

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	Terms of Reference of the Academic Board and its sub-committees
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A. Terms of Reference of the Academic Board

Reporting arrangements	Board of Directors (BoD)
Role	The primary role of the Academic Board (AB) is to exercise authority over all matters relating to teaching, scholarship, and research. It provides advice and reports to the Board of Directors and to the President on all academic matters, as well as on the academic aspects of the Strategic and Development Plans.
Terms of Reference	<ul style="list-style-type: none"> • Monitor and regularly report to the Board of Directors on the quality of teaching, learning, research and research training. • Recommend to the BoD all new courses developed by the School subject to accreditation by TEQSA and other local regulatory accreditation requirements at other campuses. • Develop, monitor and review academic policies and their effectiveness. • Approve the delegation of functions to sub-committees and approve the membership of any delegated body. • Identify, monitor and develop preventative actions in relation to academic risks, risks to students or graduate outcomes • Monitor the academic performance of the School against key performance measures as stated in the Learning and Teaching Enhancement Plan. • Provide critical assessment of new educational or pedagogical practices and evaluate the effectiveness of educational innovations. • Establish academic oversight, processes, structures and responsibilities as the AB deems fit to meet the “Academic Governance” requirements as detailed in Section 6.3 of the Tertiary Education Quality Standards Act (TEQSA), Higher Education Standards Framework (Threshold Standards) 2015 • A quorum of the Academic Board consists of 10 members with a minimum of 1 external member.

Membership	<p>The Academic Board shall consist of not more than 17 persons comprising:</p> <p>a. Three persons nominated by the Board of Directors and chosen from persons who are not members of the staff but who are deemed by the Board to be persons of standing in the academic, business or professional fields relevant to the courses offered. One of the nominees shall be appointed by the Chairman, Board of Directors to be the Chairman, Academic Board and in the first instance may serve up to a period of three years. Thereafter, the Academic Board may elect one of its external members to be Chairman for upto the period of three years for each term.</p> <p>b. <i>Ex officio</i> members</p> <ul style="list-style-type: none"> ○ President ○ Vice President - Academic ○ Deans of Courses ○ Dean Research ○ Registrar <p>c. Up to five internal members of the full-time academic staff invited by the Chairman and endorsed by the Academic Board for a term of 2-3 years.</p> <p>d. The Academic Board may further appoint up to three persons - internal members of the academic staff invited by the Chairman and endorsed by the Academic Board - for a term of 2-3 years, selected to ensure that each campus have at least two academic staff members.</p>
Observers	Head of Campuses
Meetings	The Academic Board will meet at least four times a year. Meetings may be face-to-face or electronic meetings.
Secretary of the Academic Board	The President shall appoint a member of the administrative staff to be the Secretary of the Academic Board.
Sub-Committees of Academic Board	
Sub-Committees	<p>The Academic Board will have six standing Sub-Committees as below:</p> <p>a. Academic Regulations and Course Development Committee</p> <p>b. Admissions Committee</p> <p>c. Examinations Board (Assessment Committee)</p> <p>d. Research and Knowledge Creation Committee</p> <p>e. Learning and Teaching Committee</p> <p>f. Academic and Quality Assurance Committee</p>
Chair of Sub-Committees	The Chair of each Sub-Committee will be a member of the Academic Board.
Membership of Sub-Committees	The members of each sub-committee shall be either <i>ex officio</i> or nominated by the Academic Board. Sub-Committees shall normally be constituted for three years and any casual vacancies shall be filled by resolution of the Academic Board. Persons appointed to the Sub-Committees shall be expected to bring to the deliberations of the committees, the expertise associated with their appointment.
Secretary of the Sub-Committees	The Secretary of each Sub-Committee will be staff nominated by the Chair of the Sub-Committee.

