



ASSAM
down town
UNIVERSITY

Policy for Curriculum Development

Version 1.1

w.e.f. 15.05.2023

**Assam down town University
Sankar Madhab Path, Gandhi Nagar,
Panikhaiti, Guwahati-26, Assam**





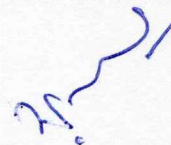
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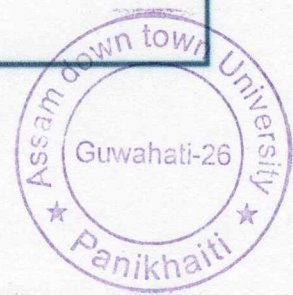
Internal Quality Assurance Cell (IQAC)

Gandhinagar, Panikhaiti, Guwahati-26

(Permission Granted Via The ASSAM ACT, NO. VIII OF 2010, Gazette No. LGLB/2010/11) An
ISO 9001:2015 certified & NAAC accredited University

S. No.	POLICY PARTICULARS	
1.	Name of the Policy	Curriculum Development
2.	Policy Issue/Notification Number/Memo Number	AdtU/IQAC/Pol-2023/03
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7.	Policy Title(Required)	Curriculum Development Policy
8.	Supersede	N.A
Approved By:		
		





POLICY ON CURRICULUM DESIGN, DEVELOPMENT & APPROVAL

A. PREFACE:

The purpose of introducing this policy is to provide a consistent approach for curriculum design, development, and approval for teaching, learning and assessment while updating it with advancement in related to knowledge, state of the art, technology and professional skills. Although all constituent units follow the directives of their respective regulatory councils, this policy will help to ensure that curriculum processes are uniformly implemented and monitored in a student-centered manner, towards the achievement of university vision and mission through attaining Programme Educational Objectives and Programme Outcomes and Course learning Outcomes in all constituent units.

B. SHORT TITLE AND APPLICATION

1. This policy is prepared with the aim to provide policy guidelines for the design, development and approval of curriculum.
2. This policy shall be called the "Policy on Curriculum Design, Development and Approval" of Assam down town University.
3. This policy shall come into effect from the date of approval by the competent authority of Assam down town University, Guwahati.

C. EXTENT AND APPLICABILITY

1. This policy shall apply to the curriculum design and development of the academic programmes and courses of the university, offered through its faculty of study, constituent institutions, colleges or centres.
2. However, while designing the curriculum, the university may adopt/ align the curriculum framework provided by various regulatory bodies.

1. DEFINITIONS

Unless the context otherwise requires, the following definitions shall apply:

- 1.1 Academic Council shall mean the Academic Council of the university.
- 1.2 Board of Studies (BoS) shall mean the board of studies of a faculty of study or a unit of the university.
- 1.3 "DAC" or "PAC" means, the Discipline /Programme Academic Committee.
- 1.4 Competent Authority refers to an officer or authority competent to exercise powers under the act, statutes, ordinances or rules of the university.



- 1.5** Course shall mean a course/subject (having components such as lecture, tutorial, practical, skill, research and outreach) of a programme of study offered by the university and designed to be delivered in a semester. each course shall carry specified number of credits as assigned. each course is having core course, elective, choice-based elective, value added or curricular enrichment course such as Ability Enhancement course (AEC), Skill Enhancement Course (SEC) & Value Addition Course (VAC) etc.
- 1.6** Continuous Assessment shall include in semester exam, semester end exam, participates in class, assignment, problem solving, group discussion, quiz, project work, seminar etc.as per need of the course to monitor the progress of a student throughout a semester, with weightage for different components as may be deemed fit the university level in accord of NEP 2020 and other relevant council.
- 1.7** Credits shall mean the credits attached to a course of study in terms of study hours put in by a student. It also denotes the quantification of knowledge acquisition of a student through accumulation of credits. One credit course means one hour of Lecture (L) or Tutorial (T) or two hours of Practical (P) or four hours of Skills(S) or six hours of Research (R) or eight hours of Outreach/Field visit (O/F) per week over a semester;
- 1.8** Curriculum means the structure of list of courses prescribed/adapted by the university for a programme of study;
- 1.9** University means the Assam down town University, Guwahati, established under Assam Private Universities Act, 2007 and run by down town charity trust.
- 1.10** Faculty of Study means a faculty of study maintained by the university as its constituent unit. A faculty of Study may have two or more programme for teaching, learning, skills etc. imparting instruction;
- 1.11** Dean means a dean of a constituent faculty of study of the university;
- 1.12** Programme shall mean a unit of a faculty of studies of the university for the delivery of academic programs; and is headed by a programme coordinator;
- 1.13** MOOC Courses mean Massive Open Online Courses available on SWYAM Platform of Ministry of Education, Government of India and offer global platform e.g. Coursera, edX etc
- 1.14** Non-Credit (Audit) courses mean the courses outside the prescribed curriculum opted by a student subject to fulfilling pre-requisites, availability of seat and consent of concerned teaching faculty. Attainments of such audit courses are entered into the grade card of a student, but the credits are not counted towards the award of degree;
- 1.15** Revision refers to revision/ updating of a curriculum and syllabus of a degree programme or a course of study that may lead to change of nomenclature;

