

MJ SCHOOL

NEW ARYA NAGAR, KOHKA, BHILAI (C.G.)

Academic Advisory Committee
(Responsible for curriculum development & book review evaluation & supervision)

Name	Post
Mrs. H.Laxmi	Principal
Ms. Pamela Bose	Teacher Incharge
Ms. Anita Diwedi	Teacher Incharge (Primary)
Mr. Sourabh Nigam	Teacher
Mr. Yogeshwar Sinha	Teacher

ACADEMIC ADVISORY COMMITTEE

SESSION- 2023-2024

This committee works with commitment for the improvement of teaching quality.

Further, it undertakes creative research by addressing the needs of teaching-learning and develops practices among learners to encourage lifelong learning, teamwork and leadership.

This committee is also advising on how to enhance awareness and visibility by providing tours or field experiences for students and teachers, and helping faculty update their teaching skills through seminars and workshops organized by CBSE.

• **Objective:**

The committee meets weekly (on every Friday) and serves as a strategic, action-oriented body sharing information and providing recommendations to execute research and practice in teaching-learning as well in co-curricular and extracurricular field of knowledge.

- The committee will discuss about improvement to cope with the new need in the field of nursing
- To make a decision about program, resources, teaching and learning methods and suitability for helping students to gain the intended skills specially the professional ones.
- To introduce any new program or making change substantial changes in the program.
- To plan and discuss related activities of the college program
- To plan and execute improvement plans for students.

• Responsibilities:

1. Define issues, consider various options and provide overall advice
2. Act as a sounding board for ideas and proposals
3. This committee will discuss all other meetings minutes and decide their action plan with qualitative discussion and opinion of all.
4. Developing an understanding of the nursing program and quality education
5. Act as a resource for executives
6. Provide social networking platform for directors and the company
7. Encourage the development of a governance framework that enable sustainable growth of the school.
8. Monitor teaching, learning and overall performance and plan activity for quality improvement
9. Advisory committee looking after grievances from faculties, if any grievance arise than advisory committee will form three expert committee to deal with the issue.

• Rules and Regulation:

1. In Advisory committee chairman is the final authority for any decision.
2. Committee meeting will be weekly on Friday.
3. If there is a holiday on meeting day than, meeting will be planned previous day.
4. Secretary has to prepare agenda for meeting before hand and provide agenda to committee members and chairman prior to the meeting.
5. Before starting of meeting secretary will read pervious meeting minutes in the beginning.
6. Members have to be present on time on the day of meeting.

• Distribution of work among members

- Members have to give prior intimation and information for upcoming meeting agenda.
- Whatever important discussion done in meeting each member has to write into their academic diary.

- **List of records to be maintain in committee:** Advisory committee minutes register **Note: This is the top level committee and in accordance confidentiality must be maintained.**