

21. (1) The Academic Council shall consist of,-

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| i. The Director | Chairperson |
| ii. The Dean of the Institute | Member-Secretary |
| iii. All Heads of teaching departments | Member |

Academic
Council

(2) The Academic Council shall perform the following functions:-

- a) to prepare and to recommend changes in curricula and syllabi for the courses of study for the various departments;
- b) to make arrangement for the conduct of examinations;
- c) to appoint Advisory Committees or Expert Committee or both for the department to make recommendations on academic matters in connection with the working of the departments and the concerned Head of the department shall act as the convener of such committee;
- d) to appoint sub-committees from amongst the members of the Academic Council, other teachers of the Institute and experts from outside on such specific matters as may be referred to such sub-committee by the Academic Council;
- e) to consider the recommendations of the Advisory Committee, Experts Committee or other sub-committees and take such action as circumstances of each case may require including making of suitable recommendations to the Board;
- f) to make periodical review of the activities of the departments and if necessary, make suitable recommendations to the Board;

- g) to advise on the working of library, laboratories and the hospitals etc;
 - h) to promote research within the Institute and require reports on such research from the persons engaged thereon;
 - i) to advise on general policy to be followed in respect of consultation work to be done by academic staff;
 - j) to provide for the inspection of classes, laboratories, library and disciplines therein and submit reports thereof to the Board;
 - k) to award stipends fellowships, scholarship, free-ship, medals and prizes etc. according to the conditions attached to the awards.
- 3) The Academic Council shall meet as often as necessary as but not less than two times during a calendar years.
 - 4) Meeting of the Academic Council shall be convened by the member-Secretary of the Council either on his own initiative or on the direction of the Director or on a requisition signed by not less than five member of the Academic Council.
 - 5) Half of the total number of the members of the Academic Council shall from the quorum.
 - 6) A Written notice of every meeting together with the agenda shall be circulated by the Member-Secretary to the members of the Academic Council at least one week before the meeting. The Chairperson of the Academic Council may permit inclusion of any item on the agenda for which due notice could not be given.
 - 7) Notwithstanding anything contained in sub-section (6), the Chairperson may call an emergent meeting of the Academic Council at short notice to consider urgent or special issues.
 - 8) The decision of the Chairperson of the Academic Council in regard to all matters shall be final.
 - 9) The minutes of the Academic Council shall be drawn up by the Member-Secretary and circulated amongst all members present in meeting.