

**Curriculum Development Policy Version:1**

<b>Policy</b>	<p>The curriculum development policy statement is to ensure a mandatory procedure</p> <ol style="list-style-type: none"> <li>1. To offer educational programmes that are need based</li> <li>2. Ensures development of the Curricular frame work to achieve the stated learning outcomes aligned to the vision and mission of the institution</li> <li>3. Describes the process for curricular approval and implementation</li> <li>4. Describes the method for evaluating the curriculum</li> </ol>
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<b>Reviewed by</b>	Dr A Ravi, Senior Co-Ordinator, IQAC
<b>Approved by</b>	Dean of Faculties / Vice Chancellor
<b>Date effective from</b>	11 <sup>th</sup> Aug 2018
<b>Date of next review</b>	10 <sup>th</sup> Aug 2023
<b>Purpose</b>	To provide guidelines for curriculum development and implementation of programmes offered at Sri Ramachandra Institute for Higher Education and Research
<b>Scope</b>	This policy applies to all the programs offered at SRIHER
<b>Procedure</b>	<p>The institution adopts the following procedure to develop new programmes</p> <p style="text-align: center;"><b>Step 1: Needs Analysis</b></p> <p>The following methods of needs assessment are adopted to identify the needs</p> <ol style="list-style-type: none"> <li>a) Directions / recommendations from the Statutory councils</li> <li>b) Stakeholder feedback</li> <li>c) Scoping review</li> </ol>

The needs elicited through the above-mentioned methods should be presented to **University Development Committee** for approval to develop the curriculum.

### **1. Development and Approval of curriculum**

The **Head of programme** facilitates the development of the learning outcome and curricular framework with a group of subject experts of the college/department and then forwards the developed curriculum to the **Institutional Curriculum Committee** through the **Academic Officer**.



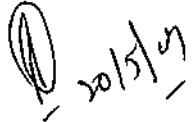
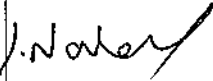
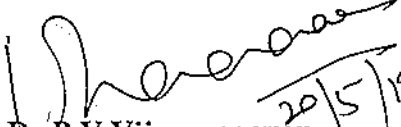
A Three tier curricular process is followed for approval of the learning outcomes and curricular framework.

- a. At the **first tier**, the **Institutional Curriculum Committee** reviews the prepared curriculum and submits its recommendation to the **Dean Education** for approval.
- b. Then at the **second tier**, the curriculum is placed in the **Board of Studies**, which has members including external experts. The Curriculum is reviewed and recommended by the BOS of respective Programme / Faculty
- c. Finally, at the **third tier**, the curriculum recommended by the BOS is approved by the **Academic Council** and placed before **Board of Management**.

### **3. Implementation of Curriculum**

- a) The office of the Registrar is in- charge of publishing all communications and information regarding the starting of the new programme.
- b) The Registrar publishes the information eligibility guidelines and application process of new program in the Web site and Prospectus 6 months prior the starting of the programme.
- c) The office of the Registrar also ensures that the Programme details are published in the student manual. The Registrar issues official communication to the Head of the

	<p>Faculty and the concerned department about the beginning of the new programme.</p> <p>d) The Head of the Institution / Department Head conducts a meeting to inform faculty on the course structure and the methods to implement</p> <p><b>4. Evaluation</b></p> <p>a) The Programme is evaluated periodically through stakeholders' feedback (Students, Faculty members, Professionals and Employers)</p> <p>b) Feedback analysed by the Head of the programme and action required/taken report is submitted to the IQAC through Academic officer and Dean of Education.</p>
Frequency	Need based
Time	By the end of Academic year
Related/Supportive Documents	Curriculum Development template
Custodian	Registrar

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