

**JWALA DEVI VIDYA MANDIR  
PG COLLEGE, KANPUR**



# **ACADEMIC POLICY**

**POLICY DOCUMENT**



**AUGUST 3, 2023**

## DECLARATION

*JDVM PG College, Kanpur, is dedicated to fostering academic excellence, unveils its Academic Policy for Quality Enhancement. This policy outlines a roadmap for continuous improvement, ensuring a vibrant and progressive learning environment for our students.*

*The Institute reserves its right to interpret; change; suspend; cancel; or dispute, with or without notice; all or any part of what is contained in the Manual. In the interpretation of any policies and procedures covered in the Manual, the Principal / Secretary's decision will be final and binding on all employees of the Institute*

**Approved by,**

**Principal - Dr. Geeta Asthana**

**Effective Date:** [Date]

**JDVM PG College Board of Management:**



# THE ACADEMIC POLICY

JDVMPG College, Kanpur, is committed to providing a transformative educational experience for its students. This Academic Policy for Quality Enhancement outlines a framework for continuous improvement in all academic activities. It aligns with the college's vision and mission, adhering to national and international quality assurance frameworks by providing quality education through excellent teaching learning ICT based methods and research pursuits with the continuous assessment of the academic activities, so as to empower students to evolve as self-reliant citizens who would cater to the human welfare and sustainability. This policy document reflects academic objectives of the institutes and the strategies envisaged to achieve them.

## OUR COMMITMENT:

- **Culture of Continuous Improvement:** We strive for constant refinement of academic processes, fostering a culture of learning and innovation.
- **Enhanced Curriculum and Programs:** We regularly review and update curriculum to ensure its relevance and alignment with current knowledge, industry needs, and national frameworks.
- **Effective Teaching and Learning:** We promote diverse teaching methodologies, coupled with faculty development programs, to create engaging and interactive learning experiences.
- **Empowering Assessments:** We implement comprehensive assessment methods, providing continuous feedback to students and informing improvements in curriculum and teaching.
- **Robust Student Support:** We offer a comprehensive support system, addressing academic, social, and emotional well-being to ensure student success.
- **Strong Internal Quality Assurance:** A dedicated Internal Quality Assurance Cell (IQAC) oversees implementation, conducts audits, and proposes improvement strategies.
- **Benchmarking and Best Practices:** We actively compare performance against leading institutions and implement best practices in curriculum design, teaching, and student support.
- **Collaboration and Knowledge Sharing:** We engage in national initiatives and network with other institutions to foster collaboration and knowledge exchange.



## **OUR VISION:**

*This policy serves as a strategic framework for propelling [College Name] to the forefront of academic excellence. We envision a thriving learning environment where students are equipped with the knowledge, skills, and critical thinking abilities necessary to excel in their chosen fields.*

## **OBJECTIVES –**

The objective of the policy is to make academic processes transparent and understandable by faculty and students and to ensure that quality teaching and learning takes place.

The process includes:

1. Designing a course plan and sharing it with the students
2. Designing add on programs based on the industry needs
3. Delivery using appropriate and effective methods
4. Regular assessment and feedback to students and to parents
5. Foster a culture of continuous improvement in academics
6. Accountability of Roles and responsibilities.
7. Enhance curriculum relevance and program quality.
8. Promote effective teaching-learning methods and innovative assessments.
9. Improve student learning outcomes and employability skills.
10. Strengthen internal quality assurance mechanisms.
11. Benchmark against best practices in higher education.
12. Encourage collaboration and knowledge sharing within the college community.

