it with the current situation in the college, where due to numerous technical advancements and distractions, human interaction has become very less. This would create more difficulties in building the community in the future, be it alumni or even worthy engineer.

We felt, we need to come up with an initiative where we can create a healthy competitive environment amongst the students. After lot of discussions and research, we liked the concept of “Water Cup” by Paani Foundation which was totally about saving water through volunteering efforts amongst drought affected villages. We felt it would be good to modify this concept as per our needs and come up with “Best Class” activity in the college. This, we hope, will help in bringing the change at the ground level and give the push to create an environment where students get self-motivation to achieve extraordinary things in-spite of all the hurdles and constraints.

To begin with, we have decided to go ahead with First Year and Second Year students of all branches. This activity will be scheduled every semester and each class will have an opportunity to improve their performance accordingly. We have decided to give away Awards as below:

- Min of 20K cash prize to winning class every semester
- Few awards worth of around 10K to individual achievers

Rules

1) 30% of the class strength should agree to participate.

Special Cases:

- Separate sections will be treated as individual classes.
- If total strength of the class is less than 30, min of 40% of the strength should participate.

2) All the participants should agree to be part of the event voluntarily. There is no compulsion to join.

3) Every person agreed to join should stay till the end of the event i.e. until that semester.

4) No addition/ deletion is allowed after the initial confirmation for that semester. However, there can be more inclusions for the next semester.

5) From the group, two co-ordinators need to be selected:

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- Preferably, one girl and one boy, but not mandatory
- Everyone in the group should agree towards this selection
- These two will be the point of contact for both sides – organizers and participants
- All the details, updates, information will be provided to them.
- Any clarifications needed will be channelled via them
- They will need to provide the regular updates and other information as and when required. More information about that will be provided below

6) Criteria matrix will be shared with everyone. The group will need to decide which areas they want to select for the semester. Every criteria will have its own weightage for the evaluation.

7) Every class can have its own interpretation for the criteria and decide how they want to act upon it accordingly. They can have the initiatives designed as per the group wish. There will be judging points which will be evaluated based on each of the factors and goals met.

8) Few suggestions will be provided from our end. Primary goal and secondary goals needs to be identified. These are critical for self-evaluation, PoC evaluation as well as judged by the organizers.

Criteria

Sl No	Category	Factors
1	Communication & Soft Skills	
		Activities within classes
		Effective Communication (Writing & Speaking)
		Attitude
		Time Management
2	Academics & Technical	
		Attendance
		Internals Scores (Class Percentile)
		Online Courses
		Innovation/ Projects/ Technical Seminars within class
3	Volunteering & Participation	
		Helping hands in college or hostel events/activities
		Participating in events (inside & outside college)
		Extra Circular activities (Sports, Cultural etc)
		Campus Cleanliness & Brand UVCE
	Total	1000 Points

Details for each category will be provided below

10) The class will have to identify one “Primary” Goal and other two as “Secondary” Goals from above categories. The Primary goal will be worth of 400 points and Secondary Goals will be worth of 300 points each. So, the total points is 1000.

Goals and Milestones to be set for each criteria which will help in evaluation and track the progress.

11) Reporting and Tracking Updates will be done on a weekly format basis.

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- It will contain the Criteria selected by the class and option to update the weekly progress
- A separate section to give an overall progress. This will have an option to provide self-assessment from the students.
- In the last section, the class needs to give an overall completion percentage (this is fortnightly once). This is against the goal set by the class themselves.
- They will have to evaluate themselves in a practical manner, which will also be considered in the 3-Level evaluation.

12) How we evaluate the performance is as below

Level-1: Self Evaluation

Level-2: Alumni PoC Assessment

Level-3: Judges Evaluation

Details about the evaluation at different levels and what will be considered is as below

- Level-1: The class with self-evaluate their performance for a score of 1000 points once in a month. The assessment needs to be realistic and practical. The assessment needs to be justified with valid proofs.
- Level-2: The PoC evaluation will be based on the below factors (on a weekly basis):
 - How Active is the class on a scale of 200
 - Communication with PoC on a scale of 100
 - Regular in updating Weekly Report on a scale of 100
 - Focus on the Goals on a scale of 100
 - Scores for each of the criteria selected on a scale of 1000
- Level-3: The Judges will evaluate on an overall perspective, considering these aspects:
 - Involvement of Class students (overall) - 100
 - Active/ Innovation in participation - 200
 - Reporting/ Goals Focus - 100
 - Events Involvement – 100
 - Scores for each of the criteria – 1000

Point of Contact

Based on the feedback, we have modified the concept of Point of contact (PoC) this time. We will PoC performing two different roles:

Cluster PoC

We will be creating cluster of classes (say 3 or 4 class put together will be called as a cluster) and there will be 2 or 3 PoCs for this cluster as a whole. The respective classes can decide with their PoC on the means of communication.

