



CONSTITUTION & RESPONSIBILITIES : ACADEMIC COUNCIL

No. Reg./Policy/2016-2017/04

06 July 2016

General

1. The Academic Council shall be the principal academic body of the college. This will coordinate and exercise general supervision over all the academic policies of the college.

Composition

2. The Council of the college is constituted as under:

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|--|---|------------------|
| (a) Director | - | Chairman |
| (b) Dean (Academics) | - | Member Secretary |
| (c) Associate Director (Ist Year) | - | Member |
| (d) Associate Director (PG) | - | Member |
| (e) Associate Director (Engg.) | - | Member |
| (f) All the Heads of Academic Departments | - | Members |
| (g) Director - Training & Placement | - | Member |
| (h) Two representatives of repute from amongst the Scientists / Educationists/ Technologists / Industrialists for their specialized knowledge co-opted by the Academic Council | - | Members |
| (i) Two Professors / Associate Professors (Other than HODs) | - | Members |
| (j) Special Invitee, if any | - | Member |

Tenure

3. The term of nominated members mentioned at Para 2 (h) and 2(i) shall be two years.

Quorum

4. Half of the total number of the members of the Committee shall form the quorum for the meeting of the Committee.

Responsibilities

5. The Academic Council shall perform following functions:-

- (a) To appoint Sub-committee from amongst the members of the Academic Committee, other teachers of the College and expert from outside on such specific matters as may be referred to such sub-committee by the Committee.



- (b) To consider the recommendations of the sub-committees and take such action as circumstances of each case may require including making of suitable recommendations to the Management Board.
- (c) To advise on the working of Academic Departments, Library & Workshop.
- (d) To promote teaching, research and related activities in the college, for improvement in academic standards.
- (e) To scrutinize and approve the proposals with or without modifications of the Board of Studies with regard to courses of study, syllabi and modifications thereof, instructional and evaluation arrangement. Academic Council may reject the proposal of BOS with reasons.
- (f) To make regulations regarding admission of the students to different programmes of study in the college keeping in view the policy of AKTU.
- (g) To recommend proposals for new programmes of study to the Governing Council as per AICTE Regulations.
- (h) To frame regulations and recommend scholarships, prizes and medals for the students to the Governing Council.
- (i) To institute new measures for innovations in Teaching / Learning Methodology.
- (j) To exercise such other powers and perform such other duties, as may be prescribed to them from time to time.
- (k) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or Board of Studies and take appropriate action thereon.

Conduct of Meetings

6. The meetings of the Committee shall be convened by the Member/Secretary on instructions of the Chairman. Following points are noteworthy in this regard -

- (a) The Committee shall meet as often as necessary as but not less than two times during the semester.
- (b) A written notice of every meeting together with the agenda shall be circulated by the Member Secretary to all the members at least one day before the meeting. The Chairman of the Committee may permit inclusion of any item on the agenda for which due notice could not be given.
- (c) Not-with-standing above, the Chairman may call an emergent meeting of the Committee at short notice to consider urgent or special issues.
- (d) The ruling of the Chairman of the Committee in regard to all questions of procedure shall be final.
- (e) The minutes of the proceedings will be circulated amongst all members. Provided that any such minutes shall not be circulated, if the Committee considers such circulation prejudicial to the interest of the College.
- (f) The minutes along with the amendments, if any, shall be placed for confirmation in the next meeting.



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Conclusion

7. All the minutes of Academic Council meetings and decisions taken therein will be recorded and kept in Academic Council records.



(Prof. R. K. Jaiswal)
Director