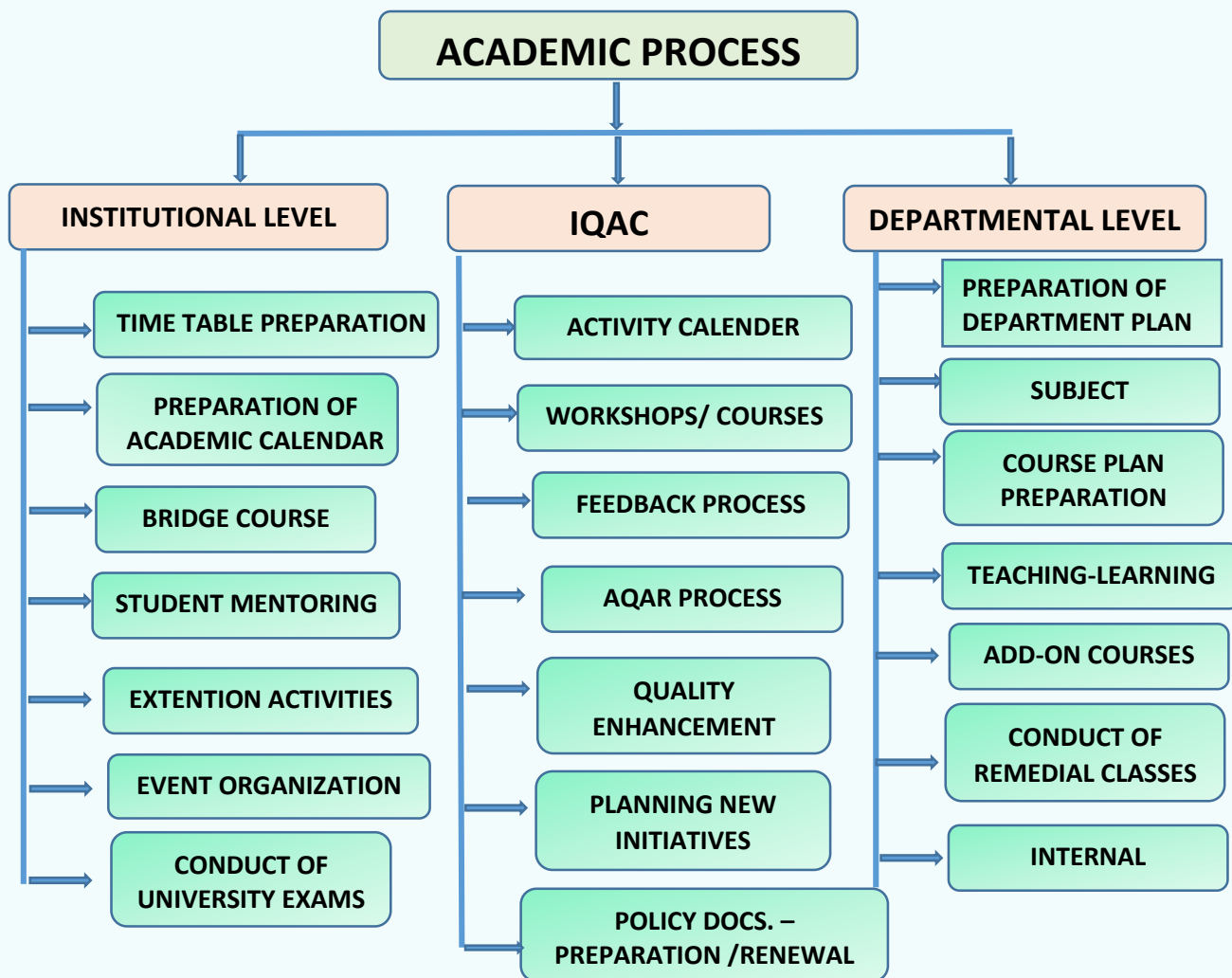


In order to ensure the achievement of the objectives, the roles and responsibilities of various academic personnel are outlined:

<b>ROLE</b>	<b>Academic responsibilities</b>
Management and Governing Council	The Management will assess the needs of the society and seek to provide adequate programs of various types in the institution which would be useful for students in getting adequate placements and for the community to grow.
Principal	<ol style="list-style-type: none"> <li>1. Developing and ensuring quality policies and processes in academics</li> <li>2. Monitoring quality of course delivery and completion of academic responsibilities by faculty members</li> </ol>
IQAC Coordinator	<ul style="list-style-type: none"> <li>• Assigning benchmarks for departments and clubs</li> <li>• Conducting quality audit at regular intervals.</li> <li>• Organizing FDPs, Conferences and Seminars</li> </ul>
University Liaison Officer	Liaising with the University for the academic calendar and other student related queries relating to evaluation and examinations
Controller of Examinations	Conducting of internal and University exams
Academic Council	<ul style="list-style-type: none"> <li>• Consisting of all the HoDs and IQAC Coordinator</li> <li>• Reporting of academic progress to the Principal and IQAC on a monthly basis and presentations made by each department head in the staff council meeting</li> </ul>
Head of Department •	<ul style="list-style-type: none"> <li>• Coordinates the activities of the department in line with the mission and vision of the institution</li> <li>• Prepares the department plan along with the members of the department</li> <li>• ensures the effective implementation of the same.</li> <li>• Subject allocation to faculty</li> <li>• Approval of course plans</li> <li>• Students' grievance redressal</li> <li>• Faculty mentoring, review and feedback</li> <li>• Conducting monthly departmental meetings</li> <li>• Supports the Management in the process of faculty hiring.</li> </ul>
Faculty	<ul style="list-style-type: none"> <li>• Course plan preparation</li> <li>• Conducting Bridge course for students</li> <li>• Delivery of the course content using the best possible learner-centric method</li> <li>• Prescribing assignments, tests, presentations, add on programs and other such activities to ensure that students learn and improve their skills and knowledge. <ul style="list-style-type: none"> <li>• Assessment of answer scripts, student performance and providing relevant feedback</li> </ul> </li> <li>• Assessment and attainments of COs, PSOs and POs</li> <li>• Conducting remedial classes for slow learners and providing challenging tasks to advanced learners <ul style="list-style-type: none"> <li>• Keeping up to date and abreast of the latest developments in the field</li> </ul> </li> </ul>
Program Coordinators	<ul style="list-style-type: none"> <li>• Larger departments in the college have program coordinators appointed for each batch of students.</li> <li>• They are entrusted to supervise the academic and administrative aspects of the department. <ul style="list-style-type: none"> <li>• Prepare a plan and organise seminars, conferences, guest lectures, alumni talk, club events etc. in line with the department plan</li> <li>• Arrange field visits/industrial tours</li> </ul> </li> </ul>

## ACADEMIC STRUCTURE/PROCESS

JDVM PG College is committed to providing quality education using the best pedagogical methods in order to equip the students with the required skills to excel in their field of work and also to train them to be responsible citizens with strong professional and ethical values and be contributing members of the larger society.



### STRATEGIES FOR QUALITY ENHANCEMENT

#### CURRICULUM DEVELOPMENT AND REVIEW

- **Curriculum Alignment:** The College will regularly review and update curriculum to ensure it aligns with current knowledge, industry needs, and national frameworks. This includes analyzing job market trends and employer requirements to ensure graduates possess the necessary skills.
- **Curriculum Development Committees:** Curriculum development committees will be established with diverse faculty representation from various disciplines. These committees will be responsible for reviewing program structures, course content, learning outcomes, and teaching methodologies.

- **Faculty Development for Curriculum Design:** The college will invest in faculty development programs on curriculum design and learning outcomes-based education. These programs will equip faculty with the skills to design and deliver courses that effectively meet student learning goals.
- **Curriculum Audits and Reviews:** The college will conduct regular curriculum audits and reviews to assess the effectiveness of programs and identify areas for improvement. This may involve surveys, focus groups, and analysis of student performance data.
- **External Stakeholder Involvement:** Stakeholders like industry experts and alumni will be involved in curriculum review processes. Their insights will be valuable in ensuring program relevance and graduate employability.

## **TEACHING AND LEARNING**

- **Diverse Teaching Methodologies:** The College will promote a diverse range of teaching methodologies beyond traditional lectures, fostering active student participation. This may include interactive sessions, problem-based learning, case studies, project-based learning, simulations, and flipped classrooms.
- **Faculty Development for Effective Teaching:** Faculty development programs will be offered on topics like effective teaching strategies, student-centered learning approaches, and technology integration in the classroom. These programs will equip faculty with the skills to create engaging and interactive learning experiences.
- **Student-Centred Learning:** The College will promote student-centered learning approaches that foster critical thinking, communication, collaboration, and problem-solving skills. This will empower students to take ownership of their learning and become active participants in the educational process.
- **Active Learning Technologies:** The College will integrate active learning technologies like learning management systems (LMS), simulations, and e-learning resources into the curriculum. These technologies can provide students with access to rich learning materials, facilitate collaborative learning experiences, and offer personalized learning pathways.
- **Peer Learning and Group Work:** The College will encourage peer learning and collaborative group work among students. This can foster critical thinking, communication, and teamwork skills, preparing students for the demands of the workplace.

