

## POLICY OF ACADEMIC COUNCIL

### **1. Purpose:**

The Academic Council is a significant body of the college which is responsible for the maintenance of academic standards within the institution as well as for all concerned activities like planning, co-ordination, development, review of curriculum, admission, preparation of timetable, evaluation, and assessment. The Academic Council is a vital link between the student body and the faculty. The significant function of this committee is to act as a medium of communication between the students and the faculty. The agenda of this committee is to keep the students aware of their academic standing and reducing blind-spots. It takes up the responsibility of imbibing best practices so that future student's community can have better system in place. It also arranges regular interaction between faculty and students. It also takes responsibility for conducting practices like academic award functions for encouraging and rewarding students for their academic excellence.

### **2. Scope:**

The academic Council represents all staffs and students at the college and includes representatives from the academic, administrative, library, support staff and students. It is mainly responsible for the review, recommendation, monitoring and implementation of the following aspects in the institution:

- Pedagogy
- Course and Program
- Teaching- learning methodology and standards
- Assessment and Evaluation
- Student Conduct and discipline
- Admission policies and procedures
- Student scholarships and awards
- Timetable preparation
- Recommendation for best practices

### **3. Composition of Academic Council**

The Academic Council shall consist of members from the following constituencies:

- i. The Principal shall act as the chairman of the Academic Council.
- ii. The Vice-Principal shall act as the Convener.
- iii. The IQAC coordinator, Librarian, all HoDs and one member from the IQAC core committee will be the members of the Academic Council.
- iv. Two student representatives will be the members of the Academic Council.

### **4. Meetings**

- i. The academic Council shall meet at least twice at the beginning of each semester.
- ii. The Academic Council shall meet in the month of May every year for deciding on admission policies.
- ii. More meetings may be held if necessary.

## 5. Powers and Functions of the Academic Council

- i. The Academic council is responsible for formation of Prospectus Committee, Admission Committee and Academic Monitoring Committee (AMC).
- ii. Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.
- iii. Recommending the Governing Body for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the college.
- iv. Facilitating supervision of the functioning of computing and IT infrastructure, central library and other learning resources of the college.
- v. Facilitating promotion of research culture in the college through collaboration and corroboration among faculty.
- vi. Encouraging collaboration with other academic institutes and industry.
- vii. Creating a conducive environment for development of entrepreneurship.
- viii. Ensuring discipline among students.
- ix. Facilitating and supervising the co-curricular activities of the students.
- x. Recommending the authority for encouraging students with awards, stipends, scholarships, medals and prizes and so on.
- xi. Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same.
- xii. Appointing committees from amongst the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.
- xiii. Planning and executing the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary
- xiv. To exercise general supervision over the academic work of the Institute and to give directions regarding methods of instruction, evaluation or research or improvements in academic standards.
- xv. To promote research within the institute, acquire reports on such researchers from time to time.
- xvi. To consider matters of academic interest either on its own initiative or at the instance of the Governing Body and to take proper action there-on.
- xvii. To make arrangements for the conduct of examinations in conformity with the bye-laws .
- xviii. To maintain proper standards for the examinations.
- xix. To prescribe courses of study leading to degrees and diplomas of the Institute.
- xx. To suggest measures for departmental co-ordination.
- xxi. Measures for improvement of standards of teaching, training and research.
- xxii. Institution of fellowships, traveling, Scholarships, Medals, Prizes, etc.
- xxiii. Establishment or abolition of Department/Centers, Bye-Laws covering the academic functioning of the Institute, discipline, admissions, examinations, Scholarships, Free ships, concessions, attendance, etc.
- xxiv. To appoint sub-committees to advice on such specific matters as may be referred to it by the Governing Body.
- xxv. To consider the recommendations of the sub-committees and to take such action as the circumstances on each case may requisite.
- xxvi. To take periodical review of the activities of the departments / centers and to take appropriate action with a view to maintaining and improving the standards of Institution/ Institute.
- xxvii. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and byelaws.

\*\*\*

Principal  
Lakhimpur Commerce College  
North Lakhimpur