

Curriculum Feedback, Review and Design Policy

Effective Date: [Insert Date]

1. Purpose:

The purpose of this policy is to establish a systematic process for seeking feedback from stakeholders to continually review and provide recommendations for the curricula of Bachelor, and Master programs offered at the Institute. Additionally, this policy focuses on design and introduction of non-credit value-added courses and skill courses to address any identified gaps in the curriculum.

2. Stakeholder Involvement:

Engage a broad spectrum of stakeholders including faculty members, students, alumni, industry professionals.

3. Timeline for Feedback Collection:

- Initiate the feedback collection process annually for each program.

4. Feedback Collection Mechanisms:

- Feedback collection including online and offline surveys.
- Ensure anonymity in the feedback process to encourage honest and constructive input.

5. Faculty Involvement:

- Involve faculty members in the feedback process to gather insights into the effectiveness of current teaching methodologies, content relevance, and assessment strategies.

6. Student Involvement:

- Facilitate student participation through surveys and feedback sessions.
- Encourage students to provide feedback on course content and teaching methods.

7. Alumni Engagement:

- Seek input from alumni to assess the relevance of the curriculum in real-world professional settings.

8. Industry Feedback:

- Collaborate with industry professionals to gather feedback on the alignment of the curriculum with industry needs and emerging trends.

9. Regulatory Compliance:

- Ensure that feedback mechanisms align with regulatory requirements and accreditation standards.

10. Continuous Improvement:

- Regularly assess the effectiveness of implemented non-credit courses and make adjustments as needed.

11. Documentation and Record Keeping:

- Maintain detailed records of feedback analysis, recommendations sent to the affiliating university, and actions taken for each curriculum review cycle.

12. Communication Strategy:

- Communicate the introduction of non-credit courses and their relevance to students' overall educational experience.

13. Training and Awareness:

- Conduct training sessions for faculty and staff to raise awareness of the importance of feedback in curriculum development and improvement.
- Train faculty on how to develop and deliver non-credit value-added courses effectively.

14. Exit Surveys for Graduating Students:

- Conduct exit surveys for students completing their UG, or PG courses to gather feedback on the curriculum.

15. Methods of Analyzing Feedback:

- Use qualitative and quantitative analysis methods to interpret feedback data.

16. Suggested Actions Post-Analysis:

- Develop an action plan based on the feedback analysis to address identified issues and incorporate suggested improvements through non-credit courses.

17. Implementation and Monitoring:

- Establish a timeline for implementing changes and monitor progress regularly.
- Reassess the changes during the next curriculum review cycle to ensure continuous improvement.

18. Curriculum Review & Design Committees:

- Establish Curriculum Review & Design Committees for each program (Bachelor, and Master).

The functions of the Curriculum Review & Design Committees are listed as under:

a) Feedback Analysis and Reporting:

- To analyze the feedback received.
- Summarize key findings and present recommendations for curriculum updates to the affiliating university.
- Identify gaps and areas for enhancement that can be addressed through non-credit courses and additional topics.

b) Recommendations to Affiliating University:

- Submit a report to the affiliating university for consideration and potential incorporation into the official curriculum.

c) Introduction of Non-Credit Courses and topics beyond university curriculum:

- Identify gaps in the curriculum that can be addressed through non-credit value-added courses and skill courses.
- Identify topics that must be added beyond university curriculum to address areas of enhancement required in each subject offered in UG and PG courses.
- Develop and offer these courses to students to supplement their learning and enhance their skills.

This Curriculum Review and Feedback Policy ensures a collaborative and iterative process for continuous improvement, aligning educational programs with the evolving needs of students, and industry. By incorporating exit surveys and a structured feedback analysis process, the Institute aims to enhance the quality and relevance of its curriculum continuously through recommendations to the affiliating university and the introduction of supplementary non-credit courses.