The PoC will evaluate the classes individually in the cluster on a weekly basis. We will be providing a more simpler version of the evaluation form to the PoC

Functional PoC

There will be a separate role for the PoC based on few of the responsibilities as well:

- Report/Points Tracking (2)
- Ideas/Suggestions Motivating (3)
- Event/Faculty Co-Ordination (3)

The details about the above roles will be explained in detail shortly.

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Criteria Description

Category	Description
Communication	As a team you can conduct events to increase your communication skills (reading, writing) and share your thoughts easily You can conduct events like group discussions, innovative reading sessions.
Team work	You can organize and participate in events as a team where all of you can contribute to the activity. Fun and educational activities can be some of the group events like Lagori or a Group Quiz. How about Collage?
Leadership	You ought to take initiative for some activities and events throughout that will help groom your leadership skills. As a team you can take the lead or few individuals from your class as well
Time Management	An important aspect which needs to be inculcated, see best how you can manage your time and track your activities. This can also include your weekly updates and how well you manage your co-curricular with the course curriculum. Time boxing your activities or meetings are very essential factors
Problem Solving	Any activity taken up by your team or any event organized needs to be planned to ensure it is conducted successfully. All things in life do not happen smoothly and problem need to be external. They can be minor factors too and part of other initiatives you are working upon. You can also take an opportunity to understand the existing problem and interact as a team to find a solution.
Emotional Intelligence	When you work as a team, you have to support your team with your strengths. Lead the team with your expertise and provide moral support. Understand the strengths and weakness of your team mates and boosting their confidence.
General Knowledge	Current Affairs, Trends happening around you are very essential to develop your profile. You can have small activities like news reading or general quizzes that can give you more insight into improving your general knowledge. Interact with your fellow teams mates as well.
Attitude	The right attitude can take you places. With every activity and event you organize and part take in, ensure you build a right attitude. It is very essential to build the right attitude that will help you work better as a leader and in a team. "Never Give Up" can be a motto; "Always keen to learn" can be your goal... Setting the right attitude is very important
Seminars/PPTs	You can utilize this as an opportunity to give presentations and seminars within your class group, use these to gain some knowledge and also step in to give some seminars if your own to improve your presentation skills. To give a 20 min seminar, you will study about that topic for 2 hrs, which will help you to develop interest
Basic Professional Requirements	Some skills that can help you in your professional career are email and phone etiquettes. You can learn these skills whilst organising events which will aim at these specific skill set. Eg : Practice sending mock emails among your team mates with role plays like HR and Job Application (Offer Application via email, Responding to Job Applications), applying for Scholarship
Online courses	You can take up courses on multiple online platforms and showcase the certifications acquired. They can be paid or free. The point to be considered is joining or starting a course is not important, but completing it is... We shall consider the efforts which have only been successfully completed

