



# GANGAPUTRA AYURVEDIC COLLEGE & HOSPITAL

Kaithal Road, Kandela, Jind-126125 (Haryana)

## Standard Operating Procedure (SOP) for Academic Committee

### 1. Purpose

The purpose of this SOP is to outline the responsibilities, structure, and procedures of the Academic Committee. The committee is tasked with ensuring the academic integrity of the institution, monitoring curriculum quality, enhancing teaching and learning experiences, and ensuring compliance with accreditation standards and regulatory requirements.

### 2. Scope

This SOP applies to all members of the Academic Committee, including faculty members, administrative staff, and any other stakeholders involved in academic decision-making and governance. The procedures described herein cover the following areas:

- Curriculum design and review
- Academic policies and standards
- Faculty development and evaluation
- Student academic performance
- Accreditation and compliance
- Research and development

### 3. Definitions

- **Academic Committee:** A governing body responsible for overseeing academic policies, curriculum development, faculty qualifications, and student academic performance.
- **Curriculum Design:** The process of creating and structuring academic programs, courses, and content to ensure academic relevance and quality.
- **Accreditation:** The process of evaluating academic programs and institutions to ensure they meet specific educational standards and quality.
- **Academic Policies:** Rules and guidelines that govern academic conduct, including grading systems, attendance, course requirements, and academic integrity.

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## 4. Structure and Composition

The Academic Committee typically includes representatives from various departments and key academic stakeholders. The composition may vary depending on the institution but typically includes:

- **Chairperson (e.g., Dean or Head of Academics):**
  - Provides overall leadership and guidance to the committee.
  - Coordinates meetings and ensures that academic goals are met.
  - Represents the committee to senior leadership and other stakeholders.
- **Members:**
  - **Department Heads:** Responsible for overseeing the curriculum and academic policies within their respective departments.
  - **Senior Faculty Members:** Provide academic expertise and input on curriculum design and teaching standards.
  - **Registrar or Academic Administrator:** Manages student records, academic policies, and institutional compliance with academic standards.
  - **Student Representative(s):** Provides a student perspective on academic issues and concerns.
  - **External Expert(s):** May be invited for their expertise on specific academic matters, curriculum standards, or industry needs.
- **Secretary (optional):**
  - Responsible for organizing meetings, preparing agendas, and maintaining meeting minutes.

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## 5. Roles and Responsibilities

- **Chairperson:**
  - Leads the Academic Committee and ensures the implementation of academic strategies and policies.
  - Organizes and presides over committee meetings, sets agendas, and ensures timely resolution of academic issues.
  - Acts as the primary point of contact between the committee and senior management.
- **Academic Committee Members:**
  - Review and provide recommendations on academic policies, curriculum design, and assessment methods.
  - Evaluate the academic performance of students and recommend improvements.
  - Propose new programs or courses based on student and industry needs.
  - Ensure adherence to accreditation requirements and institutional academic standards.
  - Participate in faculty development initiatives and academic workshops.
- **Student Representatives:**
  - Represent the interests and concerns of students within academic matters.
  - Provide feedback on course content, teaching effectiveness, and student support services.
- **Registrar/Administrator:**
  - Ensure academic records are accurate and up to date.
  - Manage the academic calendar, including course offerings and examination schedules.
  - Oversee student admissions, academic integrity, and grading policies.

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- **External Experts (if applicable):**

- Provide industry or subject-matter expertise on curriculum relevance, course design, and best practices in teaching and learning.

## 6. Academic Committee Meetings

- **6.1 Frequency of Meetings:**

- The Academic Committee shall meet at least [insert frequency] (e.g., monthly, quarterly) to discuss academic matters, review progress, and make decisions.
- Additional meetings may be called by the Chairperson when necessary.

- **6.2 Meeting Procedures:**

- **Agenda Preparation:** The Chairperson or Secretary will prepare the agenda in consultation with committee members, which will be circulated prior to each meeting.
- **Minutes of the Meeting:** The Secretary will record minutes of the meeting, outlining key decisions, actions, and responsibilities. Minutes will be circulated to all members after the meeting for approval.
- **Decision Making:** The committee will make decisions based on consensus, with voting procedures for disagreements. For critical decisions, a majority vote may be used.

- **6.3 Items for Discussion:**

- Curriculum development and review
- Academic policies and their revisions
- Faculty recruitment, development, and evaluation
- Student academic performance and support
- Accreditation reviews and updates
- Research initiatives and academic publications
- Strategic academic goals and long-term planning

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## 7. Curriculum Design and Review

### • 7.1 Curriculum Development:

- The committee oversees the development of new programs or courses, ensuring alignment with institutional goals and external requirements (e.g., accreditation standards, industry needs).
- Departments or faculty members proposing new courses should submit a curriculum proposal outlining course content, objectives, teaching methods, and assessment strategies.

### • 7.2 Curriculum Review:

- Existing curricula should be reviewed at regular intervals (e.g., every 2-3 years) to ensure relevance, quality, and compliance with academic standards.
- Feedback from students, faculty, and external stakeholders should be incorporated into the review process to improve course offerings.

### • 7.3 Accreditation and Compliance:

- The Academic Committee ensures that academic programs meet national and international accreditation standards.
- The committee collaborates with external accrediting bodies during review and evaluation processes to maintain accreditation.

## 8. Academic Policies and Standards

### • 8.1 Policy Development and Review:

- The committee is responsible for creating, reviewing, and updating academic policies, including those related to grading, attendance, academic integrity, and student conduct.
- Policies should be consistent, transparent, and aligned with the institution's mission.

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## • 8.2 Academic Integrity:

- The committee ensures that academic integrity standards are upheld and that students and faculty are aware of the consequences of academic dishonesty.
- Policies related to plagiarism, cheating, and other violations should be clearly defined and enforced.

## 9. Faculty Development

### • 9.1 Faculty Evaluation and Support:

- The committee should regularly evaluate faculty performance, including teaching effectiveness, research, and service contributions.
- Professional development opportunities should be provided to faculty members to enhance their teaching skills, research capabilities, and academic knowledge.

### • 9.2 Faculty Recruitment:

- The committee may play a role in faculty recruitment by advising on qualifications, recruitment strategies, and selection processes for new faculty members.

## 10. Student Academic Performance

### • 10.1 Monitoring Academic Progress:

- The Academic Committee monitors student academic performance, including grades, attendance, and participation.
- Students who fall below academic standards should be referred to academic counseling or support services for intervention.

### • 10.2 Academic Support and Remediation:

- The committee is responsible for ensuring that academic support services, such as tutoring, mentoring, and workshops, are available to students.
- Remediation programs may be implemented for students who require additional academic support.



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## 11. Reporting and Communication

### • 11.1 Internal Reporting:

- The Academic Committee regularly reports to senior management, the governing body, or the board of trustees on academic progress, challenges, and initiatives.

### • 11.2 Communication with Stakeholders:

- Clear communication channels should be maintained with students, faculty, and external bodies regarding academic policies, curriculum changes, and other relevant academic matters.

## 12. Continuous Improvement

### • 12.1 Feedback Mechanisms:

- The committee should establish systems for obtaining feedback from students, faculty, and other stakeholders regarding academic quality and curriculum effectiveness.

### • 12.2 Regular Evaluation:

- The Academic Committee should regularly evaluate its performance, policies, and practices to ensure that the institution's academic standards are continually improved.

## 13. Conclusion

This SOP for the Academic Committee serves as a guideline for the effective management and continuous improvement of the institution's academic programs and policies. By following these procedures, the committee ensures academic quality, enhances student learning experiences, and fosters innovation and excellence in higher education.