

## ACADEMIC COMMITTEE

### Introduction:

Academic committee serves as an integral part of the MIM, working hand in hand with the MIM administration. It plays a key role in the smooth functioning of classes, finalization of electives, examinations, other activities like setting up the curriculum, training and preparedness of the students for GDs and Interviews by giving required soft skill training through Progression Brainery. The committee's responsibility includes organizing guest lectures by esteemed personalities from the industry, conducting workshops, conferences, FDP and MDP, convocation programmes.

### Objectives:

- ❖ To plan the academic activities of the MEASI Institute of Management.
- ❖ To conduct the smooth functioning of academic activities.
- ❖ To guide the students to improve the academic performance.
- ❖ To train the students as per the requirements of industry expectation.
- ❖ To solve the grievance of the students relating to academic activities.

### Procedure:

- ❖ Preparing the academic calendar for the academic year.
- ❖ Finalization of subject allocations for all the faculties
- ❖ Preparation of timetable for both First and Second year students.
- ❖ Delivering the lectures as per the schedule
- ❖ Monitoring the completion of syllabus every week.
- ❖ Conducting internal assessment tests and assignments
- ❖ Mentoring the students about his academic performance
- ❖ Conducting PTA meetings and getting feedback from students and parents
- ❖ Preparing the students for model exams and for university examinations and for placement.

### Responsibilities:

- ❖ To meet at least once in a month or whenever required the ways and means to ensure that quality teaching learning process is of the utmost priority.
- ❖ To formulate the guidelines, rules & regulations of all academic affairs of the Institute.
- ❖ To visualize and formulate perspective plans for academic development and growth of the institute.
- ❖ To propose and review academic calendar to as per need and directions of affiliating university.
- ❖ To decide the academic working hours holidays as per directions by the affiliating university.
- ❖ To review the students activities and faculty development programmes and events.
- ❖ To keep vigilance on the attendance of students and faculties and monitoring the

lecture progress and completion of syllabus as per schedule.

### Frequency of Meetings:

Every month or whenever need arises .

### Committee Membership Details:

Committee Role	Designation
Chairperson	Director
Convenor	Director/ Additional Director/ Professor.
Academic coordinator	Associate professor in-charge of Academic
Members	2 Associate Professors 3 Assistant Professors

### Students Admission Committee Members:

Name	Designation	Committee Role
Dr.D.Nisar Ahmed	Director	Chairperson
Dr. Dr. Major. Zahid Husain	Additional Director	Convener
Dr. S. G. Balaji	Associate Professor	Academic Coordinator
Dr. T A M Hameed Kan	Associate Professor	Member
Dr. Farakhullakan	Associate Professor	Member
Mrs. S. Sumiya	Assistant Professor	Member
Mrs. D. Charumathi	Assistant Professor	Member
Mr. S. Vinoth	Assistant Professor	Member