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Cross Functional Expertise	Expand your reach and interact with other class teams as well. Collaborate with them on activities that can be beneficial for both the teams. Today, everything is interlinked and such initiatives will help in the long run. It can be for technical or cultural aspects
Volunteer work	Volunteer work is often misunderstood. It means you are doing an activity out of your own interest without any expectations in return. It is a real challenge to say if you have volunteered as part of this initiative if you really understand the meaning!!
Campus Cleanliness	It is just not always about cleaning the campus and repeat it every 3 months once. Take initiatives in keeping the campus litter free and create awareness in this regard. How about planting some saplings in some spaces available and looking after them?
College Clubs	Explore the clubs in college like IEEE, G2C2, Adhama, Chakravyuha, VINIMAYA, Chethana, SAE etc and take part in their activities. It's about keeping the tempo going when you feel that nothing much is happening in the club... That is very essential
Organize/Volunteer in College Events	You can organize, volunteer and participate in various college events in both technical and cultural fests in college. In fact, you can plan and execute something new as well in the college, which can be exclusive!!
Hostel Events	Helping the hostelites in conducting their annual events. If you are a hostelite, conduct some small events in hostel just like your class. It can be as simple as Essay writing or conversing in Kannada etc
VU/alumni Activities	Take part, volunteer and assist in activities by the alumni groups and also interact with them. Interacting with more alumni might help in various ways in the future, listening to their experience also will be very useful
Library	Organizing the books in the library accordingly and come up with innovative solution to maintain the orderly arrangement. Library can/should be made into a "centre of attraction". Making use of all the available resources can be the focus
Participation in College events	Ensure you take active participation in both Inter and Intra College activities. This can be in any capacity. Volunteering for few events like Bar-Camps will help you to develop your network, online webinars will count too
Attendance	The teams need to maintain the required attendance. Manage your college activities and extra-curricular well. Faculty from different branches will be consulted to track the attendance of the class
Class Overall Percentile	Maintain a relatively better average with respect to other teams. We will be considering the Internal Marks along with the previous semester scores.
Projects	Come up with innovative projects and work with your teams to implement them. Guidance can be sought out for in the college for Research works. In the meanwhile, if the project/idea is not technical, you can always reach out to us for support. For Innovation to be considered, make sure that it does not remain on paper or just in theory
Syllabus + Question Paper + Notes	Share the college curriculum with your team mates and also ensure all the relevant information is available at the finger tips so that anyone can access it when needed. This will also help the next batches to prepare well
Creativity	Conduct some activities among your teams to showcase and explore your creative instincts. This can be scaled up in the future as a full-blown event at the college level. For example, Painting competition to begin with at the class level; or some interesting activities to make everyone involved in this event should be the focus of your creative idea

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Inter-class Co-Ordination	You need to maintain healthy relations with your other class teams. It will be an added bonus if you can collaborate with them and learn from each other. Apart from the co-ordinators of the respective classes, utilize your friends network across branches to improve/enhance the overall experience of the event by getting to know each other better from other classes as well.
Initiatives inside college to promote	Take some steps to promote UVCE inside college with events like Jaatre, Fiesta etc. As part of various clubs, you can involve more people in the regular activities so that participation in those increases
Initiatives outside college to promote	Campaign for UVCE organized fests, events at other colleges. Ensure active participation by other college teams. You are also welcome to attend events where college students are invited to volunteer and spread the UVCE brand by actively involving in such opportunities
Social Media & Online Activities	Come up with innovative ideas and implement the same to increase the presence of UVCE on social media. Creating buzz about UVCE is what we are focussing along with capturing what is happening in the campus. One of the examples can be UVCE representation in Wikipedia (both English & Kannada)
Participation in Other college events	Ensure Participation and showcase your best performance in order to win competitions in inter college fests and events. These can be cultural, technical or managerial events, but mainly team events is the focus
Individual Contributions - Sports, Cultural	Individual participation in cultural and sports events and also winning these events is advantageous.
UVCE Legacy	Learn about the history and heritage of our college. Explore the accomplishments of our distinguished Alumni.

Point of Contacts & Judges

PoCs

- Medhini
- Suchetha
- Megha
- Chitra
- Lomesh
- Harsha
- Harini
- Yogesh

Judges

- Praveen
- Savitha
- Sharath Aithal

Faculty (Discussion in progress)

- K P Guruswamy
- Shobha
- B P Harish
- Kiran

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- P Deepa Shenoy
- B M Rajaprakash
- Shantharaju
- C K Umesh
- Pavan

Timeline & Schedule (Tentative)

1-Sep-2019	: First Announcement + FB event
2-Sep-2019	: Final process finalization
5-Sep-2019	: Roll out the Application Forms
7-Sep-2019	: Meeting in college & identify Alumni PoC & inform Faculty
13-Sep-2019	: Last Date to Register & nominate Class Co-Ordinators
14-Sep-2019	: Meet with Co-Ordinators of all participating class & Create WhatsApp group
15-Sep-2019	: Start of the event
22-Sep-2019	: First Week Report submission (in the required format)
29-Sep-2019	: Second Week Report
30-Sep-2019	: Fortnightly Progress (Monthly Update)
5-Oct-2019	: Meet with Co-Ordinators and Third Week Report
13-Oct-2019	: Fourth Week Report
20-Oct-2019	: Fifth Week Report + Faculty Co-Ordinators observations
27-Oct-2019	: Sixth Week Report
28-Oct-2019	: Monthly Update
2-Nov-2019	: Meet with Co-Ordinators and Seventh Weekly Track
10-Nov-2019	: Eighth Week Report
17-Nov-2019	: Ninth Week Report + Faculty Co-Ordinators observations
23-Nov-2019	: Meet with Co-Ordinators and Tenth Week Report
25-Nov-2019	: Monthly Update
26-Nov-2019	: Final Report/Submission with Self Evaluation
30-Nov-2019	: Judges evaluation along with Teachers input
TBA	: Award Ceremony

