



VASANTA COLLEGE FOR WOMEN
वसंत महिला महाविद्यालय

Admitted to the Privileges of Banaras Hindu University
Krishnamurti Foundation India, Rajghat Fort, Varanasi - 221 001

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ACADEMIC ADMINISTRATION POLICY

S.No.	Title of the Policy	Academic Administration Policy
1.	Administrative Policy Number (APN):	VCW/Admn/2016/03/04
2.	Brief Description of the Policy	Restructuring of the Academic Administration of the College and the affiliating University for efficient and harmonious functioning of academic affairs of the institution, with earmarked duties and responsibilities, in order to avoid conflicts and dual commands and achieve goal of greater academic excellence
3.	Drafting	Manager, Principal & IQAC
4.	Policy Applies to	The teaching staff of the College including staff engaged in laboratories
5.	Effective from:	2016
6.	Approved by	Managing Committee of the College
7.	Responsible Authority	IQAC Cell of the College
8.	Superseding Authority	Principal
9.	Last Reviewed/Updated	NA
10.	Reason/Objective of the Policy	The policy will ensure removing dual commands over lapping of programs, increase inter disciplinary approaches to Teaching-Learning, streamline documentation and improve accountability to ensure efficient and harmonious functioning of different aspects of academic administration in the college to achieve greater academic excellence.
11.	References for the Policy	University Academic Administration as cited in the University Calendar

M. S. Singh



Definition of the Policy :

“Policy is a communication between the organization and its stakeholders on the views, expectations, values and methodology of work in a specific area”.

- In this case it is policy about middle management.
- In this case the policy focuses on the institution’s vision and mission of attaining excellence in academics.
- In this case the policy tells us to restructure the academic administration of the institution in order to bring about great efficiency and harmony in its functioning.
- In this case the policy will be implemented through procedures of acceptance, recognition and sanction by proper authorities at various levels and various points of time as mentioned in the policy.

Preamble to the Policy :

One of the main thrust areas of the NEP 2020 is promotion of interdisciplinary studies. There is a need to open out academics in the HEIs to a broader spectrum of academic options for the student and teacher. The NEP 2020 also focuses on further aligning education in HEIs to contemporary demands of the society. To generate knowledge, stimulate research and adapt education systems to employability, are goals that can be met only when there is greater traction between academic disciplines.

In the next two decades the college is bound to grow in stature and will have more autonomy in devising its own methods of educational systems. It will need to focus on new areas of knowledge that will include artificial intelligence, management systems, greater qualitative and quantitative research and deeper theoretical understanding in all disciplines. All these will be necessarily interdependent and will operate beyond the confines of specific disciplines. With the above in mind, and as an initial step to write the policy for disciplines. “Restructuring of the academic administration of the college 2020” is required.

Policy Statement :

The Policy will be known as **Restructuring of the Academic Administration of the College 2023.**

Policy Purpose :

The purpose of the policy is to restructure the academic administration of the College, affiliating University for proper harmonious functioning of academic affairs of the institution, with earmarked duties and responsibilities, in order to avoid conflicts and dual commands and ensure efficient functioning of the different aspects of academic administration of the College. Further the purpose of the policy is to strengthen the present academic administrative structure with a modified academic administrative structure in the institution.

Definitions :

Academic Committee: The Principal will constitute a seven-member Academic Committee comprising of the Principal, Manager, IQAC Coordinator, A.O. and one Professor, one Associate Professor and one Assistant Professor. The Principal will get this Academic Committee approved by the Managing Committee. The term of the Academic Committee will be two years. The Principal may with the approval of the Managing Committee continue with the Academic Committee for another two years.

The Principal may dissolve and reconstitute the Academic Committee with the approval of the Managing Committee. In case of non-availability of any member of the Academic Committee due to reasons of long term leave, death, resignation etc. the Principal may appoint another member who fulfils the essential qualification of the post for the remaining term with approval of Manager of the College and Managing Committee.

Department Incharge :

The senior most teacher of the concerned subject.

Process :

- Principal to constitute the academic committee with approval of Manager of the College/ Managing Committee. Teacher to be selected on criterion of experience, academic achievements, and administrative expertise. The senior most teacher of the concerned subject will head the Department.
- Responsibilities of the Academic Committee:

Department Incharge :

Responsibilities

- I. Formulate a yearly academic calendar
- II. Coordinate interdisciplinary inter and intra collegiate academic activity. To have at least two meetings every semester as follows:
- III. Review meeting in mid semester.
- IV. Documentation meeting at the end of semester.
- V. Budget meeting in which the budget of Department is to be discussed and passed as per the Library enhancement and programme decided in the academic calendar and put up to the Principal for final approval.
- VI. The academic committee will then consolidate the same for all the Departments to be presented to the Managing Committee.

Procedures :

- The Academic Committee holds a meeting to discuss the need for the Policy or subsequent changes. In the second meeting the drafted policy is presented by Departments. The Academic Committee approves of the Draft with certain changes after deliberation.

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Documents: Letter of intimation of meeting with Agenda
Signed Attendance list of the Meeting
Minutes of Meeting of IQAC

- The final Policy document is forwarded to the Principal with a covering letter.
- The Principal presents in the meeting of the Managing Committee of the College.
- The Managing Committee evaluates and permits the implementation of the Policy.

Documents: Forwarding Letter, Policy document.

Key performance indicators (KPIs) :

1. Number of academic presentations by students which are inter disciplinary in nature.
2. Analysis of results.
3. Analysis of students going in for higher studies.
4. Increase in inter disciplinary research projects.



[Handwritten Signature]
PRINCIPAL
VASANTA COLLEGE FOR WOMEN
RAJGHAT FORT, VARANASI

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