

CIRCULARCONSTITUTION AND CONDUCT OF ACADEMIC ADVISORY COMMITTEE

With reference to the NAAC visit during March 2016 and ensuing NBA accreditation renewal process, it is informed that the Academic Advisory Committee has to be constituted by all the departments to review the new regulation introduced by Anna University R2017 and to suggest necessary initiatives towards curriculum enrichment.

The constitution of the Department Academic Advisory Committee with reference to the guidelines laid down by UGC for autonomous colleges as the baseline document may be as follows,

S.No.	Role of the Member	Number of members
1.	Head of the Department	1
2.	Senior Faculty	All senior faculty of the department
3.	Industry Eminent	1-5
4.	Academician from other University/affiliating University	1-5
5.	Alumni	1-5
6.	Other department faculty (optional)	1-5
7.	Students from each year of the course (optional)	1-4

The members may be suggested by the departments and the list of members need to be approved before the conduct of the Academic Advisory Meeting. The meeting needs to be conducted once a year w.e.f 2017 onwards for suggestions to be implemented during every academic year. The roles and responsibilities of the members may be attached with the invitation letter as reference. Necessary logistics may be arranged for the members for which request may be sent to the Principal's Office.

The recommendations or the minutes of the meeting after the conduct of the meeting should be forwarded to the Member Secretary of the Governing Council (Principal) within one week for approval of the suggested initiatives.

PRINCIPAL

To

All HODs