

A New Standing Committee of the Senate :

Senate Curriculum Development and Monitoring Committee (SCDMC)

The Senate in its 491st (2016-17-2nd) meeting held on 5-10-2016 approved for constitution of a new subcommittee of the senate (to be named "Curriculum Development and Monitoring Committee" (CDMC)) with the following details:

1. Objectives of SCDMC

To keep pace with changing times and to incorporate, in the curriculum, the recent advances in the subject and teaching & learning methods it is important that the curriculum is reviewed, monitored, evaluated and revised regularly. Also, with rapid increase in the domain of various disciplines, maintaining a balance between the assigned contact hours, and judicious choice of the content of a course is a big challenge. CDMC is constituted to meet these objectives and, in general, to develop best practices, and maintain good standards of teaching and learning. It is expected that the CDMC will give structure and directions to these changes. The overriding objectives of CDMC would be to review and revise both content and conduct of courses.

2. Functions of SCDMC

- (i) To collect information, collate feedback, and report major observations on content and conduct of the courses to the Senate on a semester/annual basis;
- (ii) To carry out discussion on teaching and learning methods adopted in various courses, and make a summary of conclusions available in actionable form;
- (iii) To carry out review of content or implementation of any specific course referred to it by the Senate;
- (iv) To provide feedback to Academic Review Committees.

Note: The CDMC will not carry out the following functions and these functions will be carried out by existing mechanism (SUGC/SPGC).

- (i) To be responsible for the approval/inclusion of new courses and removal of courses that have not been offered for a prolonged period of time;
- (ii) Assist in implementing the curriculum (e.g., recommending assignment of tutors, instructors, TAs to Heads group, etc.).

3. Composition of SCDMC

- Three nominated members (typically one each from Engg, Science and HSS), of which one will be the Chairperson to be elected according to the procedure outlined in the Senate Manual;
- Chairpersons of SPGC & SUGC or their nominees;
- DoAA or his two nominees;
- Two students nominated by Student Senate.

For effective functioning of CDMC a permanent secretariat for CDMC (under DoAA office) is desirable.

The CDMC can set-up appropriate committees including members outside CDMC as needed for effective discharge of its functions.

4. Line of Action for SCDMC

The CDMC will review all core and compulsory courses (and not elective courses) through appropriate committees. These committees will then provide a report to the CDMC. The core undergraduate courses will be reviewed immediately after every semester in which they are offered, professional and compulsory PG courses will be reviewed every year. Reports containing all relevant information pertaining to the teaching of the course are to be submitted in a fixed format to be designed by the CDMC. The report should include: the number of

lectures hours, tutorials and labs conducted, continuous evaluation mechanism adopted by the instructor, summary of Student Reaction Surveys and feedback from Instructors and Tutors. The report may include other facets of the course that the committee feels necessary.

For each core course the responsibility of reviewing the course and preparing a report thereon may be given to appropriate committees (not necessarily a subcommittee of CDMC, for Structure II). The responsibility of reviewing and preparing a report for each professional and compulsory PG course may be given to the concerned department/IDP (to be coordinated by the respective DUGC/DPGC Conveners). The CDMC will consolidate and evaluate reports of various courses (both UG and PG) and present a comprehensive report along with its recommendations to the Senate in the month of September/October. For effective functioning it is imperative that the departments submit their reports in the month of July.

5. Feedback Mechanism

An important function of CDMC will be to design appropriate forms for feedback on course content from instructors, tutors and students. To have a meaningful report on each course, it is important to have an effective feedback mechanism for feedback from all stake holders.

- Feedback of faculty, tutors and students may be taken electronically through a form specifically designed for this purpose.
- The concept of having a course file for each course should be ensured. This file will have all the information pertaining to the conduct of course (including number of lectures, tutorials and labs conducted, continuous evaluation mechanism adopted, weightages to different components of evaluation, teaching and learning methods used, summary of Student Reaction Surveys and feedback from instructors and tutors in a form specifically designed for this purpose).
- With the help of Counseling Service or Student Gymkhana the CDMC may also consider conducting a survey of passing out students to have their feedback on the overall curriculum and on any specific course(s).

The CDMC can set-up appropriate committees including members outside CDMC as needed for effective discharge of its functions.

6. Concluding Remarks :

With rapidly changing educational scenario in higher education landscape, it is important for the Institute to make incremental changes on a regular basis and monitor the need for a change more closely than we have done so far. The substantial academic review exercise contemplating fundamental changes in structure of curriculum and programmes would be easier, and its timing can be chosen carefully. Further, with the major expansion of programmes, and the size of the student body, the standing committees of the Senate need to share the existing duties more equitably so that all areas of academic activity get fair attention. Moreover, the PG curriculum and the UG curriculum seem to have increasingly larger overlapping areas, and hence the course related functions of both would be fruitfully integrated under one umbrella.



Handwritten signature and date: 11-11-16