

**NATIONAL ENGINEERING COLLEGE, K.R. NAGAR, KOVILPATTI**  
(An Autonomous Institution, Affiliated to Anna University, Chennai)

**ACADEMIC COUNCIL**

**I. PREAMBLE**

National Engineering College, established in the year 1984, got autonomous status in the year 2011. After attaining autonomous status, it has established the following statutory bodies: Governing Body, Academic council, Boards of studies & Finance committee to articulate a broad statement of purpose and functions which the individual departments will adopt to create effective governance.

**II. ACADEMIC COUNCIL**

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university as per UG Regulations.

**III. COMPOSITION OF ACADEMIC COUNCIL**

The academic council shall meet as and when necessary, but at least twice a year as per UGC norms and the constitution of the Academic Council shall be as follows:

1. The Principal (Chairman)
2. All the Deans and Head of the departments in the college.
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college
4. Not less than four experts/academicians from outside the college representing Industry, commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors rank
6. A member secretary nominated by the Principal

The term of the members of academic council is two years

**IV. FUNCTIONS AND DUTIES OF ACADEMIC COUNCIL**

1. To advise the Governing Board on all academic matters
2. The Academic Council shall be responsible for the maintenance of the standards of teaching and examinations within the campus

3. Without prejudice to the generality of the foregoing provisions, the Academic Council shall exercise the following powers and perform the following duties:
  - i. To consider matters of academic interest either on its own initiative or at the instance of the Governing Board or proposed by the departments/faculties and to take proper action thereon
  - ii. To scrutinize and approve the curriculum and syllabi of every program approved by Board of Studies, scheme of examinations and examination reforms.
  - iii. To make Regulations in consultation with the Boards of Studies concerned, laying down courses of studies
  - iv. To frame rules covering the academic functioning of the National Engineering College, admissions, examinations, attendance and discipline.
  - v. To exercise general supervision over the academic work of the National Engineering college and to give direction regarding methods of instruction, evaluation, and improvements in academic standards
  - vi. To maintain proper standards of the examinations
  - vii. To suggest measures for departmental co-ordination
  - viii. To prepare annually a report on academic and other activities of the Department at the end of each academic session and prepare a report on actions taken.
  - ix. To consider any educational matter relating to Academic Council and to arrive at decisions or make recommendations pertaining thereto to the appropriate authority.

## **V. MEETINGS OF THE ACADEMIC COUNCIL**

1. The Academic Council shall meet at least twice a year. Not less than 15 days' notice shall be given for meeting of the Academic Council.
2. One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
3. Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
4. Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.
5. Modifications in the courses of the studies shall come into force from the beginning of the subsequent Academic year. No modifications shall be permitted in the interim period.