



AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY (Autonomous)

Tamaram, Makavarapalem, Narsipatnam(R D), Anakapalli Dist-531113

COLLEGE ACADEMIC COMMITTEE

The College Academic Committee (CAC) is the centralized (institution-wide) committee responsible for the regulation and conduct of various academic activities. The purpose of the CAC is to ensure the smooth and uniform conduct of academic activities throughout the institution. The college has a duly constituted College Academic Committee (CAC) that develops long-term and short-term college development programs to achieve academic excellence in accordance with the policies of the affiliated university.

The CAC deals with all academic matters of the college, including students, academic staff, academic planning, teaching and classroom matters, extracurricular activities, discipline, etc. The primary responsibility of the College Academic Committee is to seek and ensure the implementation of best practices and the maintenance of standards.

FUNCTIONS

- To follow and adhere to the recommendations of the highest body of AICTE and affiliated university JNTU-GV regarding curriculum, syllabus, examinations and any changes in the projects.
- Maintain contact with the highest authority of AICTE and affiliated university JNTU-GV regarding recognition and qualifying examinations for admission.
- To prepare the academic calendar and ensure that the deadlines mentioned in the academic calendar are met for implementation of various activities by the various departments.
- To monitor and collect data on student attendance and submit report on detention of students due to poor attendance.
- To prepare a report on examination procedures in the college, to monitor internal examinations/ external examinations/ marking/ recording procedures etc.
- Prepare report on students' academic performance for submission to the governing body and support students in the award of academic awards and scholarships.

- To plan and organize professional lectures, exhibitions, seminars and all other academic matters.
- To monitor the coverage of curriculum of each class.
- To formulate policies for conducting examinations and initiate measures to improve the quality of teaching and evaluation of teaching by students.
- To encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
- To encourage innovation in teaching and learning.

ROLES AND RESPONSIBILITIES

Chairman:

1. The Chairman convenes a meeting of the CAC.
2. The Chairman presents the agenda to the CAC and convenes the meeting.

Convener:

1. The Convener is responsible for the development, modification, and implementation of various academic policies. He is designated for the smooth and uniform conduct of academic work throughout the Institute.
2. The Convener shall prepare the agenda for the meeting
3. The Convener shall prepare the minutes of the meeting and circulate them after obtaining the approval of the Chairperson.

Member:

Committee members represent their respective department in all academic matters and oversee the effective implementation of CAC decisions.

1. Prepare the academic calendar of the department.
2. Oversee the functions of class teachers.
3. Approves the grades of internal student evaluations.
4. Monitors student feedback.
5. Monitors teachers' performance and analyzes the results.

6. Develops action plans and proposes improvement measures.

7. Monitors and controls student discipline on campus.

FREQUENCY OF MEETING

CAC meetings are called up by the chairperson; the CAC meets as needed, but at least twice a semester. The notice must specify the place, date, and time of the meeting. Notwithstanding the foregoing, the Chair of the College Academic Committee may call special meetings on short notice to discuss urgent special matters.

COMPOSITION

The College Academic Council (CAC) consists of at least 10 members, including the Chairman. Other members are appointed by the Chairman. The composition of the Academic Council is as follows

- The principal of the institute - the Chairman.
- All department heads are members of the committee.
- The Librarian, the Physical Director and Faculty Advisor-hostels shall also be members of the Committee.