



Sanketika Vidya Parishad Engineering College

(APPROVED BY AICTE, AFFILIATED TO ANDHRA UNIVERSITY)

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Policy No	SVPEC-Policy No: 3 Pages: 1-6
Name of Policy Document	ACADEMIC COUNCIL (AC)
Policy	The Academic Council is principal academic body of the Institute and shall subject to the provisions to the Memorandum of Association and the Rules and Bye-Laws shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter departmental co-ordination, research, examinations and tests with in the Institute and shall exercise such other powers and perform such other duties and functions as may be imposed or conferred upon it by the Rules and Bye-Laws.
Date effective from	1 st July 2024
Functions	The Academic Council shall have powers to: (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant there to etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so. (b) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels. (d) Recommend to the Governing Body proposals for institution of new programmes of study. (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same. (f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it. (g) Perform such other functions as may be assigned by the Governing Body

POWERS	<p>(1). The Academic Council shall exercise general supervision over the Academic Policies of the college and provide leadership for raising the standards and quality of education and research.</p> <p>(2). The Academic Council shall have the power to consider the Annual Report.</p> <p>(3). The Academic council shall have the power to appoint Committees and to delegate to them or the principal the powers to execute any of the functions assigned to the Academic Council by the Regulations of UGC or the Rules of the college.</p> <p>(4). The Academic Council shall meet at least thrice in a year, to transact ordinary business of the college. One of these meetings shall be an annual meeting to be held before 31st March at which the annual report of the previous Academic year shall be presented by the principal/ Governing Body.</p> <p>(5) There shall be a Standing Committee to Academic Council to be appointed by it. When the Academic Council is not in session the Standing Committee to Academic council may meet as frequently as may be necessary and discharge all powers and functions of the Academic Council, subject to ratification by the Academic Council at its next meeting.</p> <p>(6). The Academic Council shall have the power to seek opinion from any Faculty or Board of Studies on any matter.</p> <p>(7). The procedures to be followed in the conduct of the meetings of the Academic Council and its Standing Committee shall be as prescribed in the Regulations made by the UGC and the Rules made in this behalf by the college.</p> <p>(8). The Academic Council shall have the power to make detailed Rules relating to all academic programs.</p>
Composition	<ol style="list-style-type: none"> 1. The principal (Chairman) 2. All the Heads of 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 such areas as 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. <p>A faculty member nominated by the principal (Member Secretary).</p>
Chairperson of the Meeting	<p>The principal, if present, shall preside at all meetings of the Academic Council. If the principal is unable to attend Vice Principal/Dean Academics</p>

	shall chair the meeting, a meeting for any reason in his absence the Academic Council shall choose a member from among the members of the Academic Council to preside over the meeting.
Quorum	One third of the total number of members of the Academic Council including the Chairperson shall form the Quorum for any meeting of the Academic Council.
Notice of the Meeting	The Principal Office shall, under the direction of the principal, give not less than fifteen days' notice of the date of the meeting.
Dispatch of Final Agenda Paper	The PO shall prepare under the direction of the principal, a final agenda paper and shall send a copy of it to each member of the Academic Council within not less than four days before the date of the meeting.
Seating of Members	The members shall sit in such order as the principal may appoint.
Order of Business	At every meeting of the Academic Council the following shall be the order of Business: a. Business brought forward by the Governing Body, if any. b. Business brought forward by the principal; c. Business brought forward by the Faculties and the Boards of Studies; and d. Business brought forward by members of the Academic Council in the form of motions.
How to Move Motions	Every motion at a meeting shall be affirmative in form, and it must be moved and seconded at the meeting. Otherwise, it shall be deemed to have been dropped. However, the motions placed by the Governing Body or by the principal before the Academic Council on behalf of any of the college Authorities need not be seconded.
Order of Amendments	1. The order in which the amendments to resolutions are to be moved shall be determined by the Chairperson. 2. When the debate on an amendment is concluded the Chairperson shall say; "It has been moved" and shall state the motion, and shall then say "since then it has been moved by way of amendment" and shall state the amendment.
Not More than one Resolution and one Amendment at a Time	Not more than one resolution and one amendment thereto shall be placed before a meeting at the same time by any member of the Academic Council If an amendment is carried, the motion as amended shall be stated by the Chairperson and may be discussed as a substantive motion. Further amendments to the original motion may be moved, in so far as they are in order in relation to the amended motion, and shall be disposed of in the same manner as the original amendments. When all the amendments

