



**GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS**  
**Kandra(V), Chas, Bokaro Steel City, Jharkhand, India-827013**

**SOP of Academic Council**

Ref. No: Notice./015/2022

Date: 25.01.2022

In the presence of Director, Dean, Prof. Incharge Academic and all HoDs' of GGSESTC, Bokaro, following decision has been taken for the academic council:

1. Formation of Academic calendar according to Jharkhand University of Technology, Ranchi.
2. A monthly progress/review of the academic Calendar and a monthly meeting will be conducted every 22<sup>nd</sup> of each month. The functions are:
  - a) Syllabus Coverage with practical
  - b) Online/offline monitoring conduction
  - c) Student Attendance Register
3. The following functions will be performed by the council:
  - a) Academic Audit (twice in a year, Proposed June, December)
  - b) For audit, Allotment of inter-branch two HODs', prepared by Dean/ Incharge Academic.
  - c) In audit they will cross-check following mentioned documents:
    - Time Table
    - Syllabus coverage
    - Attendance register
    - Lesson plan
    - Course file
    - ICT
    - Practical file/Project file
    - Assignment
    - Video lectures for weak students
    - Book Review by faculty & students.
    - Library book recommendation according to syllabus.
4. BBA/BCA Planning
5. Guest faculty: Paper allotment & payment.

✓ IT cell

Director  
GGSESTC, Bokaro