



CONSTITUTION & RESPONSIBILITIES : ACADEMIC COUNCIL

No. Reg./Policy/2016-17/04

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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:

(a) Director	Chairman
(b) Dean (Academics)	Member Secretary
(c) Associate Director (I Year)	Member
(d) Associate Director (PG)	Member
(e) Associate Director (Engg.)	Member
(f) All the Heads of Academic Departments	Members
(g) Director - Training and 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.

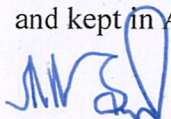
Conduct of Meetings

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

- (a) The Committee shall meet as often as necessary as but not less than two times during the year/academic session.
- (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 additional meetings of the Committee as and when required to consider urgent or special issues. In such cases, there may not be the requirement of external experts. The same may be discussed via internal members only referred to as 'Standing Committee' to Academic Council.
- (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 only such minutes shall not be circulated, if the Committee considers such circulation re-judicial to the interest of the college.
- (f) The minutes along with the amendments. If any. shall be placed for confirmation of next meeting.

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 General