1.16 Syllabus means the detailed description of topics for knowledge delivery of a course of a programme prescribed by the university. A typical syllabus consists of units divided suitably in terms of lectures, tutorials, practical, skills, research, outreach/field visit class hours; and includes course objectives, course outcomes, method of - evaluation, text and reference books, etc. syllabus also provides space for the faculty to include (i) objectives of the course/program, (ii) innovation, and (iii) latest developments in the field of the subject taught;

2. FACULTY OF STUDY

- 2.1** The university shall, in accordance with the provisions of the Act and Statutes, provide for instruction, teaching and training through various faculty of study.
- 2.2** All the programmes of study before the commencement shall be duly recommended by the Board of Studies and approved by the Academic Council (AC) as well as Board of Management (BoM).

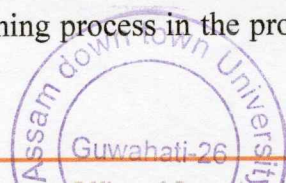
3. STATUTORY BODIES RESPONSIBLE FOR CURRICULUM DESIGN, DEVELOPMENT AND APPROVAL

3.1 THE ACADEMIC COUNCIL

- 3.1.1** As per the provisions in the Assam Private Universities Act, 2007, the Academic Council shall exercise general supervision over the academic policies of the university.
- 3.1.2** Further, as per the provisions of the First Statutes of the university, the Academic Council, review and recommend curriculum and syllabi on reference for the courses of studies for the various faculty of study and promote, coordinate and encourage interdisciplinary, disciplinary and trans-disciplinary studies.

3.2 BOARD OF STUDIES

- 3.2.1** Every Faculty of Study shall have a duly constituted "Board of Studies" (BoS) chaired by the Dean of the respective faculty of study with members drawn from among the interdisciplinary faculty as well as from outside (both from industry & academia) in accordance with the regulations of the university.
- 3.2.2** The powers and functions of the Board of Studies shall be to:
- 3.2.2.1** Review the academic activities of respective Faculty of Studies and to ensure merit and standards of teaching-learning process in the programme offer by the respective faculty of study.



- 3.2.2.2 Carry out periodic review of the curriculum and syllabi of the academic programmes/courses of study for relevance and up-gradation.
- 3.2.2.3 Recommend introduction of new academic programmes/ courses or revision/ deletion of existing courses to the Academic Council for approval.
- 3.2.2.4 To instruct Programme Academic Committee for the design, development or review of course content of existing/new courses of study.
- 3.2.2.5 Any other curriculum related matter that may be referred to it by authorities/officers of the university.

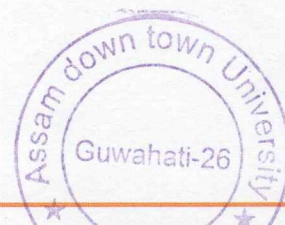
3.2.3 The composition of the Board of Studies shall be approved/ notified by the competent authority.