B. Sub-Committees of the Academic Board

B.1 Academic Regulations and Course Development Committee

Reporting Arrangements	The Academic Board
Role	To define the regulations governing the structure and content of each course and the progress of students through the course. To examine the feasibility of and recommend the development of new courses or strands to existing courses and to define the objectives of new introductions.
Terms of Reference	<ul style="list-style-type: none"> • To define any pre-requisites for a course and keep under review the structure of each course, including the compulsory and elective subjects. • To monitor the Strategic Plan insofar as new courses or additional strands are added to existing courses. • Where external accreditation is required, the committee in consultation with the relevant academic staff shall oversee the production of any required documentation. • Formulate and review policies and regulations on academic matters including but not limited to admission, enrolment, credit, assessment, examination, exclusion and graduation. • To review and monitor the progress of the learning and teaching plan • To advise on any other matters referred to the committee by the Academic Board.
Membership	Vice President - Academic Dean Research Dean MBA (Executive) Dean MBA (Global) & MGB Dean Undergraduate Dean DBA Registrar Two selected Heads of Department or Assistant Deans nominated by Vice President - Academic
Chair	Vice President - Academic
Meetings	The Committee will meet at least four times per year but more frequently if required.
Reporting	The Committee will provide a quarterly update report to the Academic Board.
Observer	General Manager, Regulatory Compliance and Accreditation

B.2 Admissions Committee

Reporting to	Academic Board
Role	<ul style="list-style-type: none"> To define the admission criteria for each course and facilitate the admission of students. To ensure consistent standards of entry To promote the objective, “to prepare and develop globally relevant undergraduate and graduate professionals”.
Terms of Reference	<ul style="list-style-type: none"> To advise on the development of policy, strategy and practice relating to the admission of students to courses run by S P Jain in accordance with the Admission guidelines. These include prerequisite qualifications, academic standards, eligibility criteria, selection process, scholarships, subject matters and any other related matters pertaining to admission. To monitor, review and evaluate the admissions policies and oversee the implementation of these policies in practice. To review Memoranda of Understanding (and similar partnership agreements) with other institutions or organisations that may involve decisions pertaining to admission standards, articulation, credit transfer and advanced standing. To oversee responsibilities on admission and articulation policies under the appropriate Statutes and Rules in the different regions/countries that S P Jain operates. To monitor the consistency with which admission policies are administered by the Admissions Offices across different campuses. To monitor and evaluate any co-operative admission schemes and other partnership agreements. To assist in the development of marketing strategies insofar as these pertain to the admission of students to the different courses. To set policies and guidelines for education agent appointment and review and monitor their implementation. To advise on any other matters referred to the committee by the Academic Board.
Membership	Registrar Head of Admissions Regional Admission Heads One selected Heads of Department or Assistant Dean nominated by the Registrar
Chair	Registrar
Meetings	The Committee will meet at least four times per year but more frequently if required.
Reporting	The Committee will provide a quarterly update report to the Academic Board
Observer	General Manager, Regulatory Compliance and Accreditation

B.3 Examinations Board (Assessment Committee)

Reporting to	Academic Board
Role	<ul style="list-style-type: none"> To define the assessment methods to be used for each course and to collect data on their reliability To define the academic standards required for progression and for eventual graduation of students enrolled in the courses offered by the Institute. To develop and monitor the consistency in assessment processes used to evaluate students enrolled in courses across the several campuses of the Institute.
Terms of Reference	<ul style="list-style-type: none"> To recommend the evaluation procedures and guidelines for each course. To collate assessment data from the different subjects offered at the different campuses as a way of monitoring consistency and identifying significant discrepancies To obtain feedback periodically from academic staff and students on the evaluation criteria. To recommend the list of graduands and specify the award each graduand is to receive Where External Examiners are appointed, to assemble the materials that the examiners will require to complete their review and to provide informed comment to the stakeholders. To keep under review the assessment procedures and guidelines and to recommend changes where these are deemed appropriate. To advise on any other matters referred to the committee by the Academic Board.
Membership	Vice President - Academic Registrar Dean MBA (Executive) Dean MBA (Global) & MGB Dean Undergraduate Director of Examinations
Chair	Nominated Academic Board member
Meetings	The Committee will meet at least four times per year but more frequently if required.
Reporting	The Committee will provide a quarterly update report to the Academic Board
Observer	General Manager, Regulatory Compliance and Accreditation

