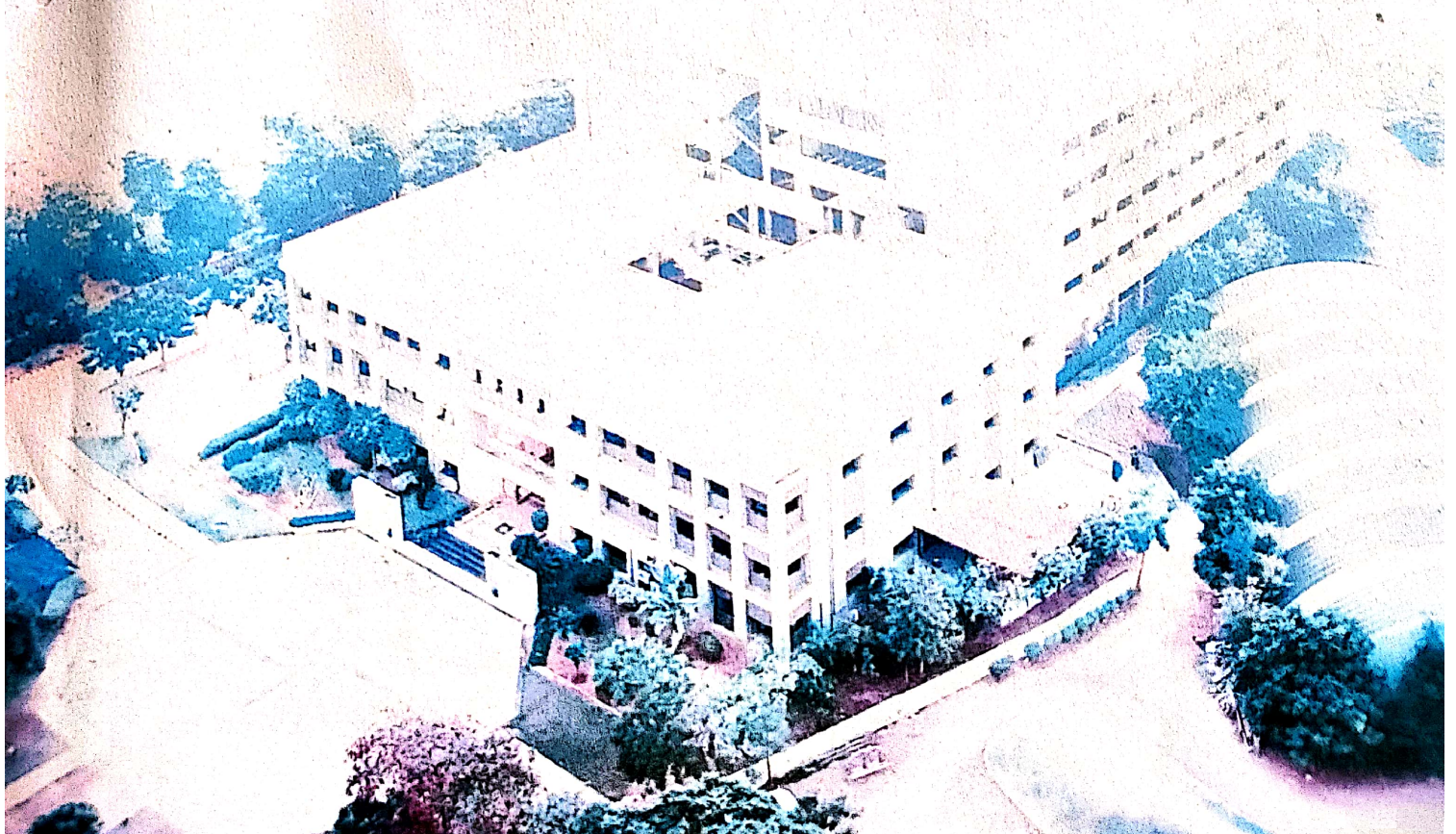




Swarnnim Startup & Innovation University

Curriculum Design and Development Policy



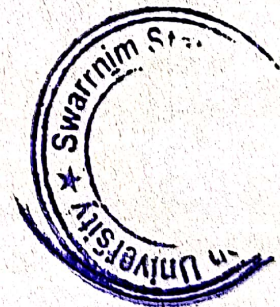
Introduction:

The term "curriculum" typically refers to the knowledge and abilities that students are anticipated to learn through conversations, experiences, scheduled and unscheduled activities, and events. It is focused on both the process and the content. What is required of learners to study is referred to as content. Process is the organization of the teaching materials given to the students. In addition to the books, reading materials, and ICT based materials provided in a course, the process also includes the units and lessons that teachers teach, the assignments and projects that students are given, and the many assessment techniques used to gauge student learning. This needs to be structured so that students learn new information and concepts, acquire new abilities, and change their attitudes.

