

**GOVERNMENT OF PUDUCHERRY**  
**DIRECTORATE OF SCHOOL EDUCATION**

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No.3380/DSE/Estt.I/2023

Dated:13-07-2023

**ORDER**

Sub: DSE – Constitution of Internal Academic Committee for  
regulating and implementing various academic activities  
in the Government Schools – Orders - Issued.

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An Internal Academic Committee to oversee, monitor and regulate the implementation of various academic activities in all the schools under the control of the Directorate of School Education, Puducherry, is hereby constituted, with the approval of the Secretary (Education), Puducherry.

2. The composition of the Internal Academic Committee shall be as follows:-

- |   |   |                  |
|---|---|------------------|
| (i) Director of School Education                            | - | Chairperson      |
| (ii) Joint Director (Secondary Education)                   | - | Member           |
| (iii) State Project Director                                | - | Member           |
| (iv) Officer on Special Duty,<br>State Training Centre.     | - | Member           |
| (v) Deputy Director (SE), Karaikal                          | - | Member           |
| (vi) Chief Educational Officer<br>Puducherry/Karaikal/Mahe. | - | Member           |
| (vii) Delegate to DSE, Yanam                                | - | Member           |
| (viii) Deputy Director (Women)                              | - | Member Secretary |

The Chairperson may co-opt teaching staff based on the agenda/ requirements of the meeting. In the absence of Director, Joint Director will act as the Chairperson.

3. Roles & responsibilities of the Members:

The Members of the committee shall represent all the academic related matters and foresee effective implementation of the resolutions made by the committee.

- i. Prepare the academic calendar of all the schools.
- ii. Monitor functions of class teachers.
- iii. Prepare guidelines for the Internal Assessment of the students.
- iv. Monitor the results.
- v. Analyse the faculty performance and student's feedback.
- vi. Prepare the action plans as well as suggest measures for improvement.
- vii. To maintain students' discipline in the campus.

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4. The functions shall be carried out by the Committee as follows:-
- i. Initially the Committee has to decide the activities to be done in the Schools in the form of Academic Calendar notifying the curricular and co-curricular activities in each month.
  - ii. To consider and follow the recommendations of the CBSE regarding the courses of study, syllabi of programmes, examinations and project modifications if any, according to the local issues.
  - iii. To liaise with the apex body CBSE, regarding its recognition and qualifying examinations for admissions.
  - iv. To ensure adherence to the dates mentioned in the academic calendar for conducting various activities by each school.
  - v. To monitor and compile data relating to students attendance and submit report for detention on account of shortage of attendance.
  - vi. To compile the report on examination practices in the schools, oversee the internal examinations/internal evaluation/recording, etc.,
  - vii. To plan and arrange for expert lectures, exhibitions, seminars, trainings and all other academic matters through the year along with necessary Career Counselling and Psychological Counselling.
  - viii. To monitor the progress of the syllabus coverage of each class.
  - ix. To frame regulations to conduct examinations and initiate measures for improving the quality of teaching and evaluation of student's learning.
  - x. To encourage faculty members to undertake competency based learning, usage of technology like Smart Class Rooms, continuing education and related activities.
  - xi. To promote innovations in teaching methods.
  - xii. To decide the teachers work load and preparation of guidelines for time tables and academic planning.
  - xiii. Issues related to Rationalization of Schools according to strength and teachers.

5. The Committee will meet every alternate Friday and the members of the outlying regions will attend online.

/ BY ORDER / *F.P. Verbina Jayaraj*  
**(F.P. VERBINA JAYARAJ)**  
**DEPUTY DIRECTOR(ADMN.)**  
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**To**

The Chairman/  
Members of the Committee.

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