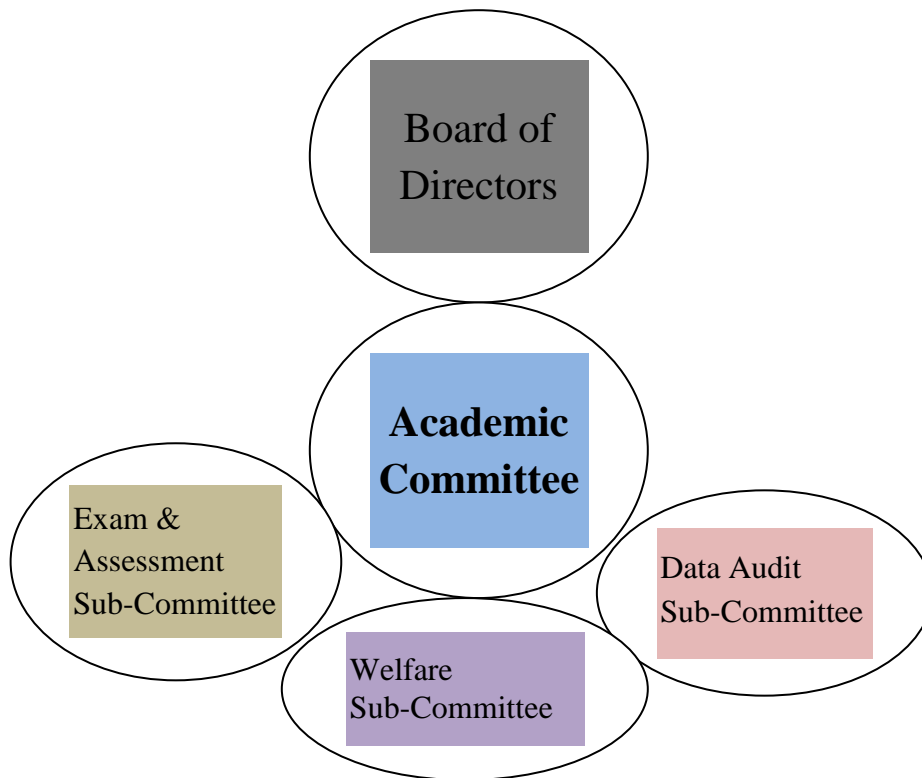




## The ECL Committee Structure



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Name of the Committee	Membership	Frequency of Meetings
Board of Directors	<b>Chair:</b> Director <b>Secretary:</b> Registrar <b>Member:</b> Principal, Director, Business Development, Finance Manager	<b>Twice per year</b> 1 <sup>st</sup> week – April 3 <sup>rd</sup> week – October Ad hoc
Academic Committee	<b>Chair:</b> Principal <b>Secretary:</b> Registrar <b>Members:</b> Director of Studies, Programme leaders, Internal Verifier, Assessor, External representatives, Learner representatives	<b>Bi-monthly</b> 1 <sup>st</sup> week - January 1 <sup>st</sup> week - March 1 <sup>st</sup> week – May 1 <sup>st</sup> week - July 1 <sup>st</sup> week – September 1 <sup>st</sup> week – November Ad hoc
Exam & Assessment Sub-Committee	<b>Chair:</b> Principal <b>Secretary:</b> Registrar <b>Members:</b> Director of Studies, Programme leader, Internal Verifier, Assessor, Learner representatives	<b>Three times per year</b> 1 <sup>st</sup> week – February 1 <sup>st</sup> week – June 1 <sup>st</sup> week – October Ad hoc
Welfare Sub-Committee	<b>Chair:</b> Welfare Officer <b>Secretary:</b> Registrar <b>Member:</b> Principal, staff representative, Learner representatives	<b>Three times per year</b> 2 <sup>nd</sup> week - March 2 <sup>nd</sup> week - July 2 <sup>nd</sup> week – November Ad hoc
Data Audit Sub-Committee	<b>Chair:</b> Registrar <b>Secretary:</b> Administrator <b>Members:</b> Principal, Director of Studies, Programme leader, Learner representatives	<b>Three times per year</b> 3 <sup>rd</sup> week - April 3 <sup>rd</sup> week – Aug 3 <sup>rd</sup> week – December Ad hoc

**Produced by: Dr Kaviraj Santayana, Registrar and Chair of Data-Audit Committee**  
**Approved by the Academic Committee, dated 7<sup>th</sup> September 2016**