Co-Ordinators Selection

The people who have agreed to be part of the competition need to decide the 2 co-ordinators amongst themselves. The Co-Ordinators cannot be changed in between one semester. So, it would be better to decide taking everyone into confidence.

Co-Ordinators Training

We will be having a 2-3 hours Session for all the Co-Ordinators to interact about the details and answer their queries.

Why "Best Class"?

From VisionUVCE, we hope that a healthy competition between ever buzzing classes of UVCE branches on a selected set of areas like Innovation, Activities would amplify the overall development of students into engineers in a big way. And with that thought, we are proposing "Best Class Of The Semester" competition that will be held this year, starting with the new semester for the 1st and 2nd year classes of all branches.

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1. Rejuvenating participative confidence and thoughts in students. We believe it as a stepping stone to improving oneself.
2. Working as a team helps in improving the personality development of the students - they interact, debate, dissent, decide and such arrival at conclusions are always praiseworthy.
3. More emphasis on innovation and ideation - Ultimately we all love UVCE making noises on the innovation front.
4. Time Management & Discipline - this competition is time bound and needs well rounded effort. Weekly updates are warranted. Guidance will be provided.
5. Professional Approach - we intend that the event will provide an opportunity to learn soft skills & teach professional behaviour in the future.
6. More positive Branding for UVCE. This is an interesting idea and most outsiders - Higher Education Institutes, Companies would laud the efforts of the students who would partake in this and thereby the branding of our institution is given a big fillip.

What is your Role?

The point of contacts for everything that happens

- Make the democratic process in the class known to everyone. Every member should feel that he/she is equally important and responsible for the entire class's performance.
- Inside the class, you will have to divide the responsibilities and make sure that you followup with the person responsible
- Any concerns/ queries regarding the entire event or any particular topic needs to be channelized via you. The Organizers i.e us will look into the query and decide how to address the same. In the sense, we may revert back directly to you or to the person who had the query/concern.
- Regular updates to be provided through you. But it does not mean the Weekly/ Monthly Report need to be filled up by only you. You can nominate one or more persons to do this, but has to be sent to the organizers/ Alumni PoC via you.
- Whenever there is a conflict in the class, you need to be impartial and work towards settling the issue. But, in case you need any guidance or assistance, you can always reach out to us.
- You can also interact with other class Co-Ordinators in order to collaborate and exchange ideas and also activities.
- Any financial matters spent during the event will also be accounted from your end to keep a track. We are not assuring any monetary support or reimbursement at the moment.
- Interacting with the faculty and other members will also be your responsibility (Of course, you can share this with your CR). But make sure that there are no complaints from the teachers regarding the activities during class hours.

Some Suggestions from our end to Co-Ordinators:

- Team Work – Activities like Collage work, Quiz, Group Discussion etc
- Campus Cleanliness – Its just not about cleaning the campus, but also keeping your class garbage free. You can encourage not to throw litter around. For this you can take necessary measures like placing a dustbin in your class

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- Start a Class Notice Board – Put a Notice Board in your class and make announcements via that. This will help to develop the community
- Keep track of events happening in other colleges and make sure your class knows about it so that they can participate in those activities.
- It is a competition, yes, but it needs to be a healthy one. You or anyone in your class should not involve in any kind of conflicts with other classes participating in the competition
- WhatsApp groups are very easy and you can encourage to have multiple groups. It is better to have one minimum so that you can have an alumni PoC added to the same group.

Events from VisionUVCE

If you have a question, asking do we have any other means of gathering points, the answer is Yes. Team VU will be conducting 2 events during this semester in which different factors will be considered and you will be able to gather points accordingly. The finalization of ideas for the events is in progress and will be announced shortly.

