

**POLICY FOR**  
**CURRICULUM DEVELOPMENT AND REVIEW**  
**SIDDHARTH UNIVERSITY, KAPILVASTU**



**APPROVED BY ACADEMIC COUNCIL DATED:**  
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**SIDDHARTH UNIVERSITY, KAPILVASTU,**  
**SIDDHARTHANAGAR, UTTAR PRADESH, 272202**



# **Siddharth University Kapilvastu (SUK)**

## **Siddharth Nagar, UP, India-272202**

**Policy and guidelines for the Curriculum development, review, and implementation has been developed and proposed by following team members:**

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## **1. Definitions/ Descriptions**

At Siddharth University, in framing a suitable curriculum for a programme, the following definitions/descriptions are to be followed. This is expected to help in maintaining uniformity of preparing the final programme structure, curriculum, scheme of instructions and assessment scheme for programmes offered by various institutions and Student Learning Outcomes.

### **Academic Programme**

The term “Programme” is used for a fixed educational study leading to conferment of “Degree”, unless the context has different meaning laid down for the specific purpose. A programme with prescribed nomenclature, Numerical code, duration, credit Units and programme structure and curriculum e.g., Undergraduate program such as B.A, B.Com, B.B.A., B. Tech; Postgraduate Program such as M.A, M.Com, M.B.A., M. Sc etc.. and Doctorate program like Ph.D.

### **Course**

A “Course” is a component of programme. Subject papers will be referred to as courses. Each course is identified by a unique Course Code, notified by SUK. While designing syllabus, courses are defined with weightage. These weightages are called credits. Each course, in addition to having a curriculum, will have Course Objectives (CO), Course Outcome (CO), Pedagogy and list of learning resources (Reading Material).

### **Programme Specific Objectives (PSOs)**

Overall objectives to be achieved on completion of an academic programme.

### **Course Title**

Name of the course (subject) in a programme structure with well-defined credit units and course code.

### **Course Code**

Alphanumeric code assigned to each course in programme structure.

### **Course Objectives**

The course objective is a simple statement of what to expect the students to know after completion of a course.

### **Programme Outcomes (PO)**

Programme Outcomes describes the measurable knowledge, skills, abilities, or behaviors that students to be able to demonstrate by the time they complete their degree.

### **Course Outcomes (COs)**

Course outcomes (COs) describe the knowledge, skills, and attitudes that students are expected to achieve by the end of an academic program. In other words, outcomes to be gained by students on completion of a programmes / courses through teaching learning mode and assessment scheme.

### **Competencies & Skills**

The competencies and skills which will be developed on completion of the programmes will make the graduand employable with industry at better profile and package. The competencies and skills must include both- general as professional.

### **Pedagogy**

The mode of teaching a particular course for effective course delivery and Course Outcomes. Some of the pedagogical techniques may include lecture, practical, case study, field work, tutorial etc.

### **Employability of Graduands**

Embedding set of attributes in the curriculum and imparting knowledge to develop desired skills & competencies and equip students to compete in the local, regional, national, and global marketplace.

### **Semester Scheme**

Each programme must be offered in the semester system, the year being divided into two Semesters, each for course work, followed by Continuous Assessment (CA)/ Internal Assessment (IA) in the Semester & End Semester Examination (ESE).

### **Course Evaluation**

CA/IA and ESE to constitute the major evaluations prescribed for each Course, with only those students maintaining a minimum standard in CA (fixed by the institution) being permitted to appear in ESE of the Course; IA and ESE to carry 25% and 75% respectively, to enable each Course to be evaluated for 100 marks, irrespective of its Credits for theory courses.

For Practical based theory courses, IA and ESE to carry 25% and 25% respectively for practical and 50% for theory examination.

### **Continuous Assessment/Internal Assessment**

To be normally conducted by the Course faculty and include mid-term/weekly/ fortnightly class tests, assignment, problem solving, group discussion, quiz, mini-project & seminar etc.

throughout the Semester, with weightage for the different components being fixed at the course level; Faculty also to discuss on CA/IA performance with students;

### Definitions of Courses

S. No	Course Type	Definition
1	Core Courses/ Major subject	Core courses are mandatory courses in the specific program. Core courses are subject specific.
2	Specialization electives	Courses which are relevant to the chosen specialization/branch of particular programme. An elective course may be discipline centric
3	Minor electives/ Minor subject	Courses offered by other departments/institutions; and chosen as per interest of the students without lab. Generally, a course which can be chosen from a Basket of courses and which may be very specific or specialized or advanced or supportive to the discipline of study or which provides an extended scope or which enables an exposure to some other discipline/domain or nurtures the candidate's proficiency/ skill
4	Co-Curricular Courses	These are the compulsory courses offered to the student for the holistic development of the student. As per the NEP 2020, following courses (1 in each semester) shall be offered to all the undergraduate students: 1.Communication skills and personality development 2. Analytical ability and digital awareness 3. Physical education and Yoga 4. Human values and environmental studies 5. Food, Nutrition, and hygiene 6. First aid and Health
5	Vocational courses/ Skill based Courses	These are add on courses to add professional and ethical values in students to enhance skills. employability and holistic development of the student.

## **2. Introduction**

Curriculum and scheme of examinations is one of the most important components of academic excellence and its development and approval is a detailed exercise and involves many steps.

This document will ensure inclusive, uniform and standardised processes across all academic departments of SUK with regard to curriculum design, development, review and Implementation. Uniformity and standardised processes are key to enable successful curricular alignment and hence achievement of defined Programme and Course Outcomes. It will also ensure curricular inputs from all stakeholders and follow a systematic approach to improve curriculum in accordance with local, regional, national and global needs (in alignment with Regulatory requirements). Curriculum revision must include content and process analysis that is need-based, relevant, innovative, and dynamic.

