

Objectives & Functions Of Academic Committee

Objectives: To have transparency, accountability and efficiency in the smooth functioning of the academic affairs and professional code of conduct.

Functions:

1. The committee shall watch over academic development of the college ensuring that quality is maintained in all spheres.
2. The committee shall frame rules and policies for students' admission to the college subject to the guidelines of *Manipur University and Directorate Higher Education, Manipur*.
3. The committee shall be on the lookout for infrastructural development.
4. The committee shall enquire into the teaching/class work progress on periodic basis of monthly/quarterly/half yearly and if and when needs arise; the matter concern shall be deliberated on by convening a general or special meeting of faculty members (teaching staff).
5. The committee may organize workshop, seminars or orientation courses as a part of updating training provided to teachers and students as a part of enrichment programme in collaboration with *Research & Extension* team.
6. The committee shall act as the Internal Auditor of the college and assess the annual final reports *including survey report (teacher, student, parents & alumni)* and result of the student's performance/achievement of the teachers are arranged and discussed at the annual meeting convened by the academic committee.
7. To prepare *academic calendar & institutional calendar*.
8. To maintain accountability of the code of conduct by all stakeholders as on college website.

Committee Members:

1. The Principal is the ex-officio Chairman of the academic committee.
2. The Principal shall appoint other members consisting of all Heads of Departments and some other members.
3. The Principal shall appoint one Secretary from amongst the members being appointed as clause (2)

Tenure/Terms:

The tenure of academic committee shall be 3 (three) academic calendar year or from the date of committee formation.

Academic Committee: (Date: 9th October 2019)

All HODs, IQAC Coordinator & Principal