	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR COURSE CONTENT DEVELOPMENT		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/32
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 1 of 1

Objective: To elaborate the procedure for course content development

Responsibility:

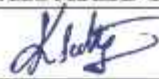

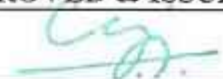
- Faculty Members
- Academic Coordinator

Time and Duration:

Course content to be prepared before the commencement of new semester.

Procedure:

Sl.	Activities	Responsibilities
1.	Concerned Faculty Members to prepare the course contents as per the prescribed Syllabus.	Faculty Members
2.	Content in the form of PDF, PowerPoint presentation, Audio or Video formats or a blend of all these	Faculty Members
3.	Each unit should conclude with Questionnaire for easy revision	Faculty Members
4.	Any video/Web reference can also be added to the course contents	Faculty Members
5.	Academic Coordinator to verify the course contents of each faculty member	Academic Coordinator

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL