

ACADEMIC COUNCIL-2021-2024**

This Academic Council is constituted to advise the Head of the school on the day to day academic matters. The Council will monitor all activities of academic side and will try to bring academic excellence by giving advice and directions to the staff members through their HOD's and Team Leaders.

Composition of Academic Council: ** for three academic years

Chairman: Hameed Ali Yahya K. M.

Chief Coordinator: Ms. Preetha M

Members: HoD'S, Team Leaders and subject experts.

Other Members: President of PTA and 3 Parents nominated by the Council.

POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL

The Academic Council shall have the following powers and duties, namely:

1. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon;
2. To exercise general supervision over the academic work of the School and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
3. To promote innovation within the School and acquire reports on such innovations from time to time;
4. To prescribe courses of study on the basis of CBSE Curriculum;
5. To maintain proper standards of the tests and examinations;
6. To recognize the study materials leading to further courses;
7. To suggest measures for departmental coordination;
8. To make recommendations to the Board of Management on;
 - a. Measures for improvement of standards of teaching and training, Scholarships, Medals, Prizes etc.;
 - b. To recommend to the Board of Management, the additional staff requirement as and when it require,;
 - c. To frame rules covering the academic functioning of the School admissions, examinations, attendance, discipline, etc;
 - d. To suggest to appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
 - e. To consider the recommendation of the sub-committees and to take such action as the circumstances of each case may require;
 - f. To take periodical review of the activities of the Departments and to take appropriate action with a view to maintaining and improving standards of instruction;
9. To monitor the work of students and to check the activities of the class on the regular basis and to guide the staff on their performance;

10. To advise the School Committee and the Head of the school on matters relating to the internal management of the school and discipline among students;
11. To make recommendations to the School Committee with regard to the school budget, particularly regarding the purchase of school's equipment, library books and such accessories;
12. Any other matters referred to the Council by the School Committee or the Head of the school.

MEETINGS OF THE ACADEMIC COUNCIL

1. The Academic Council shall meet as often as may be necessary, but not less than five times during an academic year. An intimation /notice shall be given at least 3 days prior to the meeting.
2. Any important matter may be necessary to be discussed should be done in the presence of all members and all matters to be recorded in the resolution record. The record should be signed by all members.
3. A follow up work has to be done and also its results/work to be recorded properly to present before the Council at the next meeting.

LIST OF MEMBERS FOR THE ACADEMIC YEAR 2021-2024**

1. Mr. Habib Ur Rahman Mundol
2. Mr. Hameed Ali Yhaya K. M.
3. Ms. Preetha M
4. Mrs. Syamala Prasad
5. Mr. Prasad T P
6. Mr. Umeshan E P
7. Mrs. Jeena Sajo
8. Mrs. Abidha
9. Mrs. Ambili Shaji
10. Mrs. Roshin Jacob
11. Mr. Manoj Padikkal
12. Mr. Noufal
13. Mrs. Samiha Latheef
14. Mrs. Chitrakala
15. Mrs. Elizabeth Shibu
16. Mrs. Mumthas K
17. Mr. Mohammed Kamruzaman Bhuiyan

Reviewed and updated: April, 2023

Hameed Ali Yahya K. M.
Principal
Online- Safety Officer