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NOTIFICATION NO. KU/POL./2021/005

Date: 08th December 2021

**Subject: Karnavati University – Curriculum Design and Development Policy
(Issue 01 Revision 00)**

Karnavati University hereby notifies 'Curriculum Design and Development Policy' as appended herewith. This policy shall be applicable to all the programs/courses offered by the university through the constituent institutes. This policy will assist in designing and developing each subject module of the programs/courses by the teaching employee who possesses suitable expertise in curriculum design, pedagogy, and knowledge of the relevant discipline.

This Policy comes into immediate effect.


Tariq Ali Saiyed
Registrar



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Curriculum Design and Development Policy

Policy Title	Curriculum Design and Development Policy
Key Stakeholders	Teaching employee, Students, Academic Coordinator
Approved on	8 th December 2021
Date Effective	9 th December 2021
Next Version	
Relevant Policies	Academic Integrity Policy Virtual Class Policy Rules and Regulations for the conduct of Examination and Award of Degrees of the University. Student Feedback Policy
Relevant Authorities	Academic Council Board of Studies Academic Monitoring Committee Internal Quality Assurance Cell
Related guidelines	UGC Guidelines on Adoption of Choice Based Credit System. National Curriculum Framework & Guidelines 2019 (Fostering Social Responsibility & Community Engagement in Higher Education Institution in India)

1. Short title and extent of application

This policy shall be called “*Curriculum Design and Development policy*”.

2. Scope

This policy shall be applicable on all the program/courses offered by the university through the constituent institutes.

3. Objective

Karnavati University strives for the highest standards of education in all disciplines and with this objective University adopts this policy:-

- i. To provide the general rules of developing curriculum design for the programs offered by the university which are in accordance with the guidelines provided by the UGC and other regulatory authorities.
- ii. To align the standard of education and curriculum design of programs/courses to the university’s vision and mission statement.
- iii. To assist in designing and developing each course module of the program by the teaching employee who possesses the suitable expertise in the curriculum design, pedagogy and the knowledge of relevant discipline.
- iv. To outline the curriculum design, program structure, Program Learning Outcome (PLO) and Course Learning Outcome (CLO) of each program offered by University.

4. Definitions

- i. “**Academic year**” shall mean the period in the calendar year from the month of July to the month of June of following year, during which teaching or instruction in any program will be carried out.
- ii. “**Choice based credit system**” shall mean a system which provides a choice to the students for selecting a (subject) course from prescribed (subject) courses (core, elective, minor or soft courses).
- iii. “**Credit based semester system**” shall mean the system which requires a certain number of credits to complete for award of degree, diploma and certificate.
- iv. “**Credit**” shall mean a unit through which the course work of a course (subject) can be measured, credit determines the number of teaching hours, as prescribed by the statutory authority governing the respective discipline.
- v. “**Curriculum design**” shall mean purposeful selection and structuring of content, activities and experiences that students will undertake in order to complete the course and programs, to achieve the stated learning outcome of the program.

- vi. **“Curriculum”** shall mean the intersection of knowledge, skills, and attitudes focused on teaching and learning, which is created through the purposeful selection and structuring of content in programs.
- vii. **“Module”** shall cover all the units, credit allotted to each unit, syllabus, teaching scheme, and assessment scheme of the course.
- viii. **“Program”** shall mean, an educational program resulting in an award of degree, diploma or certificate.
- ix. **“Program Learning Outcome (PLO)”** shall mean course-specific skills and generic skills including the globally transferable skills and competencies which students of a specific program should be able to demonstrate for the award of certificate/ diploma/degree qualification.
- x. **“Regulatory authority”** shall mean a body established by the Central/State Government for laying down the norms and conditions for ensuring academic standards of higher education, such as, UGC, AICTE, ACPC NCTE, MCI, DCI, BCI, PCI, NAAC, ICAR, DEC, CSIR.
- xi. **“Semester”** shall be equivalent to ninety (90) actual teaching days. The *odd* semester may be scheduled from July to December and *even* semester from January to June.
- xii. **“Student”** shall include all students enrolled in the various programs offered by the university by its constituent Institutes.
- xiii. **“Course”** shall mean, an essential component of a program, which may comprise of but not limited to lectures/tutorials/laboratory work/ field work/ project work/vocational training/seminar/assignments/self-study/presentation/term paper etc. or combination of some of these. Each course shall define the course learning objectives and outcomes.
- xiv. **“Course Learning Outcome (CLO)”** shall include essential learnings acquired on completion of selected course. Course learning outcome shall be in alignment of program learning outcome.
- xv. **“University”** shall mean Karnavati University.

5. General Principles for developing curriculum design

- i. University shall/may follow the semester system and choice based credit system as per the UGC Guidelines on Adoption of Choice Based Credit System, which shall provide academic flexibility in the designing of curriculum and assigning the credit to the course.

- ii. University may integrate the issues relevant to professional ethics, gender sensitivity, human value, environment and sustainability into the curriculum, through the choice based credit system in order to promote and spread the awareness among students about these issues.
- iii. University may incorporate the principles of the national curriculum framework for fostering community engagement and social responsibility in Higher Education Institutions (HEIs) in designing the curriculum of each program.
- iv. University shall design program curriculum in such manner that it provides necessary skills to increase the rate of employability of the student. To provide the skill centric design, University may provide value-added academic activities in each program.
- v. The University shall design the curriculum of each program in such a manner that may enhance and develop advanced knowledge of the related discipline and raise inquiry which may lead to advanced research.
- vi. The university shall prepare an outcome based curriculum framework for all the programs and program outcome.
- vii. The curriculum design of the program must provide clear and explicit Outcomes.
- viii. The University shall develop the curriculum of the programs in such a manner that it may provide program structure including credit points, courses to be taught including comprehensive course modules of each course.

