	<b>MADANAPALLE INSTITUTE OF TECHNOLOGY &amp; SCIENCE</b>		
	<b>SOP FOR CURRICULUM DEVELOPMENT</b>		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/34
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**Objective:** To elaborate the procedure for preparing Curriculum for respective programme.

**Responsibility:**

- Subject Experts of respective Departments
- Heads of the respective Departments
- Principal
- DAB members

**Procedure:**

Sl	Activities	Responsibility	Target Date
1.	Analyzing the need for curriculum revision	HODs in consultation with stakeholders	November 1 <sup>st</sup> week
2.	Constitution of Curriculum Development / Revision Committee	Principal	November 2 <sup>nd</sup> week
3.	Call for Meeting 1: Assessment / Analysis of the existing Curriculum	Principal, DAB Members	November 2 <sup>nd</sup> week
4.	Call for meeting 2 : Submitting new course proposals, course revisions, changes in course credit, changes in elective designations, course removal, special credit courses, changes in prerequisites, changes in course title.	Institution DAB Coordinator	November 3 <sup>rd</sup> week
5.	Submission and Appraisal of the Preliminary Draft to management , core companies & Educationalists	Department DAB incharges / HODs	December 1 <sup>st</sup> week
6.	Arranging meeting with core companies and educationalists to discuss about the change in Curriculum & syllabi	Department DAB incharges	December 3 <sup>rd</sup> week
7.	Making modifications against suggestions from core companies and educationalists	Department DAB incharges / HODs	December 4 <sup>th</sup> Week

<b>PREPARED BY</b>	<b>REVIEWED BY</b>	<b>APPROVED &amp; ISSUED BY</b>
		
EOMS Team member	EOMS Team Leader	PRINCIPAL

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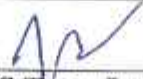

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8.	Preparing final report which includes new courses, course revisions, elective designations on courses, special electives, open electives, special credit courses and credit hours.	Department DAB incharges / HODs	December 4th week
9.	Submitting the developed curriculum to BOS chairman for suggestions, corrections & updating	Department DAB in charge	January 1st week
10.	BOS chairman to submit the corrected final curriculum to standing committee	BOS Chairman	January 2nd week
11.	Call for meeting : to inspect the final developed curriculum	Standing Committee chairman	January 2nd week
12.	Prepare proceedings of curriculum accompanying the suggestions from standing committee	BOS Chairman	January 3rd week
13.	Forward the proceedings to Academic council for final validation & approval	Standing Committee chairman	January 3rd week
14.	Call for meeting: to validate the proceedings of the curriculum	Academic convener	January 4th week
15.	Compile the proceedings with all amendments from Academic council	BOS Chairman	January 4th week
16.	Submission of all departments curriculum for appreciation and approval	Institution DAB Coordinator	February 1st week
17.	Forward to core companies and educationalists	BOS Chairman	February 1st week
18.	Getting approval from management	Principal / BOS Chairman	February 2nd week
19.	Distribution of authenticated curriculum to concerned departments and CoE	BOS Chairman	February 2nd week
20.	Implementation & Monitoring	Principal, BOS Chairman	June onwards

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