	have been thus dealt with, the Chairperson shall take the vote of the meeting on the motion as finally amended as a substantive motion.
Withdrawals of motions at the meeting	No resolution or amendment shall be withdrawn from the discussion of the meeting without its unanimous consent. When an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been first disposed of.
Ruling out of order a motion	A motion may be ruled out of order by the Chairperson at any stage in the proceedings of the Academic Council connected with the resolution before it is put to vote.
Motion for appointment of a committee	A motion for the appointment of a committee to consider and report upon any question before the Academic Council at the time may be made at any time, but not so as to interrupt a speech. The motion shall state the purpose for which the Committee is to be constituted and the names of its members and convener. An amendment to such a motion may be made for enlarging or restricting the purposes for which the committee is to be appointed or the question remitted to it.
When speeches allowed	A member can speak only when there is a question before the meeting or when he moves or seconds, a motion except. a) When speaking to a point of order; b) When offering a personal explanation; or c) When with the special permission of the chair, making a statement. A member may speak before moving any motion which he intends to move, but he/she shall speak to the question and shall conclude his speech by formally moving the motion.
How often Speeches Permitted	1) Except as otherwise provided, a member may not speak more than once on the same question. 2) A member who has spoken on the main question may not move or second an amendment to it during the debate on the same question, but he may speak on any such question when moved and seconded by other members, if debate is permissible. A member may, with the special permission of the Chair, make a statement on any matter arising from the debate on any question.
Conditions for the right of Reply for mover	When the Chairperson has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may rely upon the whole debate and shall have right to reply. No member shall speak on a question after the mover has made his reply.
Duration of Speeches	No speech shall exceed five minutes in duration, provided that mover of a resolution or of an amendment, when moving the same, may speak for a longer period as permitted by the Chairperson.

Order of Speeches	The member who first rises to speak at the conclusion of a speech has the right to be heard. In case of more than one member rising simultaneously, the Chairperson shall decide who is to speak first.
Personal Explanation	A Member, who complains that his speech has been misunderstood or that his conduct or character has been impugned in the debate, may be allowed to make a personal explanation. Such personal explanation may be offered while another member is speaking, only if the Chairperson permits.
Point of Order	Any member may call the Chairperson's attention to a point of order even while another member is speaking, but he/she shall confine himself/herself to a statement of the point of order and shall not make a speech on such point of order.
Motion to be put to Vote	When a debate on a motion is concluded or if there is no debate, the Chairperson shall put the question to voting
Decision on questions	All questions considered at meetings of the Academic Council shall be decided by a majority of the votes of the members present and Voting. The Chairperson shall be entitled to vote on any question. If the votes are equally divided the Chairperson shall have casting vote.
Manner of taking Vote/Poll	On any motion being put to vote, the manner in which the vote of the meeting shall be taken shall be left to the discretion of the Chairperson.
Powers of Chairperson	The Chairperson shall be the sole judge on any point of order, and may call any member to order, and shall have all powers necessary to enforce his/her decisions on all points of order. If the Chairperson rises, the member speaking or offering to speak must sit down at once.
Powers of Chairperson to Maintain order	The Chairperson may by a special motion approved in this behalf by the majority of the members present at the meeting, direct any member, whose conduct is grossly disorderly, to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and absent himself/herself during the remainder of the day's meeting.
Powers of Chairperson to Suspend or Adjourn sittings	The Chairperson may, in the case of grave disorder arising at a meeting, suspend or adjourn the meeting for a time to be specified by him/her.
Minutes	The minutes of all proceedings of each meeting of the Academic Council shall be recorded by the PO and signed by the Chairperson of the meeting. The PO shall, under the direction of the principal, send within

	two weeks after a meeting, a copy of the minutes of that meeting duly attested by him to each member of the Academic Council.
Objection to Minutes	If no exception is taken by any member who was present at the meeting to the correctness of the minutes within ten days of the sending of the minutes, they shall be deemed to have been correctly recorded and confirmed by all the members.
Procedure to Decide the objections	1) If exception be taken within the time aforesaid by means of a letter addressed to the Principal Office clearly specifying the points which require correction in the minutes, finally the principal, shall take a final decision on the matter. 2) If the Principal is of the opinion that such minutes contemplate an important matter requiring an action, he/she may in his/her discretion seek clarification from the concerned member and other members who are present at that meeting, either by direct contact or by circulation and proceed accordingly.
Admission of Press and Visitors	Representatives of the Press and Visitors may be admitted to meetings of the Academic Council if they have obtained the permission of the principal.
Attendance Register at meetings	Members of the Academic Council attending a meeting shall sign a Register kept for the purpose before they occupy their places at the meeting.
Tenure	3 years
Meetings	At least twice a year
Related/Supportive Documents	GUIDELINES FOR AUTONOMOUS COLLEGES (https://www.ugc.gov.in/pdfnews/2239254_FinalRevisedGuidelinesAutonomousColleges19-01-2018.pdf)
Functional Reporting	Principal
Administrative Reporting	AO
Custodian	Principal Office, SVPEC