## **ASSESSMENT AND EVALUATION**

- **Comprehensive Assessment Plans:** Comprehensive assessment plans will be developed for each program and course to effectively measure student learning outcomes. These plans will utilize diverse assessment methods such as assignments, projects, quizzes, presentations, portfolios, mid-term and end-term examinations, and practical assessments.
- **Formative Assessment:** The College will emphasize formative assessment strategies that provide continuous feedback to students for improvement throughout the learning process. This may involve self-assessment activities, peer reviews, instructor feedback on assignments and projects, and quizzes.



- **Data Analysis and Improvement:** Student performance data will be analyzed regularly to identify areas for improvement in teaching and learning. This data will be used to inform curriculum revisions, teaching methodologies, and assessment practices.
- **Self-Assessment and Peer Assessment:** The College will encourage self-assessment and peer assessment practices among students. This allows students to develop metacognitive skills (reflecting on their learning) and hone their critical thinking abilities.

## **Cultivating Excellence: Faculty Development Strategies**

Investing in faculty development is paramount to fostering a thriving academic environment. Here's how the Academic Council can cultivate a culture of continuous learning and growth among faculty members:

- **Curriculum Design and Pedagogy:** The Council can prioritize faculty development programs on curriculum design and innovative teaching methodologies. This could include workshops on active learning strategies, flipped classrooms, and effective use of technology in the classroom.
- **Assessment and Evaluation:** Equipping faculty with a solid understanding of assessment practices is crucial. Workshops on developing clear learning objectives, creating rubrics, and effectively evaluating student learning outcomes can significantly enhance teaching effectiveness.
- **Research and Scholarship:** Encourage faculty to engage in research and scholarly activities by providing financial support for research projects, facilitating access to research equipment and resources, and potentially offering reduced teaching loads for active researchers.
- **Lifelong Learning:** The AC can support faculty participation in conferences, workshops, and seminars to stay abreast of advancements in their fields. These opportunities allow faculty members to learn new approaches, network with colleagues, and gain fresh perspectives.
- **Publication Support:** Assist faculty in publishing their research findings by offering workshops on scientific writing, facilitating connections with relevant journals, and potentially providing financial assistance with publication fees.
- **Cross-Disciplinary Collaboration:** Foster a culture of knowledge sharing and collaboration by promoting interdisciplinary research projects, faculty exchange programs, and departmental seminars where faculty can share their expertise with colleagues across disciplines.
- **Recognition and Rewards:** Recognizing and rewarding outstanding teaching and research achievements motivates faculty and reinforces the value placed on these endeavours. This could involve establishing awards for exceptional teaching, research grants, or travel stipends to attend prestigious conferences.

By implementing these strategies, the Academic Council can create a dynamic environment where faculty members are empowered to continuously refine their teaching skills, engage in meaningful research, and ultimately provide students with a rich and rewarding educational experience.



## **INTERNAL QUALITY ASSURANCE: ENSURING CONTINUOUS IMPROVEMENT**

The Academic Policy for Quality Enhancement prioritizes a robust internal quality assurance (IQA) system. This ensures ongoing monitoring and improvement of academic processes. Here's how the policy addresses IQA:

### **1. The Internal Quality Assurance Cell (IQAC):**

A dedicated Internal Quality Assurance Cell (IQAC) was established long back . This cell comprises faculty members, administrators, and potentially student representatives, ensuring a diverse perspective. The IQAC serves as the central body responsible for coordinating and overseeing all quality enhancement initiatives.

### **2. Quality Assurance Procedures:**

The IQAC develops and implement comprehensive quality assurance procedures for all academic activities. These procedures will encompass the entire academic journey, from curriculum development and program design to teaching methodologies, assessment practices, and student support services. This ensures a holistic approach to quality assurance, addressing every aspect of the academic experience.

### **3. Regular Internal Audits and Self-Studies:**

The IQAC will conduct regular internal audits and self-studies. These audits and studies will involve a systematic examination of various academic processes to identify areas of strength and weakness. This may involve analyzing data from student performance, faculty feedback, and surveys to gain insights into areas for improvement. Additionally, SWOT (Strengths, Weaknesses, Opportunities, and Threats) analyses will be conducted to assess the college's overall academic performance and identify potential risks and opportunities for growth.

