

ACADEMIC COMMITTEE

“ABHIGYANAAM”

Introduction

At SAM Girls College, Academics Committee serves as a vital link between faculty as well as students through strategic planning and coordination of all academics activities. The committee monitors the initiation, execution and completion of all academics activities as per the time-lines of college academics calendar. The rigid implementation of time tested and well established policies, is a major strength of our committee.

Objectives:

- To achieve academic excellence in tune with the policies of the affiliating university.
- To plan for sustaining the quality education, quality improvement and accreditation of the institution.
- To endeavor and ensure that the best practices are implemented and standards are maintained.
- To promote teaching innovations and work for the student's satisfaction.

Roles & Responsibilities

The roles and responsibilities of Academics committee are broadly divided into two heads: Academics Planning and Academics Monitoring. The details are given below:-

Academics Planning

- Preparation of Academics Calendar;
- Formulation of Academics Policies;
- Receiving, processing and maintaining all the records related to the academics program.
- Course Management: Coordinating for the preparation of course allotment, time-tables and course files.
- Acting as bridge among all departments, IQAC, examination cell and university for implementation of the syllabus and others.

- Enhance the knowledge of the faculty according to syllabus and need of the student required for instruction.

Academics Monitoring

- Monitoring of departmental activities (like Class and Lab Conduction, Guest Lectures/Webinars, Workshops, Industrial Visits, etc.) through their respective Coordination Committees
- Conduction of Review Meetings on every fifteen days to monitor progress of syllabus coverage and timely conduction of internal assessments.
- Conduction of teaching learning feedback of students.
- Academic audit.
- Communicating academic progress and excellence to higher authorities.

Composition

Academics committee is chaired by the Principal and headed by the Coordinator and Co-Coordinator who is assisted by a team comprising of 06 members from various disciplinary departments, external members, Alumni representative and student representative.

Chairperson	Dr. Neetu Bajpai, Principal SAM Girls College
Coordinator	Dr. Rucha Athaley
Co-Coordinator	Dr. Asha Saxena
Members	Dr. Sarita Goyal
	Dr. Rashmi Jain
	Dr. Niharika Gupta
	Dr. Alka Gupta
	Dr. Rashmi Mishra
	Dr. Meenakshi Sharma
External Member	Dr. Manisha Bajpai
Alumni Representative	Ms. Shweta Shrivastava, student of M.Sc (BT)
Student Representative	Ms. Jyoti Yadav Student of M.Com IV Semester