
STANDARD OPERATING PROCEDURE (SOP)
ON
INSTITUTIONAL CURRICULUM DEVELOPMENT

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PREAMBLE

Dr D. Y Patil Arts, Commerce and Science College, Pimpri is permanently affiliated to Savitribai Phule Pune University, Pune. The affiliating university takes all the decisions regarding the curriculum and its development. The program structure, Syllabi for each course, changes in the program and its structure, the evaluation pattern, the system to be followed are the decisions generally taken by the university and the affiliating colleges have to follow these decisions. Though the main responsibility of curriculum development is handled by the University but still the college cannot shy away with its responsibility. Teaching faculty is involved in teaching daily and is in connection with the large number of students. They are the best source to understand the need of the students. Moreover for the co-curricular activities the faculties are in touch with the organizations, industries and varied institutions. In short teachers can contribute in developing a curriculum that will be the most updated and hence useful to the students.

Need For participation

For holistic development of students, the program and course should be updated time and again. As the college is affiliated to university, it has to follow the syllabus set by the university. College can contribute by participating at various levels in the university and update the existing curriculum. Moreover, the college acts as a mediator between university and its stakeholders. Hence it is the prime responsibility of the college to communicate the university the changes aspired by the stakeholders.

Teaching faculty is in direct contact with the large crowd of students, industries, organizations and institutions existing in and around the vicinity. Besides, the faculty is in communication with their academic peers too. Every year college takes feedback from students, teachers and employers regarding the curriculum and its effectiveness. Hence has an updated knowledge about the need of these stakeholders and the market. Similarly, college under pretext of parents meeting and various activities invites parents to the college and thus is in contact with them. The teaching faculty is aware of their needs. Parents' feedback gives the right perspective regarding parents aspirations about the syllabus and the changes required in it. All this has to be effectively communicated to the university. College if gets representation in the university, this can be done effectively.

Methods of participation

The college can try and participate at various levels of university administration.

A. Participation as Senate members/ participation in management council/ BOS etc

The college administrators like principal and other cadres of management will try to get representation in the highest level of university administration like management council. This will pave way to college to be part and parcel of all the amendments in the curriculum and also in the policy decision making.

At department level, every department/ faculty in the university has its Board of Studies that is responsible for the curriculum, its updation and also takes decision regarding the evaluation pattern. The head of the departments and other senior staff members will try to get representation as chairman/ members of board of studies either by contesting elections or any other way seem fit by the university, Board of studies and the college. The members selected will act as representators of the college and will communicate the required changes to the said board of studies members. The teachers who have been elected as members of board of studies will take the responsibility sincerely and will follow all the rules and regulations accordingly. They will attend most of the meetings organized and will miss them only in the emergency either personal or professional.

The IQAC will monitor the number of BOS in the college, will motivate more and more staff for the representation and will be responsible for the documentation of all the progress regarding the same.

B. Participation through sub committee

All the teachers will not be able to be the member of Board of studies and participate in university administration. But they can contribute their expertise by communication with the Board of study members of their respective faculty. A change in the syllabus and the structure of the program is a regular practice for the university. These changes are brought every year for a definite class. While bringing these changes, the university forms a subcommittee termed as subject experts. The teachers who are not members of board of studies should try to get representation in these committees so that they can communicate the changes and contribute in the curriculum development. The principal of the college, IQAC should motivate the teachers to represent the college.

C. Participation in evaluation work of University

Evaluation pattern, its structure and timely evaluation is an important part of any university and college. College will be utmost sincere in following all the rules and regulation regarding evaluation and will handle its part of responsibility. Accordingly, university examination and evaluation will be given prime importance in the college.

The principal, IQAC and head of the respective departments should motivate maximum staff members to participate in the evaluation work of university either as the chairman, moderator, Paper setter or evaluator or examiner. The way theory examinations are conducted, in the same manner practical examination is equally important. Teaching and administrative faculty will try and participate in varied activities of examination and will complete the activity in due time.

D. Conduction of workshops for orientation of staff

The elected members of board of studies and the subcommittee or experts will contribute in the restructure of the syllabus and in the curriculum development. These efforts and the newly formed syllabus have to be effectively communicated to the entire teaching fraternity. For this college will take the lead and organize syllabus restructuring workshops for varied courses. The college will collaborate with university and will invite the experts to share the expertise with teachers of the college and in and around the vicinity.

The IQAC will motivate the departments to hold such workshops and will also help and monitor these workshops.

E. Communication to the stakeholders

The curriculum and its delivery should be communicated to the stakeholders like parents, students and alumni through orientation programs, induction programs and parents teachers meet. The college website should be updated with all the information for better communication. The teachers in their varied

roles like head of the departments, class teachers, mentors etc should update the stakeholders the curriculum and its effective delivery.

IV. Institutional responsibility

The IQAC will plan the annual contribution of the staff in the university administration including curriculum development and evaluation.

The Principal will communicate with the head of the departments and teachers in the meetings.

The respective departments will cooperate with the board of study members and relieve them for attending the meetings.

The college will relieve the paper setters and examiners for paper setting and evaluation of the examinations.

College will provide infrastructural facility and other facilities required to conduct the workshops related to curriculum development.

The IQAC will take the cognizance of all the work done by the respective departments in the college.