Report Updation

Updating the report is completely the responsibility of the Batch Co-Ordinators. Our suggestion is that you get the Weekly Reports done by different individuals every week so that they are aware about the tasks.

But, you can fill the information and do the self-evaluation of the class after internal discussion and update the Monthly Report by yourself.

We will be providing the access to Google Drive and you will need to update the Reports in the same folders assigned to your class. You can view the folders of other classes to see their activities and get ideas and motivation. We are working on this and the same will be intimated to you shortly.

If you don't update the report on time, you will be reminded once or twice by the PoCs, but after that if the report is not updated, the points will be deducted accordingly.

FAQ

Application/Report Formats

Application Format

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Details about the Event:

From VisionUVCE, we hope that a healthy competition between ever buzzing classes of UVCE branches on a selected set of areas like Innovation, Activities would amplify the overall development of students into engineers in a big way. And with that thought, we are proposing "Best Class Of The Semester" competition that will be held this year, starting with the new semester for the 1st and 2nd year classes of all branches.

1. Rejuvenating participative confidence and thoughts in students. We believe it as a stepping stone to improving oneself.
2. Working as a team helps in improving the personality development of the students - they interact, debate, dissent, decide and such arrival at conclusions are always praiseworthy.
3. More emphasis on innovation and ideation - Ultimately we all love UVCE making noises on the innovation front.
4. Time Management & Discipline - this competition is time bound and needs well rounded effort. Weekly updates are warranted. Guidance will be provided.
5. Financial Management - we provide financial assistance and the tasks which are taken up will teach them financial discipline too.

More positive Branding for UVCE. This is an interesting idea and most outsiders - Higher Education Institutes, Companies would laud the efforts of the students who would partake in this and thereby the branding of our institution is given a big fillip.

Rules

1) Minimum of 30% of the class strength should agree to participate.

Special Cases:

- Separate sections will be treated as individual classes.
 - If total strength of the class is less than 30, min of 40% of the strength should participate.
- 2) All the participants should agree to be part of the event voluntarily. There is no compulsion to join.
 - 3) Every person agreed to join should stay till the end of the event i.e. until that semester.
 - 4) No addition/ deletion is allowed after the initial confirmation for that semester. However, there can be more inclusions for the next semester.
 - 5) From the group, two co-ordinators need to be selected by end of the week:
 - Preferably, one girl and one boy, but not mandatory
 - Everyone in the group should agree towards this selection
 - These two will be the point of contact for both sides – organizers and participants
 - The Co-Ordinators cannot be changed in between one semester. So, it would be better to decide taking everyone into confidence.
 - All the details, updates, information will be provided to them.
 - Any clarifications needed will be channelled via them
 - They will need to provide the regular updates and other information as and when required.
 - 6) Criteria matrix will be shared with everyone. The group will need to decide which areas they want to select for the semester. Every criteria will have its own weightage for the evaluation.

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7) Every class can have its own interpretation for the criteria and decide how they want to act upon it accordingly. They can have the initiatives designed as per the group wish. There will be judging points which will be evaluated based on each of the factors and goals met.

8) Few suggestions will be provided along with the few mandatory areas to be tackled. Some fundamental goals will be set for each criteria which needs to be self-evaluated as well as judged by the organizers.

Criteria Matrix

Sl No	Category	Factors
1	Communication & Soft Skills	
		Activities within classes
		Effective Communication (Writing & Speaking)
		Attitude
		Time Management
2	Academics & Technical	
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		Helping hands in college or hostel events/activities
		Participating in events (inside & outside college)
		Extra Circular activities (Sports, Cultural etc)
		Campus Cleanliness & Brand UVCE
	Total	1000 Points