Curriculum development is the methodical process used to create better curricula for an Institution. As the world continues to evolve, it is essential to incorporate new discoveries into educational curricula. Also being created are innovative teaching techniques and initiatives to improve students' educational experiences. Active learning and blended learning are two examples of this. So, an institution has to have a roadmap plan in place for identifying these changes and having the ability to include them in the college curriculum.

Swarnnim Startup and Innovation University, aims to cultivate a dynamic ecosystem where creativity, entrepreneurship, and innovation thrive, empowering students to become visionary leaders and change-makers in a rapidly evolving world. A strong policy on the design and development of curriculum is being developed based on the followings

1. Vision and mission of the University
2. Guidelines and regulations of regulatory bodies
3. Meeting up the standards and quality indicators set by other National Authorities on Higher Education



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Title: This policy shall be called Curriculum Design and Development policy (CDDP).

Scope: This policy shall be applicable on all the program/courses offered by the university through the constituent institutes/schools/departments.

Objective of the policy is:

Swarnnim Startup & Innovation University strives for the highest standards of education in all disciplines and with this objective University adopts this policy:

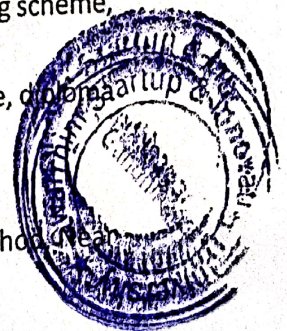
- I. To provide the general rules of developing curriculum design for the programs offered by the university which are in accordance with the guidelines provided by the UGC and other regulatory authorities.
- II. To align the curriculum design of programs/courses to the university's vision and mission statement.
- III. To outline the program structure, Program Outcome (PO) and Course Outcome (CO) of each program offered by University.

Definitions :

- I. "Academic year" shall mean the period in the calendar year from the month of July to the month of June of following year, during which teaching or instruction in any program will be carried out.
- II. "Choice based credit system" shall mean a system which provides a choice to the students for selecting a (subject) course from prescribed (subject) courses (core, elective, minor or soft courses).
- III. "Credit based semester system" shall mean the system which requires a certain number of credits to complete for award of degree, diploma and certificate.
- IV. "Credit" shall mean a unit through which the course work of a course (subject) can be measured, credit determines the number of teaching hours, as prescribed by the statutory authority governing the respective discipline.
- V. "Curriculum design" shall mean purposeful selection and structuring of content, activities and experiences that students will undertake in order to complete the course and programs, to achieve the stated learning outcome of the program.
- VI. "Curriculum" shall mean the intersection of knowledge, skills, and attitudes focused on teaching and learning, which is created through the purposeful selection and structuring of content in programs.
- VII. "Module" shall cover all the units, credit allotted to each unit, syllabus, teaching scheme, and assessment scheme of the course.
- VIII. "Program" shall mean, an educational program resulting in an award of degree, diploma or certificate.

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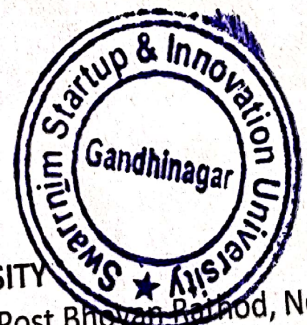


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- IX. "Program Learning Outcome (PLO)" shall mean course-specific skills and generic skills including the globally transferable skills and competencies which students of a specific program should be able to demonstrate for the award of certificate/ diploma/degree qualification..
- X. "Regulatory authority" shall mean a body established by the Central/State Government for laying down the norms and conditions for ensuring academic standards of higher education, such as, UGC, AICTE, ACPC NCTE, MCI, DCI, BCI, PCI, NAAC, ICAR, DEC, CSIR.
- XI. "Semester" shall be equivalent to ninety (90) actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- XII. "Student" shall include all students enrolled in the various programs offered by the university by its constituent Institutes.
- XIII. "Course" shall mean, an essential component of a program, which may comprise of but not limited to lectures/tutorials/laboratory work/ field work/ project work/vocational training/seminar/assignments/self-study/presentation/term paper etc. or combination of some of these. Each course shall define the course learning objectives and outcomes.
- XIV. "Course Learning Outcome (CLO)" shall include essential learnings acquired on completion of selected course. Course learning outcome shall be in alignment of program learning outcome.
- XV. "University" shall mean Swarnnim Startup & Innovation University.