### **4. Annual Quality Assurance Reports:**

Based on the data collected through internal audits, self-studies, and feedback mechanisms, the IQAC will prepare annual quality assurance reports. These reports will outline the college's performance across various academic domains. More importantly, they will identify areas for improvement and propose specific action plans to address weaknesses and capitalize on opportunities. The reports will be submitted to the college administration for review and implementation of improvement strategies.

### **5. Fostering Feedback Mechanisms:**

To facilitate continuous improvement, the policy emphasizes the importance of robust feedback mechanisms. The college will establish channels for students, faculty, and staff to provide constructive feedback on academic programs, services, and infrastructure. This feedback will be

crucial for the IQAC to identify areas requiring attention and ensure all stakeholders have a voice in shaping the quality of academic offerings.

## **FOSTERING QUALITY THROUGH INFRASTRUCTURE AND RESOURCES**

A strong infrastructure and robust resource allocation are vital pillars for a thriving academic environment. This Academic Policy for Quality Enhancement outlines a commitment to address these needs in three key areas:

### **1. Upgrading and Maintaining Facilities:**

The college will invest in upgrading and maintaining classrooms, laboratories, libraries, and IT infrastructure. This ensures a conducive learning environment equipped with modern amenities. Classrooms will be equipped with technology like projectors and smart boards to enhance teaching methodologies. Laboratories will receive regular updates to ensure students have access to cutting-edge equipment for practical learning. Libraries will be well-stocked with up-to-date books, journals, and databases, while also offering access to online resources. Additionally, reliable and robust IT infrastructure will be maintained to facilitate learning management systems, access to e-learning materials, and seamless online resources.

### **2. Access to Learning Resources:**

The college will prioritize ensuring adequate access to learning resources beyond physical infrastructure. This includes providing students with access to a diverse collection of books, journals, and databases. Online resources and e-learning platforms will be actively promoted to enhance accessibility and learning flexibility. Furthermore, the college will explore partnerships with institutions and organizations to provide access to specialized databases or research materials in specific disciplines.

### **3. Creating a Conducive Learning Environment:**

Beyond physical facilities and resource access, the policy aims to cultivate a learning environment that fosters intellectual curiosity and facilitates academic pursuits. This includes creating comfortable and well-lit study spaces, promoting collaboration through designated group work areas, and providing access to support services like writing centers and mental health resources. The college will strive to create a learning environment that is inclusive and accessible for all students, regardless of background or ability.

- Invest in upgrading and maintaining classrooms, laboratories, libraries, and IT infrastructure.
- Ensure adequate access to learning resources like books, journals, online databases, and technology equipment.
- Develop and maintain a learning environment conducive to academic pursuits.



## **IMPLEMENTATION AND MONITORING FOR QUALITY ENHANCEMENT**

The success of this Academic Policy for Quality Enhancement hinges on effective implementation and monitoring. Here's a three-paragraph breakdown of the key strategies:

### **1. Establishing Roles and Responsibilities:**

- The college administration will establish clear roles and responsibilities for implementing quality enhancement strategies. This will involve designating individuals or committees responsible for curriculum development, faculty development, Internal Quality Assurance (IQA), and student support services.
- Faculty members will be actively involved in curriculum development and review processes. They will be responsible for implementing the curriculum in their respective courses and utilizing effective teaching methodologies.
- The IQA Cell will play a pivotal role in overseeing the implementation of quality enhancement initiatives. It will monitor progress, conduct audits and reviews, and prepare reports for continuous improvement.

### **2. Resource Allocation and Capacity Building:**

- The college will allocate adequate resources to support quality enhancement initiatives. This may include financial resources for faculty development programs, technology infrastructure upgrades, and learning resource acquisition.
- Capacity building workshops and training programs will be offered to faculty and staff on various aspects of quality enhancement, including curriculum design, assessment practices, and the use of technology in teaching.

### **3. Monitoring, Evaluation, and Feedback:**

- Regular monitoring and evaluation will be conducted to assess the effectiveness of quality enhancement initiatives. This may involve data collection, analysis of student learning outcomes, feedback from faculty and students, and reviews by external experts.
- Based on the evaluation results, the college will make necessary adjustments to the policy and implementation strategies.
- A culture of feedback will be fostered, encouraging faculty, staff, and students to provide constructive feedback on the quality of academic programs and services offered by the college. This feedback will be crucial for continuous improvement and ensuring the college remains at the forefront of academic excellence.