Factors to consider	Description/Suggestions
Communication	As a team you can conduct events to increase your communication skills (reading, writing) and share your thoughts easily You can conduct events like group discussions, innovative reading sessions.
Team work	You can organize and participate in events as a team where all of you can contribute to the activity. Fun and educational activities can be some of the group events like Lagori or a Group Quiz. How about Collage?
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Problem Solving	Any activity taken up by your team or any event organized needs to be planned to ensure it is conducted successfully. All things in life do not happen smoothly and problem need to be external. They can be minor factors too and part of other initiatives you are working upon. You can also take an opportunity to understand the existing problem and interact as a team to find a solution.
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Syllabus + Question Paper + Notes	Share the college curriculum with your team mates and also ensure all the relevant information is available at the finger tips so that anyone can access it when needed. This will also help the next batches to prepare well
Creativity	Conduct some activities among your teams to showcase and explore your creative instincts. This can be scaled up in the future as a full-blown event at the college level. For example, Painting competition to begin with at the class level; or some interesting activities to make everyone involved in this event should be the focus of your creative idea
Inter-class Co-Ordination	You need to maintain healthy relations with your other class teams. It will be an added bonus if you can collaborate with them and learn from each other. Apart from the co-ordinators of the respective classes, utilize your friends network across branches to improve/enhance the overall experience of the event by getting to know each other better from other classes as well.
Initiatives inside college to promote	Take some steps to promote UVCE inside college with events like Jaatre, Fiesta etc. As part of various clubs, you can involve more people in the regular activities so that participation in those increases
Initiatives outside college to promote	Campaign for UVCE organized fests, events at other colleges. Ensure active participation by other college teams. You are also welcome to attend events where college students are invited to volunteer and spread the UVCE brand by actively involving in such opportunities
Social Media & Online Activities	Come up with innovative ideas and implement the same to increase the presence of UVCE on social media. Creating buzz about UVCE is what we are focussing along with capturing what is happening in the campus. One of the examples can be UVCE representation in Wikipedia (both English & Kannada)

BEST CLASS 2.0

Participation in Other college events	Ensure Participation and showcase your best performance in order to win competitions in inter college fests and events. These can be cultural, technical or managerial events, but mainly team events is the focus
Individual Contributions - Sports, Cultural	Individual participation in cultural and sports events and also winning these events is advantageous.
UVCE Legacy	Learn about the history and heritage of our college. Explore the accomplishments of our distinguished Alumni.

Rough Timeline

5-Sep : Roll out the Application Forms

13-Sep : Last Date to Register

16-Sep : Last Date to nominate Class Co-Ordinators

16-Sep : Start of the event

22-Sep : First Week Report submission (There will be Weekly Report Submissions along with Monthly Progress Updates)

5-Oct : Meet with Co-Ordinators and Third Week Report

7-Nov : Meet with Co-Ordinators and Seventh Weekly Track

23-Nov : Meet with Co-Ordinators and Tenth Week Report

26-Nov : Final Report/Submission with Self Evaluation

30-Nov : Judges evaluation along with Teachers input

TBA : Award Ceremony

Conditions:

- I am participating in this competition out of my self-interest
 - I understand that I need to be part of this event throughout this semester. If I choose to quit in between, my class loses the chance to become "The Best Class"
 - I will not use this reason as an excuse to miss classes or any other activities in the college.
 - I will put my best effort and make sure to make the maximum use of the event to shape my profile.
 - I will not showcase any bad behaviour towards other participants or create any issue during the event participation.
 - I understand that Judges Decision will be final and I will agree to stand by with it.
 - I will try to compete in a healthy manner and will always be honest and ethical.
- Batch & Branch

Name

Signature

Contact No

Email

First Steps to Begin

- Identify & convince min of 30% of your classmates who are willing to participate voluntarily.
- Get this Application signed from everyone. If you have filled the online version to begin with, you will need to get signatures from everyone by the end of First Week of the Competition.
- Select the Co-Ordinators for your class by the end of this week. We will be calling a meeting of the Co-Ordinators this Saturday
- The first task will be to identify the categories you want to focus and shortlist them. More details about this will be shared with your Co-Ordinators.
- You can create a WhatsApp Group of the people who have volunteered to participate. We will tell you the next steps accordingly

BEST CLASS 2.0

Weekly Report Format

Class (Branch & Year):

Co-Ordinators:

Week:

Selected Criteria Matrix (Weekly Update)

	Factors in Focus	Update
Primary Criteria		
Secondary Criteria		

Proofs (Photos or any attachments Reference)

This week's Challenges/ Issues

Why You Did What You Did?

Monthly Format

Class (Branch & Year):

Co-Ordinators:

Month:

Selected Criteria Matrix (Self Assessment)

	Goals	Remarks	Score
Primary Criteria			(for 400)
Secondary Criteria			(for 300)
Secondary Criteria			(for 300)

Comments about how much you have achieved in one month (what you wanted to achieve in the beginning and how much you have achieved it so far)