

SCDMC Announcement- I

July 27, 2017

The newly formed Senate Curriculum Development & Monitoring Committee (SCDMC) is currently working on a proposal to maintain centrally digital course files (containing policies, evaluation components by the instructors, Faculty and tutor feedback). The components of digital course files will have different levels of authorization.

One of the important components of the course file would be the **First Course Handout** given to the students setting out objective, contents, and various course policies.

A standard format for the same is being suggested by SCDMC for adoption this semester. (Attached) SCDMC proposes to host pdf copies of the **First Course Handout** on its central server.

On a trial basis this semester, SCDMC requests all Conveners of DPGC and DUGC to collate such sheets from the Instructors and forward it to SCDMC (arahman@iitk.ac.in).

May I request you to send this as an advisory to all instructors/Conveners DPGC & DUGC & HoDs. This will of immense help in shaping our proposal to the Senate.

Note: Some model examples of such 'First Handout' are being circulated through email separately.

Y N Mohapatra
Chairperson, SCDMC

With a request to DOAA to send out the announcement to all faculty.