Table B.4 Research and Knowledge Creation Committee

Reporting to	Academic Board
Role	<ul style="list-style-type: none"> • To create an environment that nurtures research and knowledge creation. • To foster creativity among students, faculty, and researchers • To promote ‘applied’ as well as ‘action research’ that influences corporate thinking • To encourage and support all research endeavors.
Terms of Reference	<ul style="list-style-type: none"> • To develop a research management plan that reflects a vision for research and knowledge creation that is in line with the School’s vision. • To develop policy guidelines for faculty research and students’ research projects in keeping with the Code of Ethics of the School • To support research activities that strengthens the capabilities of students and staff. • To develop guidelines for collaborative research with other academic institutes, corporate bodies and research institutions. • To mobilise research funds. • To advise on any other matters referred to the committee by the Academic Board.
Membership	Dean Research 5 active research oriented academic staff nominated by Academic Board. At least 1 member from each of the campuses.
Chair	Dean Research
Meetings	The Committee will meet at least four times per year but more frequently if required
Reporting	The Committee will provide a quarterly update report to the Academic Board.
Observer	General Manager, Regulatory Compliance and Accreditation

Table B.5 Learning and Teaching Committee

Reporting to	Academic Board
Role	<ul style="list-style-type: none"> To promote the care, well-being, and development of students and staff including the improvement and maintenance of their physical, and recreational environment. To establish, operate, and manage the learning infrastructure of the School including online learning, the library and research databases, and other learning materials.
Terms of Reference	<ul style="list-style-type: none"> To liaise with the various student clubs to resolve academic and welfare issues. To engage students in personal development exercises intended to better prepare students to be confident, articulate, and better managers. To review and enhance the learning infrastructure to give students a better all round experience. To advise on any other matters referred to the committee by the Academic Board.
Membership	<p>3 fulltime academic staff members nominated by Academic Board. At least 1 member from each of the campuses.</p> <p>Director – Corporate Relations Student Counsellor IT Head Chief Librarian</p>
Chair	Nominated Academic Board member
Meetings	The Committee will meet at least four times per year but more frequently if required
Reporting	The Committee will provide a quarterly update report to the Academic Board.
Observer	General Manager, Regulatory Compliance and Accreditation

B.7 Academic and Quality Assurance Committee

Reporting Arrangements	The Academic Board
Role	<ul style="list-style-type: none"> To provide advice on matters related to quality assurance and continuous improvement across the School To establish the principles and framework for continuous improvement and quality enhancement and assurance across all aspects of the School's activities To oversee and report on the Quality Assurance Framework that ensures that the School delivers on its Strategic Plan and that such delivery is in accordance with the TEQSA Threshold Standards
Terms of Reference	<ul style="list-style-type: none"> Monitor and report on the School's Quality Framework to ensure it is sufficient to meet the School's regulatory requirements Ensure the Quality Framework is appropriately communicated to and applied by relevant stakeholders Assessing and reporting progress against the School's Quality Assurance framework and developing a schedule for reporting and follow-up activities Provide a forum for the development, monitoring and review of the School's plans, policies and processes associated with quality assurance in learning and teaching (including course development and review) and to make recommendations in these matters to the Academic Board. Review and monitor internal quality audits and self-review/evaluation processes and ensure non-compliance matters identified during quality audit or self-review processes are centrally notified, monitored and actioned as appropriate Review the reports of the external auditors and ensure non-compliance matters identified in the audit report are centrally notified, monitored, and actioned as appropriate
Membership	<p>An external member of the Academic Board (optional) Vice President - Academic 3 fulltime academic staff members nominated by Academic Board. General Manager, Regulatory Compliance and Accreditation Manager, Quality Assurance</p>
Chair	Vice President - Academic
Meetings	The Committee will meet at least four times per year but more frequently if required
Reporting	The Committee will provide a quarterly update report to the Academic Board.