



No. AcSIR/8/1(1)-201-Acad.

Dated: November 13 , 2017

OFFICE MEMORANDUM

Constitution of Academic Committee (AC) at all CSIR Laboratories/ other program Centres/ Affiliates participating in AcSIR programs for maintenance of academic standards

On recommendation of the Advisory Group, AcSIR, the Senate has approved constitution of an Academic Committee (AC) at all the CSIR Laboratories/ other program Centres/Affiliates of AcSIR participating at the academic programs of AcSIR. The purpose of the Academic Committee is for better overall academic supervision at Laboratory level and strict compliance to rules and directives issued by AcSIR from time to time. This can also be a first platform to address the academic grievances of AcSIR students at the CSIR Laboratories.

The composition and function of Academic Committee (AC) formed at all CSIR Laboratories/ other program Centres/Affiliates of AcSIR participating in AcSIR programs would be as detailed below:

- (i) The Director of the concerned CSIR Laboratory/ program Centres/Affiliates of AcSIR will constitute the Academic Committee with the concurrence of the Chairman, Senate (i.e., Director, AcSIR).
- (ii) The Committee will be Chaired by the Director of the concerned CSIR Laboratory/ program Centres/Affiliates of AcSIR or his nominee (who would be a person of repute in research/academics at the level of Professor of AcSIR and senior to the Coordinator).
- (iii) The Academic Committee (AC) will have a minimum of 5 members
- (iv) The Coordinator of the Laboratory will act as the Member-Convener.
- (v) The remaining three or more members will be from amongst the faculty of AcSIR currently involved in guiding the AcSIR students.
- (vi) Tenure of the AC will be two years. However, not more than one of the nominated members may be re-nominated to the AC and that too only for one more term of two years.
- (vii) Vacancies arising in the interim period may be filled up by fresh nomination by the Director, CSIR Laboratory for the remaining tenure of the AC. Such changes in the composition of the AC may be communicated to the Chairman, Senate.
- (viii) The ACs in each of the Labs should conduct at least one meeting in each semester and monitor level of compliance with respect to the academic guidelines and standards (quality of teaching, students' participation, internal review/self-appraisal,

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feedbacks from teachers/students for improvement of academic learning, etc.) of the ongoing AcSIR programs. Additional meeting(s) may be convened on need basis, as felt by the Lab/Dean/ AcSIR.

- (ix) The Coordinator of the Laboratory may refer any academic matter to the AC.
- (x) AcSIR may assign any other task or responsibility or Terms of Reference to the AC for improvement of academic processes, compliance to guidelines, feedback or any other goal of AcSIR at the Lab.
- (xi) Coordinator will submit the approved minutes of the meetings of AC to the Director of CSIR Lab, the Chairman, Senate and the concerned Dean(s) & Associate Dean(s).
- (xii) Additional member(s) may be co-opted by the Director of CSIR Laboratory depending upon the need and exigencies on a regular basis or for a specific meeting/agenda of the meeting.

The notification is being issued with approval of the competent authority.

(Arpita Sengupta)
Senior Manager and
Non-Member Secretary to the Senate

Distribution:

All Directors of CSIR Laboratories/ Centres/Affiliates of AcSIR
All AcSIR Coordinators at CSIR Laboratories
Program Coordinator(s) at IIPH Delhi and Gurgaon (PHFI)
All Deans and Associate Deans of AcSIR

Copy to:

Dr. Baldev Raj, Chairman, Board of Governors & Chancellor, AcSIR
Dr. Girish Sahni, Vice Chairman, AcSIR & DG, CSIR
Dr. Rajender Singh Sangwan, Chairman, Senate & Director, AcSIR
Mr. Ashwini Mishra, Manager, AcSIR
Mr. P.L. Dahra, Executive Consultant
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