6. Development and Implementation of Academic Programs

There shall be *Academic Council* at university level, which shall function as principal academic body of the university and the *Board of Studies* shall be constituted at the direction of Vice-Chancellor (Provost) for each Under Graduate/Post Graduate Degree Program which shall act as consultative body in regard to all the questions referred to it by the Academic Council. The Board of Studies shall be responsible for the development of curriculum design and implementation of the academic program in the university.

i. Role of Academic Council

- a. Academic council shall Formulate Curriculum design along with the pedagogy, evaluation, research and other academic activities of the University, which are necessary for the maintenance and improvement of standards of instruction, education and evaluation in the University.
- b. Academic Council shall approve/revise the list of prescribed or recommended reading material including text books, articles and research papers for each program in the University.

- c. The Academic Council shall approve/revise the syllabus of each program.
- d. The Academic Council shall also recommend the introduction of new programs or modification in the existing programs to the Board of Management.
- e. The Academic Council shall be the final authority to approve the curriculum or matters related to it, before the commencement of the academic session/semester in which the aforesaid has to be adapted.

ii. Role of Board of Studies

- a. Board of studies shall recommend programs of studies, reading materials and detailed syllabi for each course in a program.
- b. The Board of Studies shall recommend essential reading material including books and journals for being prescribed as text and reference material for particular courses.
- c. The Board of Studies shall recommend the instructional methods and evaluation procedures for the concerned course.
- d. The Board of Studies shall suggest measures for the periodical assessment of the educational standards of the program and respective courses, improvement of standard of teaching and research, to achieve the Program Learning Outcomes and Course learning Outcomes.
- e. The Board of Studies shall make changes, if any, in the syllabus before sending it to the Academic Council for approval.

7. Program Structure

An Academic program resulting in the award of degree shall consist of a collection of individual courses and each course shall be offered under the credit unit system. The credit system for the program and course shall be in accordance with the rules, regulations and guidelines of the concerned regulatory authority governing the respective discipline of study.

8. Course Module Preparation

The module of each course under the program may be developed by the Program coordinator/ concerned teaching employee, as per the recommendation of Board of Studies, the course module must specify the following:

- i. The module of each course may specify Course Learning Outcome (CLOs) of the course, which shall be in accordance with the Program Learning Outcome (PLOs).
- ii. The module includes the syllabus of the course along with the credit allotted to each unit with the number of teaching hours.

- iii. The course module must be designed using constructive alignment of learning outcome with the content of units, learning assignments and the assessment scheme.
- iv. The course module may include the essential reading material and the session plan for each unit.

9. Teaching and Class Conduct.

- i. Each class session should be of 45-60 minutes and the introductory class shall be linked with the course learning outcomes (CLOs).
- ii. As per the course module, the teaching employee shall ensure that each session is well planned and defined.
- iii. In sessions ICT tools shall be used to enhance the quality of delivery.
- iv. Learner centric methods and peer learning shall be encouraged.
- v. The classroom delivery shall clearly demonstrate the critical thinking of the teaching employee by the quality of examples and illustrations used.
- vi. Periodic review of class shall be taken by the university to improve the quality as per the *Student Feedback Policy* and *Rules for the Internal Quality Assurance System*.

10. Rules for Assessment

- i. These Rules for assessment shall be applicable to all the degree courses that certifies the attainment of learning outcomes.
- ii. Assessment schemes shall be prepared with the aim to ensure that learning outcomes of the courses (CLOs) are achieved.
- iii. Assessment scheme shall be a combination of summative and formative assessment methods and shall incorporate direct as well as indirect methods for assessing the progress of the students.
- iv. Assessment scheme shall promote Academic Integrity by carefully designing the tasks, assignments and Examinations which are monitored by the Academic Employee as per the *Academic Integrity Policy* of the University.
- v. The fundamentals of assessment shall be based on transparency, consistency, reliability and fairness; assessment scheme shall be in accordance with the *Rules and Regulations for the conduct of Examination and Award of Degrees* of the University.
- vi. University may impose the penalty on the submission of assignments and tasks which are submitted after the due date without prior approval for extension and where approval has been granted.

11. Rules for Maintaining the Academic Quality

The Academic Quality at university may be assessed through three (3) ways respectively by:

- i. Periodic Feedback of students about the program, Conduct of classes and teachers as per the *Student Feedback Policy* of University:
 - a) To maintain the academic standard and review of academic quality, an *Academic Monitoring Committee* shall be constituted at University level.
 - b) Academic Monitoring Committee (AMC) shall coordinate with the Academic Coordinators of all the constituent institutes to ensure that genuine feedback is filed out by the student about the courses and units, conduct of class and delivery of session.
 - c) AMC shall thoroughly review all the feedback, prepare a report and forward the same towards concerned institutes and *Internal Quality Assurance Cell (IQAC)*.
- ii. By the Academic audit conducted by the *IQAC* as per the *Rules for the Internal Quality Assurance System*.
 - a) The Academic audit may be done internally within the university by inviting the academic employee of a different institute/department to review the conduct of classes and delivery of sessions, syllabi and the assessment scheme.
 - b) The Academic Audit may be done by inviting the external from different universities/industry.
- iii. By reviewing the performance of students in the formative and summative assessment of a specific program.
 - a) The Academic performance of the Student in each Program can be assessed by the AMC, which may prepare *Academic Performance Reports*.
 - b) The *Academic Performance Report* may be used by the Board of Studies, to recommend the changes/modifications in the curriculum, the essential reading material of the courses, instructional methods and assessment scheme of each Program.