



## **SOP OF ACADEMIC COUNCIL**

### **Academic Council**

The Academic Council will be solely responsible for all academic matters such as framing of academic policy, approval of courses, regulations and syllabi, etc. The council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university as per UG regulations.

### **Composition of academic council**

The academic council shall meet as and when necessary, but at least twice a year as per UGC norms and the constitution of the Academic Council shall be as follows:

1. The Principal (Chairman)
2. All the Deans and Head of the departments in the college.
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. A member secretary nominated by the Principal

### **Functions and Duties of Academic Council**

1. To advise the governing board on all academic matters
2. The Academic Council shall be responsible for the maintenance of the standards of teaching and examinations within the campus.
3. Without prejudice to the generality of the foregoing provisions, the Academic Council shall exercise the following powers and perform the following duties:
  - i) To scrutinize and approve the curriculum and syllabi of every program approved by board of studies, scheme of examinations and examination reforms
  - ii) To make regulations in consultation with the boards and studies concerned, laying down courses of studies



- iii) To frame rules covering the academic functioning of the college, admissions, examinations, attendance and discipline.
- iv) To exercise general supervision over the academic work of the college and to give direction regarding methods of instruction, evaluation, and improvements in academic standards
- v) To maintain proper standards of examinations
- vi) To suggest measures for departmental co-ordination
- vii) To prepare minutes on academic and other activities of the department at the end of each academic session and take the action

### **Meeting of the Academic Council**

1. The Academic Council shall meet at least twice a year
2. Each member, including its chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the chairman shall have a casting vote.
3. Modifications in the course of the studies shall come into force from the beginning of the subsequent academic year. No modifications shall be permitted in the interim period.