4. DISCIPLINE ACADEMIC COMMITTEE (DAC)

- 4.1 University has also constituted a Discipline Academic Committee (DAC) with the provisions laid down by UGC and other statutory bodies.
- 4.2 This Discipline Academic Committee will be responsible for the development/revision of the course curriculum with reference to the futuristic scopes of students' employment.

5. PROGRAMME ACADEMIC COMMITTEE (PAC):

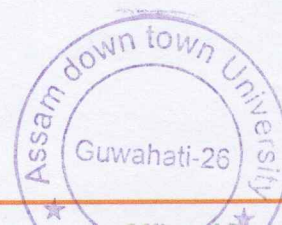
- 5.1 In addition to the above-mentioned statutory bodies, the University has also constituted Programme Academic Committees' (PAC) which is responsible for designing and developing curriculum/ course syllabi for the programme.
- 5.2 The Programme Academic Committees' (PAC) shall be responsible for:
 - 5.2.1 Conceiving the curriculum design.
 - 5.2.2 Developing curricular framework, syllabi and scheme of evaluation of the programmes referred to it by the concerned Dean of Faculty of Study.
 - 5.2.3 Developing detailed syllabus of course units, pedagogy for course delivery, evaluation scheme, text/reference books, study materials etc.
- 5.3 While designing/developing a curriculum for a programme, the PAC shall be guided by the broad objectives laid under clause 2 of these regulations.
- 5.4 The PAC shall ensure that the curriculum structure:



- 5.4.1 Is in tune with semester-pattern and defines core, elective and optional courses to be taught, as well as summer training/ industry internships projects / dissertation-based courses, etc.
 - 5.4.2 Promotes experiential learning by way of assignments, field visits/ project work and has provision for mandatory internships, etc. under joint supervision of faculty and professionals to ensure real-time exposure and industry / profession readiness.
 - 5.4.3 Has component of enrichment courses for social relevance and value added (skill) courses (VAC) to impart transferrable skills for holistic development of students and to make them better citizens of India.
 - 5.4.4 Incorporates academic flexibility through Choice Based Credit System (CBCS) to the students in choice of cross disciplinary courses to suit their learning needs and skills.
 - 5.4.5 Allows flexibility to students to take up free web-based MOOC (Massive Open Online Courses) patterned on university courses and SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) programmes initiated by the Govt. of India.
 - 5.4.6 Is aligned to the 'Outcome Based Learning' (OBL) concept/ methodology and has well defined and matched programme objectives, programme specific objectives, course objectives and learning outcomes to assess student learning outcomes (Graduate Attributes).
 - 5.4.7 Has a well-defined scheme of examination and evaluation as one of the essential components.
- 5.5 The PAC shall also define the:
- 5.5.1 Programme nomenclature, description, pre-requisites and code
 - 5.5.2 Course titles/ course codes;
 - 5.5.3 Course units/ credits;
 - 5.5.4 Teaching hours for theory/tutorial/practical classes for each unit;
 - 5.5.5 Detailed syllabus of course units, pedagogy for course delivery, evaluation scheme, suggested text/reference books, study materials, etc

6. CURRICULAM DESIGN AND DEVELOPMENT AND APPROVAL PROCESS

6.1 Curriculum Design and Development Process



Flowing from the vision of the “Assam down town University” strives for excellence in teaching-learning, research and outreach programmes where technology synergizes creativity for sustainably nurturing an academic and professional leadership that successfully reaches out in a spirit of openness, inclusiveness and service to the society, the broad objectives while framing a curriculum shall be as under:

- 6.1.1 The curriculum design is innovative and contemporary in content;
- 6.1.2 Is benchmarked with the model curriculum framework provided by UGC, AICTE and other related regulatory bodies; as well as that of other reputed national and global universities;
- 6.1.3 Has local, regional, national and global perspective to foster national/world view as well as futuristic documents.
- 6.1.4 Includes 'enrichment courses' and 'value added courses' (VAC) for holistic development of the students and to make them better citizens of India'
- 6.1.5 Is compliant with the philosophies and methodologies of Choice Bases Credit System (CBCS) and Outcome Based Learning (OBL);
- 6.1.6 Is inter-disciplinary, emerging skillsets and integrated to promote student centric participative, problem-solving abilities and experiential learning;
- 6.1.7 Is profession/ industry aligned with focus on skill development, employability and entrepreneurship.

