



DON BOSCO COLLEGE KOHIMA

Policy document of Academic Council

Academic Council

The Academic Council of DBCK is the highest academic body of the college which is responsible for maintaining the standards and quality of teaching- learning/instructions and its outcomes/evaluation, admission and regulation of students. The council acts as an active body to advise and assist IQAC on Curriculum aspects and its implementation.

- **Members**

The members are elected for a period of three academic years.

The constitution of Academic council should consist of the following

Chairperson	: Principal of the college
Co-ordinator	: One representative from the HoD selected by the president
Members from Faculties	: All the HoDs of the existing departments of the college
Member from Administration	: One from administrative staff elected by the President
Member from student	: The present Student Forum General Secretary

- **Roles and responsibilities of Academic Council**

Subjecting to the ultimate control and approval of the Governing Body and the College IQAC, the Academic council is responsible for maintaining the academic standards within the college by actively planning, co-ordinating, developing, validating and reviewing of the curriculum and all academic task of the college and advising the IQAC on the resource implication of such planning. It will be responsible for abiding by the policy document prepared by IQAC and approved by the Governing body.

- **Functions of Academic Council**

1. To act as a bridge between the faculties and students and between faculties and management.
2. To hold meeting twice in every academic session. The agenda of the meet shall have a prior approval from IQAC office and the report and minutes of such should be reported to the IQAC and the Governing Body.
3. To maintain three separate register, each one for meeting minutes, meeting reports and action taken report.
4. To consider matters of academic interest either on its own initiative or at the directions of the Governing body, management and IQAC and to take proper relevant action on it.
5. To monitor sub-committees such as remedial committees and advanced learners committees of the college.
6. To check, maintain and update on the infrastructure relating to teaching-learning and its implication.
7. To actively supervise over the academic work of the college and give direction to faculties regarding methods of implementing the prescribed curriculum, methods of instruction and evaluation.
8. To represent the college to the affiliating university on matters of curriculum concern.
9. To advise and assist IQAC on construction of time-table and Academic Year Plan.
10. To assist the college on induction and admission of new students.

11. To distribute and assign subjects or courses to the faculties and follow up.
12. To initiate and start diplomas and certificate courses, add-on courses and crash courses in the college.
13. To control and Regulate teacher and student academic meritorious awards, research and discipline through regulations approved by the Head of the institution.
14. To take periodical review of departmental activities concerning to teaching-learning and internal assessment and recommend for improvement to IQAC if any.
15. To recommend the college management on appointment of faculties and staff.
16. To exercise such other powers and performs such other duties as may be conferred or imposed upon by the rules and need of the college as felt and entrusted by the college authority.