

A. Rationale

The Curriculum and Professional Support Division (CAPSD), Ministry of Education is supported by various Subject Committees in bringing about more professional input in the various subject areas towards fulfilling its professional mandates.

B. Functions

The Subject Committees shall meet to carry out the following function:

1. Deliberate on issues concerning the school curriculum in relevant subject areas.
2. Recommend and propose curricular changes in the relevant subject areas in terms of syllabuses, assessments, textbooks, guide books, studies and researches to the CAPSD Board and the Ministry through the CAPSD as deemed necessary.
3. Discuss, initiate and foster innovative ideas and practices in the teaching of relevant subjects among the teachers.
4. Recommend and propose continuing professional development activities for teachers of the relevant subjects as and when required and,
5. Set the tentative date for the next meeting.

C. Composition of the Membership

The Subject Committees shall be constituted by the following memberships:

1. Adequate number of relevant school teachers/principals, and DEOs as may be required,
2. Relevant teacher educators from the colleges of education,
3. Officials from the relevant organization within the ministry of education such as the BBED and the EMSSD,
4. Relevant professionals from relevant other organizations, such as the DDC for Dzongkha Subject Committee and,
5. Student representatives may be invited where appropriate.

D. Term of the Members and Chairperson

The term of the chairperson and member to the committee shall be three years that is extendable for an additional term. In case of the chairperson, the term may still be extended to a third term.

E. Nomination Criteria of the Members

The committee members (in case of teachers) shall possess the following experiences, competencies, skills and personal qualities:

1. Teaching experience of at least 3 years,
2. Sound knowledge of both the content and pedagogy in the concerned subjects,
3. Good communication skills,
4. Proven professional expertise and,
5. Capacity to facilitate Professional Development activities at various levels (school, cluster, Dzongkhag, regional, and national).

F. Resignation of a Member

1. A member can resign from the subject committee by submitting a letter of resignation to the Chairperson, with a copy to the member-Secretary stating the reasons,
2. If a member fails to attend the subject committee meetings for two consecutive times, he/she shall be considered to have resigned from the membership and,
3. Only one third of the members can resign at any particular time.

G. Nomination Criteria of the Chairperson

The Chairperson of a Subject Committee shall be an individual who possesses the following experiences, competencies, skills and personal qualities:

1. Academic qualification of at least a Master's degree, or its equivalence, in the relevant subject area,
2. Adequate experience and familiarity with the relevant school curriculum as well as post school requirements of the subject,
3. Preferably a senior civil servant working in a relevant educational organization and,
4. Leadership qualities, including but not limited to, good communication skills, integrity and honesty, thorough comprehension of the issues presented, and decision making skills, keeping the best interest of learners in mind.

H. The Appointment and Resignation of the Chairperson

The appointment and resignation of the Subject Committee Chairperson shall be endorsed by the CAPSD Board.

I. Member Secretary

The Member Secretary shall be a Curriculum Officer for the relevant section of CAPSD.

The Member Secretary shall be responsible to:

1. Record the minutes of the meetings,
2. Circulate the draft minutes for feedback and confirmation within two weeks after a meeting,
3. Prepare agenda and discussion papers for the meetings,
4. Obtain approvals of the decisions reached through the meetings from CAPSD and the CAPSD Board as may be appropriate,
5. Apprise the CAPSD administration of the discussions and recommendations ensuing from the committee meetings,
6. Call the subject Committee Meetings after due consultation with the Chairperson and the Chief Curriculum Officer and,
7. Be responsible for the execution of the approved plans and programmes.

J. Meeting Frequency

The Subject Committees Meeting shall be held twice a year under normal circumstances.

K. Quorum

The participation of two thirds of the members will constitute a quorum.

L. Remuneration for the Members

The members in participation of the meetings shall be paid TA and DSA from the CAPSD as per the government financial rules. There shall be working lunch and refreshments served on the meeting days.

M. Appreciation for the Members

Upon resignation of a member, either by having completed the term or otherwise, CAPSD shall issue a formal letter of appreciation to the member.