## **STUDENT SUPPORT: FOSTERING STUDENT SUCCESS**

The Academic Council recognizes the importance of a holistic student experience that addresses not only academic pursuits but also social and emotional well-being. To this end, the Council advocates for the development and implementation of a comprehensive student support system designed to empower students to excel in all aspects of college life:

- **Academic Advising:** Well-established academic advising services are crucial for student success. Advisors can guide students in selecting courses that align with their academic

goals and interests. They can also help students monitor academic progress, identify potential roadblocks, and develop strategies to overcome them. Additionally, advisors can provide valuable guidance on career planning, helping students explore potential career paths and make informed decisions about their futures.

- **Learning Resource Centre:** A thriving learning resource centre acts as a hub for academic support and independent learning. This centre should offer access to a wealth of resources, including academic databases, online journals, and a vast collection of books and periodicals relevant to various disciplines. Additionally, the centre should be equipped with technology resources like computers, printers, and software applications to facilitate student learning.
- **Career Counselling:** The AC recognizes that career preparedness is an integral part of a student's education. By providing career counselling services, the college can assist students in developing essential job search skills. This includes guidance on crafting compelling resumes and cover letters, effective interview techniques, and navigating the job application process. Additionally, counsellors can help students identify potential internship opportunities that provide valuable hands-on experience and career exploration.
- **Mentoring Programs:** Mentoring programs can have a profound impact on student success. Pairing students with experienced faculty members can provide them with invaluable guidance and support. Mentors act as role models, offer personalized advice on academic and professional development, and nurture a sense of belonging within the college community.
- **Disability Services:** The Academic Council recognizes the importance of inclusivity and ensuring all students have access to the resources and support they need to succeed. Strengthening support services for students with disabilities or special needs is essential. This involves providing accommodations for exams, access to assistive technologies, and support services that help students navigate academic challenges related to their disabilities.

## **BENCHMARKING AND BEST PRACTICES: LEARNING FROM LEADERS**

This Academic Policy for Quality Enhancement recognizes the importance of continuous learning and improvement by looking beyond the college walls. Here's how the policy integrates benchmarking and best practices:

**1. Benchmarking Exercises:** The college will conduct regular benchmarking exercises against similar institutions of higher education. This involves comparing academic programs, student learning outcomes, curriculum design, assessment practices, and student support services with those of leading institutions. Benchmarking data will provide valuable insights into areas where the college excels and areas where there's room for improvement.

**2. Identifying and Implementing Best Practices:** Based on benchmarking data, the college will identify best practices in curriculum development, teaching methodologies, assessment practices, and student support services. These best practices may include innovative approaches to teaching, engaging assessment methods, or effective student support models implemented by

leading institutions. The college will then analyze the feasibility of implementing these best practices within its own context.

**3. National and International Quality Assurance Initiatives:** Active participation in national and international quality assurance initiatives will be encouraged. This participation allows the college to stay updated on the latest trends and standards in higher education. Additionally, national and international quality assurance initiatives often involve peer reviews and external evaluations, providing valuable feedback on the college's strengths and weaknesses compared to broader benchmarks.

**4. Networking and Collaboration:** The college will actively network with other institutions of higher education, both nationally and internationally. This fosters collaboration and knowledge sharing among faculty and staff. Through such networks, the college can learn from the experiences of other institutions, identify successful practices, and explore collaborations in research and curriculum development.

By actively engaging in these benchmarking and best practice activities, the college can ensure its academic programs remain competitive, relevant, and at the forefront of educational innovation.

The academic health of a college hinges on a strong foundation of well-defined and effective academic policies. These policies serve as the guiding principles that govern all aspects of academic life, from curriculum development and assessment practices to student conduct and graduation requirements. However, creating and upholding these policies requires a dedicated and collaborative body – enter the Academic Council. The Academic Council acts as the central force in shaping academic policy, fostering a dynamic environment where sound policies are thoughtfully crafted, effectively implemented, and continuously reviewed for optimal student learning and institutional success.

