



KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

KOTTAKKAL, PARAPPUR P.O., MALAPPURAM DISTRICT, KERALA, 676503

STANDARD OPERATING PROCEDURE COLLEGE COUNCIL

COLLEGE COUNCIL

The college council is an advisory body on the college's internal and academic administration affairs. It comprises the principal, heads of various departments, the librarian, the Superintendent, the Co-Ordinator, IQAC, and two nominated members from the staff club.

The College Council, as a representative body, is responsible for advising the Governing Body on infrastructural and academic development matters of the college. The college council is the final Appellate Board to the staff and the students at the college

STANDARD OPERATING PROCEDURE (SOP) FOR COLLEGE COUNCIL

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the College Council at Kottakkal Farook Arts and Science College. The College Council serves as an advisory body on internal and academic administration affairs and acts as the final appellate board for staff and students.

2. Scope

This SOP applies to all members of the College Council and covers the following areas:

- Advisory role in internal and academic administration affairs
- Infrastructural and academic development recommendations
- Appellate functions for staff and students

3. Definitions

College Council: An advisory body comprising the principal, heads of various departments, the librarian, the Superintendent, the Coordinator of IQAC, and two nominated members from the staff club.

4. Responsibilities

College Council Chair (Principal): Lead the College Council meetings, ensure compliance with policies, and oversee the implementation of decisions.

College Council Members: Participate in meetings, provide input on academic and administrative matters, and ensure alignment with the college's goals and objectives.

5. Procedures

5.1 Meetings

The College Council will meet at least once a month to discuss internal and academic administration affairs.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.2 Advisory Role

Advise the Governing Body on infrastructural and academic development matters of the college.

Provide recommendations on policies and guidelines related to internal and academic administration.

5.3 Appellate Functions

Serve as the final appellate board for staff and students regarding internal and academic administration matters.

Hear appeals from staff and students and make decisions based on the merits of each case.

5.4 Infrastructural and Academic Development

Review and recommend infrastructural development projects to the Governing Body.

Provide input on academic development initiatives, including new programs and courses.

5.5 Compliance and Documentation

Ensure compliance with all college policies and guidelines.

Maintain records of all College Council meetings, decisions, and actions.

Document all recommendations and submit reports to the Governing Body as required.

6. Documentation and Reporting

Maintain records of all College Council meetings, decisions, and actions.

Document all recommendations and submit reports to the Governing Body as required.

Submit quarterly and annual reports on infrastructural and academic development matters to the Governing Body.

7. Review and Revision

This SOP will be reviewed annually by the College Council. Any changes or updates will be documented and approved by the College Council before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date]. Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all College Council members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.