



OFFICE OF DEAN ACADEMIC AFFAIRS

Ref. : 69(A)/Dean, AA/ 2017

Date : 02.08.17

CIRCULAR

Sub. : Office of the Dean, AA – Revision of Curriculum & syllabi of Programmes by Departments – Revision of syllabus of a course by faculty – Guidelines – reg.

The Institution facilitates faculty members to modify the syllabus contents (Introduction of new topics in existing modules / introduction of new modules by removing existing modules) during the ongoing academic sessions (Odd / Even semester). The departments are also empowered to revise the curriculum & syllabi of programmes at regular intervals / during the ongoing academic sessions (Odd / Even semester).

The following are the standard operating procedures to be followed meticulously in this regard with effect from 01.08.2017.

- a. The faculty member proposing changes / modifications (Introduction of new topics in existing modules / introduction of new modules by removing existing modules) in the ongoing course during the academic session (Odd / Even semester) shall submit a request to Chairman, Board of Studies (BoS) of the Department / School indicating necessity / significance.
- b. The department proposing revision in curriculum & syllabi of programmes offered by them during the academic session (Odd / Even semester), shall deliberate the same in the department level faculty meetings and prepare a detailed report in this regard indicating necessity / significance.
- c. The revision in syllabus of course (Point 'a') and revision in curriculum & syllabi of programmes (Point 'b') shall be endorsed by the Dean of School based on the detailed recommendation of Chairman, BoS for immediate implementation during the academic session.

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- d. The detailed report recommended by HOD (Chairman, BoS) and endorsed by Dean of School shall be further deliberated in the upcoming meeting of BoS / School Level Advisory Committee (SLAC) for ratification.
- e. The minutes of meeting of BoS indicating ratified item shall be sent to office of Dean, AA and further shall be brought as agenda item in the upcoming Academic Council for ratification.

Date: 02/08/17


Dean, Academic Affairs 02/08/17
Dean (AA)