6.2 Curriculum Approval Process:

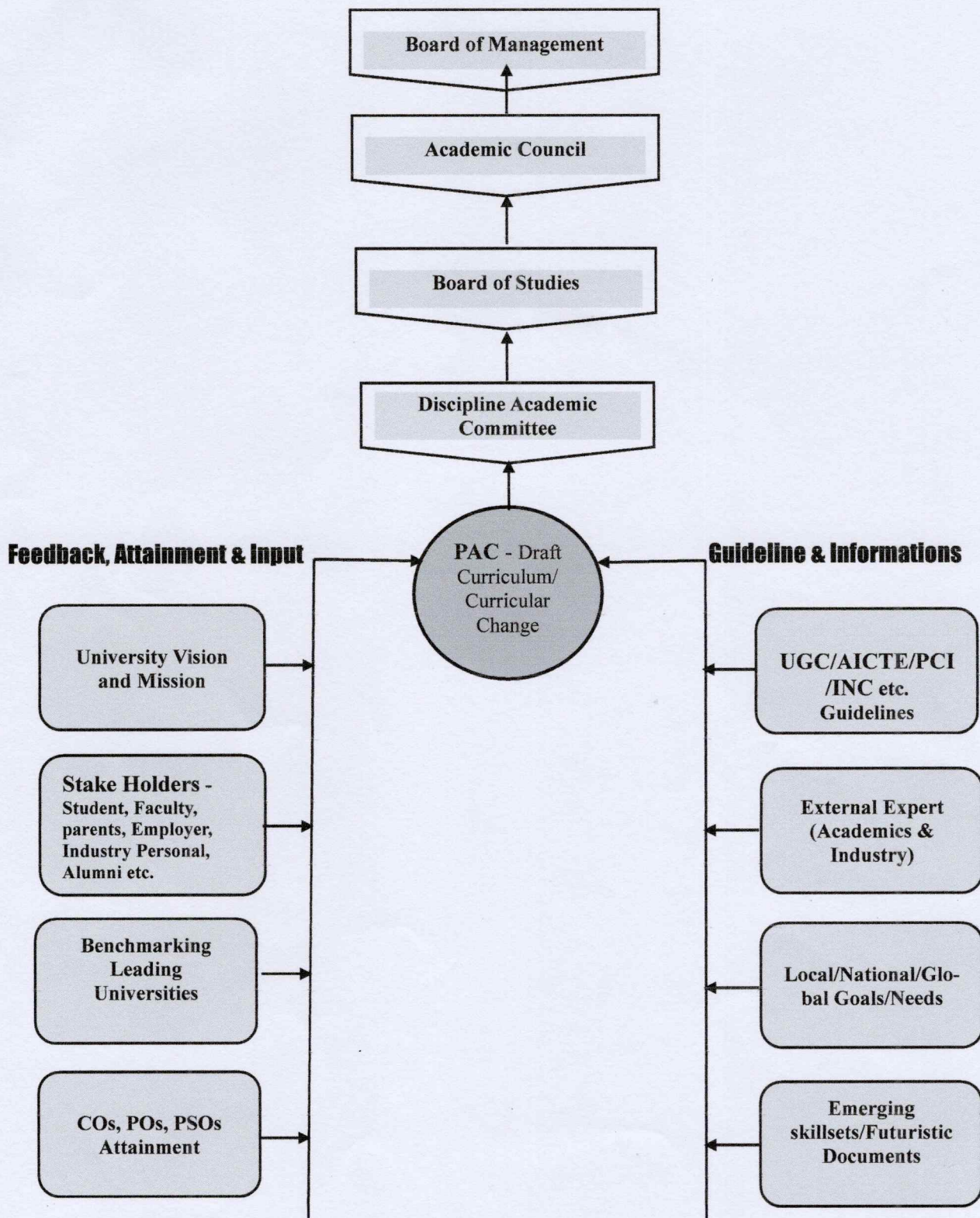
The Curriculum of all academic programmes of the university across all Faculty of Study shall be developed as per the prescribed format by the “Programme Academic Committee (PAC)” under the supervision of respective programme coordinator and the Dean.

