Curriculum Development Policy

1.	Policy Title	**Curriculum Development Policy**
2.	policy number	APC/POLICY /09
3.	Brief description of policy	The policy is for effective development of curriculum of courses and programs that reflect the institution's values, goals and mission and provide a fulfilling learning experience for students. It is also for providing a foundation for life-long learning and / or progression in academics or professions.
4.	Drafting	Principal, Dr. B. G. Lobo.
5.	Policy applies to	Curriculum development
6.	Effective from the date	June 2020
7.	Approved by	IQAC
8.	Responsible authority	Principal
9.	Superseding authority	Principal, Management
10	Last reviewed/ Updated	17th June, 2026.
11	Reason for the policy	To update and upgrade curricula with inputs from different industry/ professional/ academic experts, regularly. To start new courses considering the skill demands.
12	Reference for the policy	LOCF by UGC/ university guidelines for autonomous colleges/ any other as per the requirement for the institution

Policy purpose and objectives: Curriculum development/ review plays a crucial as well as critical role in quality advancement of the institution. This policy provides guidelines for curriculum review, launching new courses, credit allocation and modality of assessment. If an institution wishes to review existing courses/ programs and restructure, redesign, and prescribe its own courses / programs of study and syllabi. Curriculum Policy document would be a benchmark.

Objectives:

- To outline the principles that form the basis of the design of curricula for all courses offered by the institution.

- To ensure timely revision and modification of curricula for all courses, to make them relevant to contemporary times and align them with PSO and PO prescribed by the institution.
- To identify newer areas for skill enhancement and of local/ national/ global relevance, define Course objectives and Course outcomes and design detailed curricula for these courses.
- To review / modify methods/ modality of evaluation for different courses and notify results.
- To review / revise credit allocation for awarding certificate / diploma/ degrees

Introduction: Curriculum design is essential for clearly articulating the goals / objectives of learning and its outcomes. Curriculum for a program should align to the goals, vision, mission values and strengths of the institution. It is done with the aim of developing relevant programs with flexibility to suit the professional and personal needs and predictions of quality of skilled manpower required in all sectors.

Well-designed curricula are an outcome of thorough knowledge of the scope of the subject, research of the current developments in the discipline and an idea of upcoming skill sets expected in the learner on graduation.

Policy Statement:

The curriculum development policy is intended for effective design and review of curricula for different core diploma and certificate courses and make them learner centric and outcome oriented.

Process 1:

Defining programs, courses, credit structure as per the flexibility for the institution. Defining eligibility for all programs. Defining eligibility for all programs. Defining modality of assessment for programs.

Process 2:

Preparation of drafts of proposed syllabi by faculty / departments.

1. Identification of current developments, upcoming skill sets and local/ global needs of skilled manpower.
2. Feedback from stakeholders on current curricula.

3. Consolidation of data derived from above processes by head of the department and preparation of proposed syllabi in consultation with departmental colleagues.
4. Defining credits for all courses and ensuring conformity with college structure.
5. Defining modality of assessment for programs.

Process 3:

Constitution of governing body, finance board, academic council

Key Point Indicators:

- New courses/ programs/ certificate courses/ value added courses introduced
- Number of revisions done in the past five years in current courses
- Courses where skill development components were introduced
- Number of applications received for different programs
- Number of students opting for skill-based programs
- % of students opting for certificate/ diploma courses
- % of students opting for value added courses
- % of students opting for internships/projects
- Results and result analysis for all courses

Revised on : 17th June, 2026.

Dr. B. G. Lobo.

Principal.