



ACADEMIC SUB COMMITTEE

Function of the Academic Sub Committee:

The Academic Sub-Committee plays a crucial role in maintaining and enhancing the quality of academic affairs. It also assists in designing, updating, and revising course curriculum in line with University guidelines and current academic trends. It formulates, reviews, and recommends academic policies and regulations related to admissions, examinations, attendance, academic integrity, grading, and student progression. Facilitates communication and coordination among different academic departments to ensure consistency and synergy in academic programs and activities. It handles academic grievances and appeals in coordination with relevant departments. The Committee maintains a liaison with the affiliating university regarding curriculum updates, examination guidelines, and other academic requirements.

Facilities of the Academic Sub Committee:

- **Meeting Spaces:** Regular access to meeting rooms for discussions and deliberations.
- **Administrative Support:** Assistance from administrative staff for scheduling meetings, preparing agendas and minutes, and disseminating information.
- **Data and Records:** Access to student academic records, examination results, and other relevant data necessary for its functions.
- **Communication Channels:** Effective communication channels (e.g., email, college portal) to interact with faculty, students, and other stakeholders.
- **Policy Documents:** Access to the college's academic policies, rules, and regulations.
- **IT Infrastructure:** Utilization of the college's IT infrastructure for data analysis, report generation, and communication.

- **Input from Faculty and Students:** Relies on the active participation and input from faculty members representing various departments and student representatives (in some cases).

Roles and Responsibilities of the Committee:

- **Curriculum Development:** Regularly reviews and suggests revisions to the curriculum to ensure its relevance, rigor, and alignment with current academic standards and industry needs.
- **Examination and Evaluation:** Oversees the conduct of examinations, including scheduling, setting guidelines, ensuring fair evaluation processes, and addressing issues related to examinations.
- **Academic Calendar:** Assists in the preparation and monitoring of the academic calendar, ensuring its adherence and coordination across different departments.
- **Teaching and Learning Quality:** Discusses and recommends measures to improve the quality of teaching and learning, including innovative pedagogies, faculty development programs, and student feedback mechanisms.
- **Promoting Academic Activities:** Plans and organizes academic events such as seminars, workshops, guest lectures, and conferences to enrich the academic environment.
- **Student Academic Performance:** Monitors the overall academic performance of students, identifies areas of concern, and suggests interventions or support mechanisms.

Committee Composition:

- Chairperson
- Convener
- Faculty Members (seven)

Committee Members

SL.NO	Name	Designation
1.	Prof. (Dr.) Arijit Saha	Chairperson
2.	Sri. Ashis Mondal	Convener
3.	Dr. Sabitri Dutta	Member
4.	Sri. Subhabrata Bhattacharya	Member
5.	Smt. Doyel Chatterjee	Member
6.	Sri. Tapas Mondal	Member
7.	Dr. Apurba Pahar	Member
8.	Smt. Nafisa Khatun	Member
9.	Dr. Sarmistha Roy Chowdhury	Member