	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR PREPARATION OF SYLLABUS		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/45
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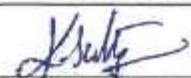


Objective: To elaborate the procedure for preparing the syllabus.


Responsibility:

- All the teaching/non-teaching staff members
- Curriculum Development Cell – Coordinators
- Heads of the respective Departments
- Syllabus validation committee

Procedure:

Sl.	Activities	Responsibility	Target days
1.	After every semester collect the suggestions from concerned staff and student regarding syllabus	Syllabus validation committee using feedback mechanism	At the end of each semester.
2	Discuss the outcomes and objective for each course in the domain by brain storming.	HODs , faculty members	2 nd week of April
3	Release the comments received from Industry experts and other stake holders like senior batch students, staff who have handled the course recently.	Respective HoDs	3 rd week of April
4	List out the most important concepts to be learned by an undergraduate student in that course	Staff members in each domain	3 th week of April
5	Frame a draft syllabus using some benchmark syllabus and feedback from stake holders.	Assigned Faculty with subject expertise	4 th week of April

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

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6	Discussion on prerequisite, reference books, other fine tuning	Staff members in each domain	1 st week of May
7.	Preparing the second draft based on the discussion done	assigned faculty	2 nd week of May
8.	Discussion regarding the assessment component suitable for each subject from the list of assessment methods	Staff members in each domain	2 nd week of May
9.	Preparing the final draft with all type of mapping done.	Assigned faculty	3 rd week of May
10	Evaluate the syllabus using rubrics	Syllabus validation committee	4 th week of May
11.	Validation of syllabus using an External experts	Syllabus validation committee	4 th week of May
12.	After incorporating the changes made the final draft to be submitted for BOS meeting	Assigned faculty	Final working day of May

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