Recognizing the critical role of well-defined academic policies, JDVM PG College established a dedicated Academic Council. This esteemed body, comprised of experienced faculty members, administrators, and potentially student representatives, works tirelessly to ensure the college's academic excellence. Functioning as the cornerstone of policy formulation, the Academic Council actively engages in discussions, debates, and meticulous analysis of proposed policies. Their collaborative efforts guarantee that each policy aligns with the college's educational mission, benefits all stakeholders, and ultimately fosters a dynamic and successful learning experience for students. Through their commitment and expertise, the Academic Council has become a driving force in shaping JDVM PG College's academic landscape, ensuring its policies remain robust and effective.







# **JWALA DEVI VIDYA MANDIR P.G. COLLEGE KANPUR**

## **ACADEMIC COUNCIL**





## THE ACADEMIC COUNCIL

The Academic council is dedicated to fostering a dynamic learning environment that equips students with the knowledge, skills, and critical thinking necessary for success in their chosen fields. This Academic Policy for Quality Enhancement outlines a comprehensive framework for continuous improvement in all academic activities. It aligns with the college's vision and mission, adhering to national and international quality assurance frameworks.

The College Academic Committee comprises of Principal, Heads of Departments, Senior Professors, and Examination Section In-Charge. It translates the policy decisions of the management into implementable activities and follows up with their execution. The Committee meets three times in an academic year.

### VISION:

To promote a dynamic and enriching academic environment that empowers students to thrive intellectually, critically, and creatively.

### MISSION:

- Uphold high academic standards by formulating, reviewing, and approving curriculum, syllabi, and regulations.
- Foster a vibrant learning environment through innovative teaching methodologies and research initiatives.
- Ensure the continuous improvement of academic programs in alignment with evolving industry demands and global trends.
- Promote interdisciplinary collaboration and faculty development for a holistic learning experience.
- Develop and implement policies that ensure the fair and transparent evaluation of student learning.

### OBJECTIVES

This COUNCIL strives to achieve the following objectives:

- Cultivate a culture of continuous improvement within the academic sphere.
- Enhance the quality and relevance of curriculum and program offerings.
- Promote effective teaching methodologies and innovative assessment practices.
- Elevate student learning outcomes and employability skills.
- Strengthen and streamline internal quality assurance mechanisms.
- Benchmark against best practices in higher education to remain competitive.
- Foster collaboration and knowledge sharing among faculty, staff, and students.



## **COMPOSITION:**

The Academic Council typically comprises a diverse group of stakeholders, including:

- The Principal (Chairperson)
- Heads of various departments
- Senior faculty members
- NAAC & IQAC Co-Ordinator
- Student representatives (optional)

## **FUNCTIONS**

- To review the academic and other related activities of the college.
- To review the students and faculty development programmes.
- To visualize and formulate perspective plans for the development and growth of the college.
- To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan.
- To draw new schemes of development for the college.
- To plan for resource mobilization through industry interaction, consultancy and extra-mural funding.
- To promote research and extension activities in the college campus.
- To promote teaching innovations and student placement programmes.
- To plan for sustaining the quality of education, quality improvement and accreditation of the college.
- To recommend schemes to promote participation of academic departments in community development activities in the region.
- To consider such other activities for furtherance of academic excellence.
- To review students attendance /malpractices in examinations.
- To oversee the internal examinations/ evaluation/ recording.

## **POWERS OF ACADEMIC COUNCIL:**

The Academic Council shall have the following powers, duties, namely:

- (i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or these proposed by the departments / faculties and to take proper action thereon;
- (ii) To exercise general supervision over the academic work of the institution and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- (iii) To promote research within the institution, acquire reports on such researches from time to time;
- (iv) To prescribe courses of study leading to degrees and diplomas of the institution;
- (v) To make arrangements for the conduct of examinations in conformity with the Bye-Laws;

- (vi) To maintain proper standards of the examinations;
- (vii) To suggest measures for departmental co-ordination;
- (viii) To make recommendations to the Board of Management on:
  - Measures for improvement of standards of teaching research and training;
  - Institution of fellowships, travel fellowships, scholarships, medals, prizes etc.
  - To recommend to the Board of Management, the establishment of departments/ centres; and
  - To frame rules covering the academic functioning of the institution admissions, examinations, free-ships, concessions, attendance, discipline etc.
- (xi) To appoint sub-committees to advice on such specific matters as may be referred to it by the Board of Management;
- (xii) To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- (xiii) To take periodical review of the activities of the Departments / Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- (xiv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

## **FUNCTIONS OF THE ACADEMIC COUNCIL**

The Academic Council serves as the backbone of academic governance within a college, discharging a wide range of essential functions:

- **Curriculum Development and Review:**
  - The AC plays a pivotal role in approving new courses, programs, and syllabi. This involves meticulously reviewing proposals from departments and subject experts, ensuring alignment with the college's overall academic vision, industry demands, and national educational frameworks.
  - The Council also reviews existing programs on a regular basis, identifying areas for improvement and recommending necessary revisions to keep the curriculum relevant and up-to-date. This ensures that students acquire the most current knowledge and skills necessary for success in their chosen fields.
- **Examination Systems and Evaluation:**
  - The AC establishes and reviews regulations concerning examinations, evaluation methodologies, and grading systems. This includes setting standards for assessments, ensuring fairness, and promoting transparency in the evaluation process.
  - The Council also plays a crucial role in approving external examiners and moderators to ensure the impartiality and rigor of the examination process.
- **Faculty Development and Research Promotion:**
  - Recognizing the importance of faculty expertise in delivering high-quality education, the AC actively promotes faculty development initiatives. This may involve recommending and approving workshops, training programs, and seminars to enhance faculty teaching skills, research capabilities, and subject knowledge.

- The Council may also recommend strategies for faculty research promotion, such as allocating research grants, establishing research clusters, and facilitating access to research facilities and resources.
- **Student Academic Concerns and Grievances:**
  - The AC serves as a platform for addressing student concerns and grievances related to academic matters. This could encompass issues such as curriculum structure, assessment practices, or faculty-student interactions.
  - By providing a forum for student voices to be heard, the Council fosters a more inclusive and responsive learning environment.
- **Initiating Educational Reforms:**
  - The AC plays a proactive role in initiating new teaching methodologies and educational reforms. This might involve exploring innovative learning technologies, adopting blended learning models, or incorporating project-based learning activities to enhance student engagement and deepen their understanding of course material.
  - The Council remains open to exploring new and innovative approaches to teaching and learning, ensuring that the college remains at the forefront of educational pedagogy.
- **Resource Allocation and Budget Management:**
  - The AC plays an advisory role in recommending resource allocation for various academic departments and initiatives. This may involve advocating for budgetary allocations for new equipment, learning resources, or faculty development programs.
  - By considering departmental needs and strategic priorities, the Council ensures effective utilization of resources to support high-quality academic programs.
- **Collaboration and Networking:**
  - The AC actively promotes interdepartmental collaboration and encourages interdisciplinary courses and research projects. This fosters knowledge exchange across disciplines, providing students with a more holistic learning experience and preparing them to tackle complex issues that often require expertise from diverse fields.
  - The Council may also explore collaborations with external institutions like universities, research bodies, or industry leaders to enrich the academic offerings and research environment within the college.

## **WORKING MECHANISM**

The Academic Council operates through a well-defined structure designed to ensure efficient decision-making and effective communication. Here's a breakdown of the working mechanism:

- **Meetings:** The Council convenes regularly, typically once a semester or quarter, to discuss and deliberate on various academic matters. Agendas for these meetings are circulated beforehand, allowing members to prepare for discussions and come equipped with relevant information.
- **Committees:** To address specific areas in greater detail, the AC may form standing or ad-hoc committees. Such committees might focus on specific areas like curriculum development, examination reforms, faculty development, or student

- **Agendas and Reports:** Agenda items for meetings are circulated beforehand, allowing members to prepare for discussions. Minutes of meetings are documented and circulated to all members.

In conclusion, the Academic Council serves as the cornerstone of academic excellence within a college. It is a dynamic body that plays a pivotal role in shaping the educational landscape for students. By upholding high academic standards, fostering a stimulating learning environment, and continuously striving for improvement, the AC empowers students to become well-rounded individuals equipped with the knowledge, skills, and critical thinking abilities necessary to thrive in an ever-evolving world.

Through its diverse composition, well-defined functions, and collaborative working mechanism, the Academic Council acts as a catalyst for innovation and change within the college. By nurturing faculty expertise, promoting interdisciplinary collaboration, and embracing new teaching methodologies, the AC ensures that the college remains at the forefront of educational pedagogy. With a focus on continuous improvement and a commitment to student success, the Academic Council paves the way for a vibrant and enriching academic experience that prepares students not only for their chosen careers, but also for lifelong learning and responsible citizenship.