- 6.3 The PAC shall present the curriculum structure of a programme with detailed and scheme of evaluation to the Discipline Academic Committee (DAC) for review.
- 6.4 The Discipline Academic Committee shall review the same and modify/accept the changes, after thorough discussion, deliberation. The Discipline Academic Committee shall recommend the same to the concerned Board of Studies (BoS) for its consideration. While doing so, the BoS shall ensure that the curriculum structure:
 - 6.4.1 Is socially relevant; is broad based, challenging and inquisitive; skill oriented and supports research.



- 6.4.2** Has been benchmarked with similar programmes/ courses of higher ranked institutions in India and abroad.
- 6.4.3** Broadly conforms to the directives/ guidelines of various regulatory and accreditation bodies.
- 6.4.4** Is contemporary and incorporates latest curriculum centric features such as: academic flexibility through Choice Based Credit System (CBCS), 'Outcome Based Learning', 'Curriculum enrichment', etc.
- 6.4.5** Is aligned with the current market trends.
- 6.4.6** Promotes experiential learning by way of assignments, field/Project work, mandatory internships, etc. at client location under joint supervision of faculty and professionals to ensure real-life exposure and industry-readiness.
- 6.4.7** Allows ample scope to teachers to innovate in classroom with additional information and incorporate latest developments.
- 6.4.8** Has a well-defined scheme of examination and evaluation as one of the essential components.
- 6.5** The Board of Studies shall also ensure that the provisions of these regulations have been followed.
- 6.6** The recommendations of the Board of Studies shall be examined and considered by the Academic Council and after that Board of Management, which may then approve the curriculum with or without amendments.
- 6.7** The introduction of the programme shall then be notified and posted on the university website.
- 6.8** Once a programme curriculum has been approved and notified, no changes shall be permitted in the course syllabi and objectives. However, the course teacher shall have the liberty to innovate in the course delivery.





CURRICULAM DESIGN, DEVELOPMENT & APPROVAL PROCESS

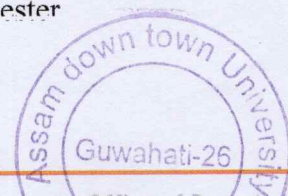


7. CURRICULUM REVISION / FEEDBACK SYSTEM

- 7.1 The curriculum of all programmes shall be reviewed and revised at least once in three years, following the same process as prescribed for the new programmes.
- 7.2 Need-based identification of changes.
- 7.3 Review of national trends (regulatory guidelines, updates, guidelines) in disease patterns, Teaching Learning and Assessment / Evaluation Methods.
- 7.4 For curriculum updating, regular feedback should be obtained from all stakeholders (faculties, students, alumni, employers and parents) to innovate and revise the course contents and the academic delivery process. The feedback should be taken on prescribed formats developed by the faculty of studies.
- 7.5 Review of Local and regional needs and relevance and correlation to available and possible career pathways.
- 7.6 The boards of studies and the academic council shall ensure that the feedback from the stakeholders is taken, analysed and incorporated in the course syllabi at the time of revision.
- 7.7 Outcome Analysis Data for concerned Academic Year.

The cycle of curricular analysis, planning, design, development, implementation, and outcome analysis will be followed throughout the academic year on basis of feedback listed below-

- Students Feedback form for teaching evaluation
- Student feedback form for evaluation of recent changes in teaching
- Student Feedback on Curriculum
- Feedback Form on Student Satisfaction Survey
- Student Feedback Form on Career Counselling and Competitive Examination Guidance
- Student Exit Survey Form
- Parent's Feedback on Curriculum
- Feedback Form on Parent Teacher Association Meeting
- Faculty Feedback Form on Curriculum
- Faculty Feedback on Particular Subject Taught in a Semester
- Faculty Satisfaction Survey Form



- Alumni Feedback Form on Curriculum
- Industry Expert Feedback Form on Curriculum
- Employer Satisfaction Feedback Form
- Academic Peers Feedback on Curriculum

