



# **KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O., MALAPPURAM DISTRICT, KERALA, 676503

## **STANDARD OPERATING PROCEDURE ACADEMIC COMMITTEE**

## ACADEMIC COMMITTEE

The Academic Committee has been constituted with the Vice-Principal as the Chairman, /convenor. It is the principal academic body of the college responsible for laying down, regulating, and maintaining the standards of instruction, education, and examination within the college. It has the right to advise the college council on all academic matters. The committee implements the academic program for the year and monitors them. They send out directions for effective curriculum transactions. The committee is also responsible for collecting feedback from the students and the teachers and suggests remedial actions if needed. The Academic Committee monitors whether the daily conduct of classes is conducted following the timetable, and schedule and monitors the coverage of topics, syllabus, and other coursework delivered in time. The committee directs the examination committee to conduct test papers, internals, practicals, etc. in time.

### **Functions and Responsibilities:**

- To promote the overall academic affairs of the college.
- To provide direction about methods of instruction, evaluation or research, or improvement in academic standards
- To consider matters of academic interest either on its initiatives or at the insistence of the governing council and take proper action thereon.
- To approve the proposals/regulations recommended by the Board of Studies on academic regulations, framing of syllabus, and evaluation methods.
- To introduce value-added courses/ certificate courses which are required to meet industry needs
- To prescribe courses of study leading to the undergraduate and postgraduate degree of the institute
- To develop the regulations for student admission based on government policies.
- To formulate guidelines for the conduct of examinations in conformity with the bye-laws of the college and the affiliating university
- To maintain proper standards of the examination
- To develop the guidelines for sports, extracurricular activities, maintenance, and functioning of amenities
- To promote research within the institute and acquire reports on such research from time to time for further guidance and advice
- To prescribe measures for departmental coordination

To make recommendations to the college Council for the following:

- Inception of new courses
- Initiate measures for improvements of standards of teaching, training, and research
- Institution of fellowships, traveling fellowships, scholarships, medals, prizes, etc.
- Establishment or discontinuation of courses/centers and formulate bye-laws guiding the academic functioning of the college admissions and examinations.

# **STANDARD OPERATING PROCEDURE (SOP) FOR ACADEMIC COMMITTEE**

## **1. Purpose**

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Academic Committee at Kottakkal Farook Arts and Science College. The Academic Committee is responsible for laying down, regulating, and maintaining the standards of **instruction, education, and examination within the college.**

## **2. Scope**

This SOP applies to all members of the Academic Committee and covers the following areas:

- Promotion of academic affairs
- Direction about methods of instruction, evaluation, or research
- Approval of academic proposals and regulations
- Development of guidelines for examinations, sports, extracurricular activities, and research
- Recommendations to the College Council on academic matters

## **3. Definitions**

**Academic Committee:** A committee responsible for laying down, regulating, and maintaining the standards of instruction, education, and examination within the college.

## **4. Responsibilities**

**Academic Committee Chair (Vice-Principal):** Lead the Academic Committee meetings, ensure compliance with policies, and oversee the implementation of decisions.

**Academic Committee Members:** Participate in meetings, provide input on academic matters, and ensure alignment with the college's academic standards.

## **5. Procedures**

### **5.1 Meetings**

The Academic Committee will meet at least once a month to discuss academic affairs.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

### **5.2 Academic Affairs**

Promote the overall academic affairs of the college.

Provide direction about methods of instruction, evaluation, or research to improve academic standards.

Consider matters of academic interest and take proper action either on its initiatives or at the insistence of the Governing Council.

### **5.3 Curriculum and Courses**

Approve the proposals/regulations recommended by the Board of Studies on academic regulations, framing of syllabus, and evaluation methods.

Introduce value-added courses/certificate courses required to meet industry needs.

Prescribe courses of study leading to undergraduate and postgraduate degrees.

#### **5.4 Examination and Evaluation**

Formulate guidelines for the conduct of examinations in conformity with the bye-laws of the college and the affiliating university.

Maintain proper standards of examinations.

Direct the Examination Committee to conduct test papers, internals, practicals, etc., in time.

#### **5.5 Research and Development**

Promote research within the institute and acquire reports on such research for further guidance and advice.

Develop measures for departmental coordination to enhance research activities.

#### **5.6 Recommendations**

Make recommendations to the College Council regarding the inception of new courses, improvements in standards of teaching, training, and research, and establishment or discontinuation of courses/centers.

#### **6. Documentation and Reporting**

Maintain records of all Academic Committee meetings, decisions, and actions.

Document all recommendations and submit reports to the College Council as required.

Submit quarterly and annual reports on academic affairs to the College Council.

#### **7. Review and Revision**

This SOP will be reviewed annually by the Academic Committee. Any changes or updates will be documented and approved by the

Academic Committee before implementation.

#### **8. Approval**

This SOP is approved by the Vice-Principal and is effective from [Date].

Vice-Principal's Signature:

Date:

#### **9. Distribution**

This SOP will be distributed to all Academic Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