Development Phase of Academic Curriculum:

Swarnnim University shall establish a structured system for development of Academic Curriculum, involving a wider and cohesive participation of various layers of Academic Leadership as well as Statutory bodies of Swarnnim University encompassing, Deans, Head of the Departments, Teachers of the departments concerned, Board of Studies, Academic Council, The Board of Management and finally the Board of Governors (which is the highest policy decision body). As one would expect, the form and feature of the developed curriculum for any specialty domain shall go through regular and yet rigorous review to ensure the envisaged desirable attributes are prominent in the developed curriculum. It is a fervent hope that the cumulative impact of the pre and post phases of the curriculum development will enable the University to nurture both the student and the teaching fraternity to respond to the ever-evolving requirements of societal needs at local, regional, national, and global levels.



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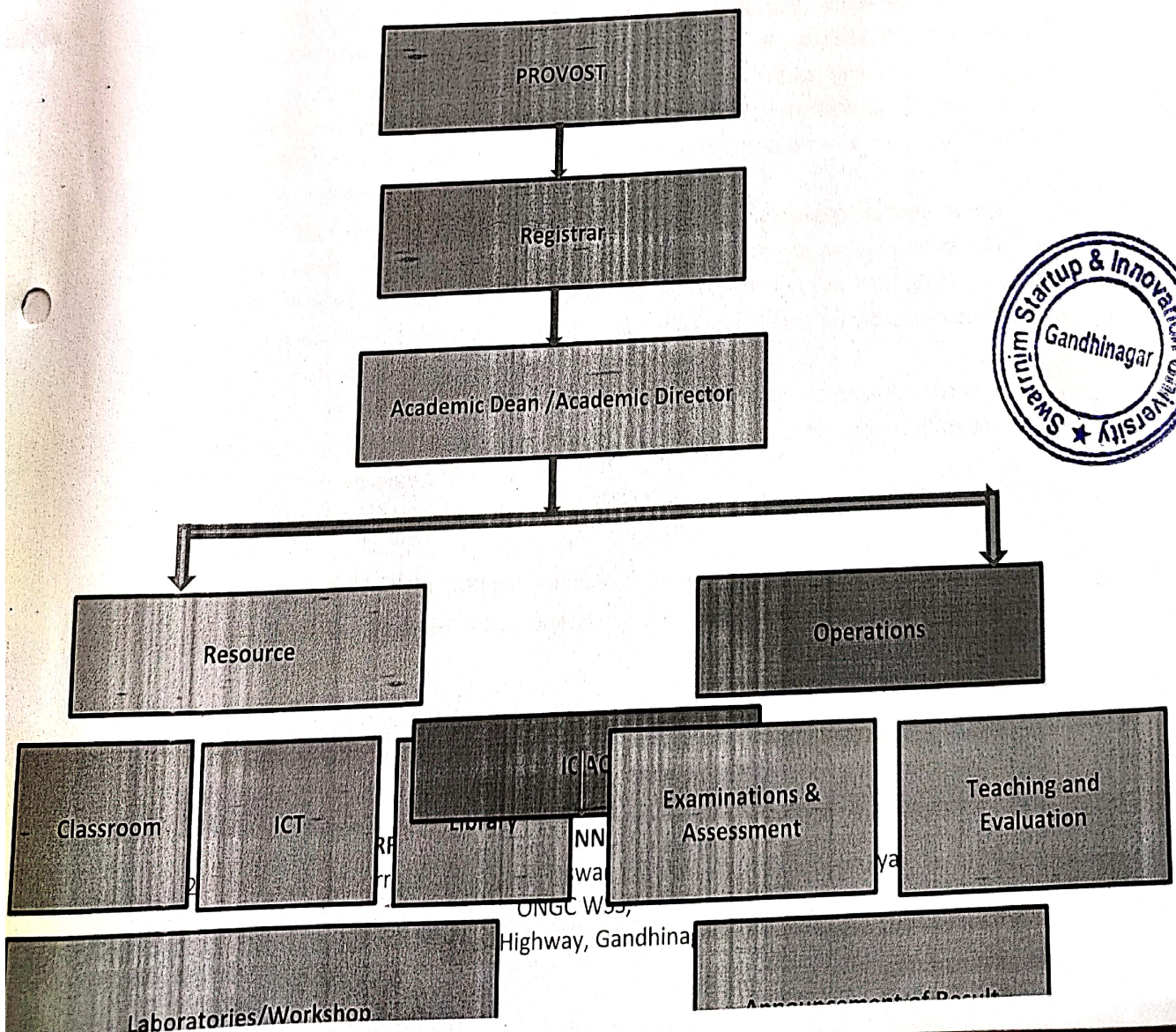
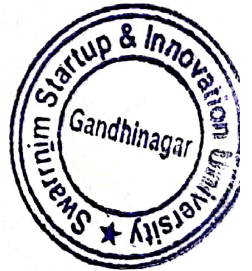
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Curriculum design process shall follow the below mentioned process:

