

## Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

Accredited by NAAC as 'A++' ♦ Approved by AICTE ♦ ISO 9001-2015 Certified

Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.

Phone No. 08645 - 350200; [www.klef.ac.in](http://www.klef.ac.in); [www.klef.edu.in](http://www.klef.edu.in); [www.kluniversity.in](http://www.kluniversity.in)

Admin Off: 29-36-36, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129.

### OFFICE OF DEAN ACADEMICS

### Policy Document

KLEF/ODA/1.1/P11001/2022/V1.0

Date: 07/04/2022

### Title: Curriculum Design and Development

#### Policy:

Curriculum Design and Development process focuses on identifying the requirements for the Program(s) to be offered by the departments, formation of the courses, evaluation plan and modes of offering the same. It should also include the provision for supporting various career categories viz employability, entrepreneurship and research along with the benchmarks in each category aligning with the vision and mission of the department.

Departments are required to constitute the Department Academic Committee (DAC) and conduct the meetings at regular intervals (minimum twice a year) to discuss the various aspects related to curriculum, teaching learning process, etc. and submit the proposal for due approval to the Board of Studies (BoS). BoS has to be conducted atleast twice a year in order to discuss and pass the resolutions made in DAC on various academic aspects.

#### Outcomes:

- Planning the scope and opportunities of the program well in advance to meet the futuristic requirements of the domain at local, regional, national, and international levels.

- Identify appropriate courses and outcomes which maps with the Program Outcomes (POs) and Program Specific Outcomes (PSOs) at the highest Correlation levels wherever possible.
- Refining the outcomes of the programs and the courses based on the input from the stake holders and design the curriculum as per the demanding needs.
- Introduce transparency in planning the course(s), enabling the stake holders to get sensitized on the importance of the same.
- Reflecting on the effectiveness of the implementation of the courses and revising the courses appropriately.

### **Procedure:**

- A. Department Academic Committee (DAC) (constituted at the department level by the HoD along with the senior professors of the department) is the one which plans the academic activities and the strategic priorities of the department and makes necessary recommendations to the Board of Studies (BOS). Department may have any number of DAC meetings as required and the summary of all these meetings are to be presented in the forthcoming BOS meeting.
- B. Board of Studies (BOS) is a statutory body that represents the department in the Academic Council. Vice-Chancellor shall be the competent authority to constitute/reconstitute the Boards of Studies. BOS meeting can be conducted once before the commencement of every semester to propose any changes with respect to courses, syllabus, LTPS structure, evaluation plans etc. based on the feedback received from various stake holders. These minutes will be presented to Academic Council for approval.
- C. Members of DAC will plan the implementation of regular courses, certification courses, research activities, Cohort activities, Curricular Aspects, Teaching Learning Process, OBE (Outcome Based Education), projects, internships, counselling, and any other focus areas of the department.
- D. The DAC is required to discuss on the various academic aspects listed below (but not limited to) and progress towards getting the proposal approved in Board of Studies.



### **Aspects to be discussed in DAC:**

1. Discussion on Summary of Stakeholders feedback and Action to be taken on the existing Syllabus and Structure (as per Annexure-1).
2. Draft Structure and syllabus proposed for new batches as per the template shared by Office of Dean Academics (ODA) along with Honor and Minor tracks aligning with feedback received from stake holders (as per Annexure-2 structure and Annexure-3 syllabus templates).
3. Program Development Document (PDD) of the programs for which structure and syllabus was finalized (as per Annexure-4).
4. Categorization of courses focussing on Skill Development/career advancements for structure proposed (as per Annexure-4).
5. Categorization of courses focussing on Entrepreneurship for structure proposed (as per Annexure-4).
6. Categorization of courses focussing on Employability for structure proposed (as per Annexure-4).
7. Categorization of courses that addresses the Human Values, Gender Sensitization, Ecology and Environment, life skills and transferable skills as mentioned in (Annexure – 4).
8. Course Closure meetings and action taken on the same to be taken as inputs to design the structure and syllabus (as per Annexure-5).
9. Revision of the syllabus to be carried out based on the Course Closure meeting recommendations & stake holders' feedback and the percentage of revision is to be calculated as per the procedure mentioned in Annexure –7.
10. Proposal of Student Activity Centre (SAC) activities as part of Informal Learning (as per Annexure-6).
11. Proposal of revising Current running batches course structure and syllabus (if any) in line with Stake holders' feedback(as per Annexure-7).
12. Proposal of Degree requirements of upcoming batch. (as per Annexure-8).
13. Proposal of Value-added courses for upcoming A.Y. (as per Annexure-9).

