

# Annexure - 6

  
Registrar 14/03/24  
Mangalayan University  
Beswan, Aligarh

**Standard Operating Procedure (SOP)**  
**for**  
**Curriculum Design and Revision**



**MANGALAYATAN UNIVERSITY**

Extended NCR, 33<sup>rd</sup> Milestone, Aligarh - Mathura Highway,

Beswan, Aligarh - 202146 (India)

Website: [www.mangalayatan.in](http://www.mangalayatan.in)

  
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# CURRICULUM DESIGN AND REVISION

## **Introduction**

1. The curriculum of an educational program is a document that spells out the learning envisaged in the program. It comprises of the goals and objectives of the program, list of the subjects (courses) that the program contains, including the core and student choice-based electives and their contents and evaluation scheme, learning outcomes and their respective assessment strategies, suggested pedagogical methods, and reference reading and other media materials. It also lists out the graduate attributes.
2. The world has turned into a global village where new ideas and information are flowing in a continuous stream. Therefore, there is a need to constantly review/revise the curricula and therefore the curriculum of a program should elaborate the process of development of the existing syllabi, changing its contents giving guidelines to develop students out-look, raising their competencies to meet the requirements of the changing world.
3. Mangalayatan University carries on its Curriculum Development/Revision in consultation with students, alumni, subject experts both in-house and external from academia and industry. Curriculum Development/Revision is an organized and systematic process.

## **The Recommended Operational Process**

1. Curriculum development takes place at two levels.
  - (a) Initial
  - (b) Continual
2. Initial
  - (a) Initial is based on environmental scan, a need is felt and analyzed, further a need analysis is carried out and based on analysis a decision is arrived at to launch a new program.
  - (b) The results of need analysis are handed over to institutes' / departments' curriculum committee for designing the curriculum.
3. Continual

The environment is dynamic and ever changing so there is a need to upgrade and update the curriculum on regular bases to meet the needs of the environment and stakeholders.
4. Action by Curriculum Development Committee
  - (a) Initial (New Program)

Based on need analysis to start a new program the committee will undertake the following measures

    - i. Obtain model curriculum designed by concerned regulatory authority, like, UGC, AICTE, NCTE, BCI, MCI, PCI and COA.
    - ii. Obtain curriculum of similar program of an Institute of national importance.
    - iii. Obtain curriculum of similar program of an Institute of international importance.
    - iv. Obtain feedback of industry/environment.
    - v. After studying the above, design the curriculum to meet local regional, national and International needs.
    - vi. Forward the draft curriculum to BOS.



(b) Continual (Modification)

- i. Obtain feedback from the following on the present curriculum.
  - a. Faculty
  - b. Students
  - c. Alumni
  - d. Industry
- ii. Obtain latest curriculum issued by concerned regulatory authority.
- iii. Obtain latest curriculum of Institutes of national & international importance.
- iv. Rework on old curriculum and redesign new curriculum based on above inputs.
- v. Forward the draft curriculum to BOS.

5. Action by BOS

The BOS will take the following action

- i. Deliberate and discuss the curriculum.
- ii. Make amendments if required through consensus.
- iii. If foreign external representative cannot attend then comments could be obtained through email. (This is desirable but not mandatory).
- iv. Finalize the proceedings & curriculum and forward it to Dean (Academics).

6. Action by Academic Council

- (a) Dean (Academics) will request Chairman, Academic Council for permission to convene meeting of Academic Council
- (b) Dean (Academics) will issue agenda points of the meeting to members.
- (c) Academic Council will debate and discuss issues of agenda; consisting of new programmes / curriculum development/revision.
- (d) New programmes / Curriculum (new / revised) will be approved by Academic Council with suggestions if required.
- (e) Approved proceedings will be forwarded to Executive Council for ratification through the Office of the Registrar.

7. Action by Registrar

Registrar will forward the minutes of Academic Council for ratification to Executive Council.

8. Action by Executive Council

The Executive Council will approve and ratify the proceedings of the Academic Council.

9. Every Academic Unit requires maintaining the following documentary base as proof of adherence to the above consultative process in the design and development/revision of curriculum of every program that it offers.

- i. Correspondence concerning the initial idea including environmental scan/need analysis.
- ii. Nomination of a Faculty Team by the Director of the Academic Unit to carry on with the responsibility of shaping up a proposal.
- iii. Meetings, and their minutes, of the Faculty Team to develop the initial proposal.
- iv. The scheme and instruments to elicit feedback from stakeholders and communication of the same with the targeted respondents.
- v. The feedback and its analysis.

- vi. Copies of curriculum considered of regulatory bodies / Institutes of national and international importance.
- vii. Meetings, and their minutes, of the Faculty Team and Curriculum Development Committee and BOS to deliberate and incorporate appropriately the feedback in the proposal and views on subjecting the same to curricular workshops.
- viii. Requests by Faculty Teams, and approvals by the Director of the Academic Unit, to conduct curricular workshops.
- ix. Schedules of the Curricular Workshop, identifying delegates, sending invitations and obtaining consents, and sending the proposals in advance to the invitees.
- x. The conduct details and minutes of the Curricular Workshop.
- xi. Correspondence related to incorporation of the outcomes of the curricular workshops in the proposal.
- xii. Submission of the improved proposal by the Faculty Team to the Director of the Academic Unit with a request to put up the same for discussions in the BOS.
- xiii. Correspondence with the members of BOS, firming up a date for BOS Meeting, and mailing the proposal for discussion in advance.
- xiv. Conduct details, and minutes, of the BOS Meeting.
- xv. Acting on the suggestions, if any, of BOS.
- xvi. Submission of the final proposal, after incorporating the outcomes of the BOS Meeting, to the Director of the Academic Unit with request to forward the same to the Academic Council for approval.
- xvii. Request by the Director of the Academic Unit to the affect of the item at xv above to the Registrar.
- xviii. Inclusion of the proposal in the agenda for discussions in the Academic Council by the Registrar.
- xix. Conduct details, and minutes, of the Meeting of the Academic Council.
- xx. Correspondence related to AC's suggestions, if any, on the proposal and incorporation and submission of the same, between the Registrar and the Director of the Academic Unit, and between the Director of the Academic Unit and the Faculty Team.
- xxi. Inclusion of the proposal in the agenda for discussions in the Executive Council by the Registrar.
- xxii. Conduct details, and minutes, of the Meeting of the Executive Council.
- xxiii. Correspondence related to EC's suggestions, if any, on the proposal and incorporation and submission of the same, between the Registrar and the Director of the Academic Unit, and between the Director of the Academic Unit and the Faculty Team.
- xxiv. Correspondence on the items shown at xvi-xxiii in an iterative fashion until the EC approves the proposal.
- xxv. Registrar's communication to the Director of the Academic Unit informing the permission to implement the approved curriculum or changes there upon.

The elaborate consultative process standardized above is critical to the design and development of curriculum of any educational program for its acceptance in the wider society. Mangalayan University is committed to this process.