- Stakeholders' suggestions to be collected before curriculum revision.
- Departmental/Institute/School meetings shall be held to prepare a draft copy of syllabus before meeting with Board of Studies.
- The Curriculum shall be placed for approval by the Department/Institute/School to the Board of Studies.
- After implementing suggestions given by the Board of Studies, the curriculum shall be placed for the approval of the Academic Council.
- After considering the suggestions given by the Academic Council, the syllabus shall be forwarded to the Governing Body for their approval.

General Principles for developing curriculum design :

- I. University shall/may follow the semester system and choice based credit system as per the UGC Guidelines on adoption of Choice Based Credit System, which shall provide academic flexibility in the designing of curriculum and assigning the credit to the course.
- II. University may integrate the issues relevant to professional ethics, gender sensitivity, human value, environment and sustainability into the curriculum, through the choice-based credit system in order to promote and spread the awareness among students about these issues.
- III. University may incorporate the principles of the national curriculum framework and National Education Policy for fostering community engagement and social responsibility in Higher Education Institutions (HEIs) in designing the curriculum of each program.
- IV. University shall design program curriculum in such manner that it provides necessary skills- entrepreneurship and employability to the student.
- V. The University shall design the curriculum of each program in such a manner that may enhance and develop advanced knowledge of the related discipline and raise inquiry which may lead to advanced research.
- VI. The curriculum design of the program must provide clear and explicit Outcomes.

Academic Council: There shall be Academic Council at university level, which shall function as principal academic body of the university and the Board of Studies shall be constituted at the direction of Provost.

Role of Academic Council

- The Academic Council shall approve/revise the syllabus of each program.

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- The Academic Council shall also recommend the introduction of new programs of modification in the existing programs to the Governing Body/Management.
- The Academic Council shall be the final authority to approve the curriculum of matters related to it, before the commencement of the academic session/semester in which the aforesaid has to be adapted.

Board of Studies: The Board of Studies shall be responsible for the development of curriculum design and implementation of the academic program in the university.

Role of Board of Studies :

- i. Board of studies shall recommend programs of studies, reading materials and detailed syllabi for each course in a program.
- ii. The Board of Studies shall recommend essential reading material including books and journals for being prescribed as text and reference material for particular courses.
- iii. The Board of Studies shall recommend the instructional methods and evaluation procedures for the concerned course.
- iv. The Board of Studies shall suggest measures for the periodical assessment of the educational standards of the program and respective courses, improvement of standard of teaching and research, to achieve the Program Outcomes and Course Outcomes.
- v. The Board of Studies shall make changes, if any, in the syllabus before sending it to the Academic Council for approval.

Teaching and Class Conduct:

- i. Each class session should be linked with the course outcomes (COs).
- ii. The Faculty shall ensure that each session is well planned and defined.
- iii. Learner centric methods and peer learning shall be encouraged.
- iv. Periodic review of class shall be taken by the university to improve the quality as per the Student Feedback Policy and Rules.

Rules for Assessment:

- i. These Rules for assessment shall be applicable to all the degree courses that certifies the attainment of learning outcomes.
- ii. Assessment schemes shall be prepared with the aim to ensure that learning outcomes of the courses are achieved.
- iii. Assessment scheme shall be a combination of Continuous Evaluation and University Evaluation for assessing the progress of the students.

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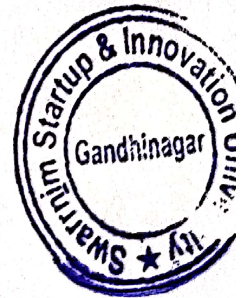
- iv. The assessment shall be based on transparency, consistency, reliability and fairness; assessment scheme shall be in accordance with the Rules and Regulations for the conduct of Examination and Award of Degrees of the University.
- v. Assessment scheme shall promote Academic Integrity by carefully designing the assignments and Examinations which are monitored by the respective Department/Institute/School and Controller of Examination as per the Academic Integrity Policy of the University.
- vi. University may impose the penalty on the tasks which are submitted after the due date without prior approval for extension and where approval has been granted

Academic Quality:

The Academic Quality at university may be assessed through:

- i. Periodic Feedback of students about the program, Conduct of classes and teachers as per the Student Feedback Policy of University
- ii. By the Academic audit conducted by the IQAC as per the Rules for the Internal Quality Assurance System.
- iii. By reviewing the performance of students in the Continuous and University and summative assessment of a specific program.

Registrar
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