

ATOMIC ENERGY JUNIOR COLLEGE, MUMBAI

POLICY AND GUIDELINES FOR MEMBER, COLLEGE ADVISORY COMMITTEE

1. General Objectives :

College Advisory Committee shall function with the following general objectives in mind.

- 1.1 To place the overall interests of students first.
- 1.2 To advise the Principal
- 1.3 To enable all parents and partners to share the responsibility for student performance.
- 1.4 To enhance parent and community involvement.
- 1.5 To promote effective relationships among home, college and community.
- 1.6 To provide a forum for discussion on college performance.
- 1.7 To help parents and community members share their views.
- 1.8 To promote positive attitudes towards public education

2. Code of Ethics :

College Advisory Committee members shall :

- 2.1 Be non-judgemental, maintain confidentiality, hold discussions and reach decisions through consensus.
- 2.2 Respect the rights of students and college employees.
- 2.3 Avoid discussions about individual persons.

3. Roles and Responsibilities of CAC :

- 3.1 The CAC shall play an advisory role to the college authorities
- 3.2 The CAC will advise the college authorities on college level issues related to curriculum and programs, college policies, ways and strategies to improve and support the extra-curricular program and parent-college communication.
- 3.3 College Advisory Committee shall be responsible for developing a College Improvement Plan(CIP) at least once every four years with an annual update(review)
- 3.4 The CAC shall not be mandated nor expected to perform managerial or administrative duties that belong to the Principal, Teachers and Support staff or to other college administrators and supervisory staff.
- 3.5 The CAC shall not have the power to hire , suspend, dismiss or discipline an employee of the college.
- 3.6 Specific roles and responsibilities of a CAC shall conform to the AEES guidelines.

4. Superintendent's Advisory Committee on CAC Chairs :

A Superintendent's Advisory Committee of CAC Chairs will be established for the purpose of providing communication between each independent SAC / CAC of various schools / colleges in a centre and subsequently to advise the LMC.

5. Parent Concern Protocol :

Consistent with the responsibility of the CAC to act in an **advisory capacity** to the Principal, the concerns of the parents approaching CAC shall be referred to the Principal and to the Parent Concern Protocol for review and action.