14. Proposal of new evaluation plan (if any) for the courses to be offered by the department for upcoming semester based on feedback received from course closure meeting (as per Annexure-10).
15. Proposal of Work in lieu courses (as per Annexure-11).
16. Hardware / Software / Infrastructure Requirements for the new programs or increased intake.
17. Proposal of the revision of Pre Ph.D courses.
18. Proposal of Courses related to benchmarking student learning at regular intervals for accessing their progression.
19. List of Identified Stakeholders (with details of their workplace and designation) from Industry, Academic Peers, Alumni, Entrepreneur (can be alumni/ CEO (Chief Executive Officer) of any company) to collect the feedback in person (as per Annexure-12).

E. Departments are required to comply on all the above-mentioned points and get them verified by the ODA. After getting them verified, departments need to take the draft proposal in person to the stakeholders as listed in point no. 17 and need to maintain proofs of their meeting/interaction while collecting the feedback on all the aspects listed above.

F. Departments are also required to collect the mail ids of students from batches graduating since 2010 or from their first graduated batch (whichever is later) till the recently graduated batch and send the feedback link available on the website (listed in Annexure 1) along with the attachments of the structure, syllabus, PDD etc. and take the feedback on the same.

G. Also, departments are required to identify 30% - 50% parents, 75 to 100 industry personal spanning from different verticals / entrepreneurs, 75 to 100 academic peers (considering the good number of specializations being offered by the departments), 30% of students from final year, etc. and share the details with them through mail to take the feedback on curriculum. The overall list of the stakeholders identified for taking the feedback must be maintained at the department level as per the annexure-12.



H. Once feedback from stakeholders is collected through the above-mentioned process, the department is required to go for DAC-2 to make necessary amendments in the draft based on the suggestions given by the stake holders. The following are the steps to be followed by the departments in getting their proposal approved in Academic Council.

1. Conductance of DAC-1 & preparation of draft proposal
2. Feedback on DAC-1.
3. Conductance of DAC-2 & finalization of the proposal

I. After this point, the departments may take a step ahead to start their preparation for conduction of Board of Studies (BOS) which is a statutory body that represents the department in the Academic Council.


**The composition of BOS is as follows:**

**Chairperson:** Head of the Department

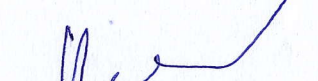
**Members:**

1. All Professors of the department (may include members listed in 2 to 5)
2. Research Progress Assessment Committee chairperson
3. PG Coordinator.
4. UG Coordinators
5. Deputy HODs
6. Two Associate Professors
7. Two Assistant Professors
8. Two experts from Industry or Academia.
9. Final year students one or two from each specialization.

10. Departments are required to submit a requisition letter to conduct BOS meeting to Dean / Addl. Dean Academics (as per Annexure-13) and get consent on the same. ODA will nominate one Associate Dean from Office of Dean academics to attend the BoS.
- J. Departments are required to submit the minutes of BoS along with DAC minutes as an annexure to the ODA on the very next working day after the conduction of BOS meeting.
- K. DAC minutes should highlight the minutes of detailed discussions happened on the aspects 1-17 listed earlier along with the proofs of the same in the form of individual Annexure as part of minutes (DAC-1 and DAC-2). In addition to that, the proofs of Conducting BOS meeting like few photographs, recordings of the meeting (if conducted online) are to be produced along with minutes of the meeting. Signature sheet of all the BOS members is to be attached along with the minutes.
- L. Departments must make sure that their BOS minutes are numbered as per the sequence.
- M. Departments should comply with all the instructions given by the ODA on all the listed points and must not deviate in any of them while minuting the meeting. However, HoDs are always encouraged to put forth their opinion on any sort of instructions given by ODA and the same will be discussed in detail before arriving at a common conclusion. The feedback should be given by the HoDs within two working days from the date of notification is released from the ODA so that decision on the same can be taken within a week of notification and be informed to all other departments.
- N. BOS minutes submitted by all the department will be thoroughly verified by the ODA before being presented in the Academic Council.



**Dr. N. Venkatram**  
Pro Vice Chancellor



**Dr Raghuveer VR**  
Dean Academics