This policy document will strengthen the various academic programs at SUK to enhance employability and holistic development of the student at SUK.

This policy document confirms that the Outcome-Based Education Approach has been adopted at SUK, with outcomes defined as Program Specific Outcomes (PSOs), Programme Outcomes (POs), and Course Outcomes (COs) for all Programmes and Courses offered by the Siddharth University which are implemented through a systematic and dynamic approach. It also ensures that Curriculum implementation has a student-centred focus and is well informed by global practices in the relevant field of education.

## **3. Objectives**

To define a standard procedure for curriculum design, development, and review in a uniform manner while make improvements/revisions as necessary.

To make sure that curriculum is of Local, Regional, National and Global needs and relevance and correlation to available and possible career pathways with holistic development of the student.

## **4. Scope**

This document will provide detailed guideline as mentioned below for the curriculum development, review, and implementation for all the programs at Siddharth University, Kapilvastu- Siddharth Nagar (UP).

- Provide a detailed guideline for all the curricular processes.

- Provide guideline for the development of new curriculum as well as the revision of the existing curriculum of the program at the Siddharth University.
- Provide a detailed guideline for the implementation of the CBC and NEP 2020
- Provide a detailed guideline for a systematic approach for the alignment of the curriculum with University vision and mission.
- Provide a detailed guideline for the teaching learning assessment and quality improvement for the program with required skill development and value addition.
- 

## **5. Process**

Following are the steps to be followed for developing the curriculum for any programme or to review the existing curriculum of the program at SUK. It should be ensured that as the steps are completed, the details are properly recorded and forwarded to the University along with the curriculum duly recommended by the Board of studies (BoS) of a department for further approval from the academic council of the University.

1. Each academic program at the Siddharth university will have the numerical program code approved by the academic council. Detailed guideline for the program coding is attached herewith as Annexure 1.
2. Every course/ subject in the academic program will follow the uniform course coding system as per the NEP 2020, as detailed in Annexure 2.
3. All the academic programs at the Siddharth university will define graduate attributes aligned with vision and mission of the SUK and also identify the competencies/ generic skills required for the student to be obtained during the program (Annexure 3).
4. All the academic programs at the Siddharth university will define Program mission, objectives, Program Specific Outcomes (PSOs) and Program Outcomes (POs) in line with defined graduate attributes of the academic program (Annexure 4).
5. Detailed curriculum will be designed as per the guideline and format attached in Annexure 5 (Appendix A).
6. Feedback will be collected and analysed from various stakeholders as per the guideline and formats given in Annexure 5 (Appendix B and C).
7. After the detailed analysis of the feedback from each stake holders on overall program structure and individual course curriculum, developed program structure and curriculum will be presented to the Board of Studies (BoS) for further discussion and approval. Detailed guideline for the process is attached in Annexure 5.



8. BoS will recommend the program structure and course curriculum in the formats attached in annexure 5 (Appendix D, E and F), for the further approval from SUK academic council.
9. Board of studies (BoS) will ensure the implementation of Choice Based Credit System (CBCS) in all the academic programs at the university. Detailed guideline is attached herewith as Annexure 6.
10. BoS of the department will also ensure that program structure also include the examination and grading system of the program.
11. BoS of the department should also recommend the vocational courses/ skill based courses relevant to the specific programs for the holistic development and to enhance the employability of the student (Detailed Guideline in Annexure 7).
12. For the implementation and monitoring of the academic program, all the faculties for individual course are recommended to maintain course register.

## **Guideline for the Uniform Academic Program Code at the Siddharth University**

SUK adopted the unique numeric coding system to manage the allocation of unique identifiers for each academic program offered by the University.

All the academic programs at the Siddharth university Kapilvastu, Siddharth Nagar will be assigned with the unique numerical code comprising of the 4 digits as follows:

- First digit will represent the degree program as follows:

For certificate program: 1

For diploma program: 2

For Undergraduate degree (3 Years): 3

For Undergraduate degree (Honours) – 4 Years: 4

For Undergraduate degree (By research) – 4 Years: 5

For Master Program: 6

For Doctoral program: 7

- Last 3 digits will be unique for the program as mentioned below:

**Last three digits will be starting from 001 to 999 in a sequential manner as the start of the program at SUK in respective category (certificate, diploma, degree etc.)**

Eg. Code for certificate program in Hindi: 1001

Code for certificate program in History: 1002

Code for diploma in Hindi: 2001

Code for BA (3 Years) Hindi: 3001

Code for BA Hons (4 Years) Hindi: 4001

Code for BA-Research (4 Years) Hindi: 5001

Code for MA: Hindi: 6001

Code for Ph.D in Hindi: 7001

BA Hindi: 3001 (Where 3 is the code representing 3 year undergraduate program and 001 is the assigned code for Hindi as it was first UG program started at the university)

BA History: 3002 (Where 3 is the code representing 3 year undergraduate program and 002 is the assigned code for history as it was second UG program started at the university)

## **Guideline for the Uniform Course Coding system at the Siddharth University**

This document describes the unique coding system for all the courses in each academic program at the Siddharth University.

These procedures are intended to give effect to the uniform implementation of Uniform Course Coding. In particular, the application of the common standardised alphanumeric coding system adopted to manage the allocation of unique identifiers for each course offered by the University.

Course means a plan of study necessary to qualify for a degree, diploma, certificate or other qualification approved by the University. A distinct Course of study within a programme, for which a result is given. Each course is identified by its alphanumeric code, a title and a fixed unit value. Courses are normally completed in one or two semesters.

These procedures apply to the coding system for all courses offered in Undergraduate, Postgraduate and Doctoral Degrees at the SUK.

### **The principal elements of the course coding system as per NEP 2020 are as follows:**

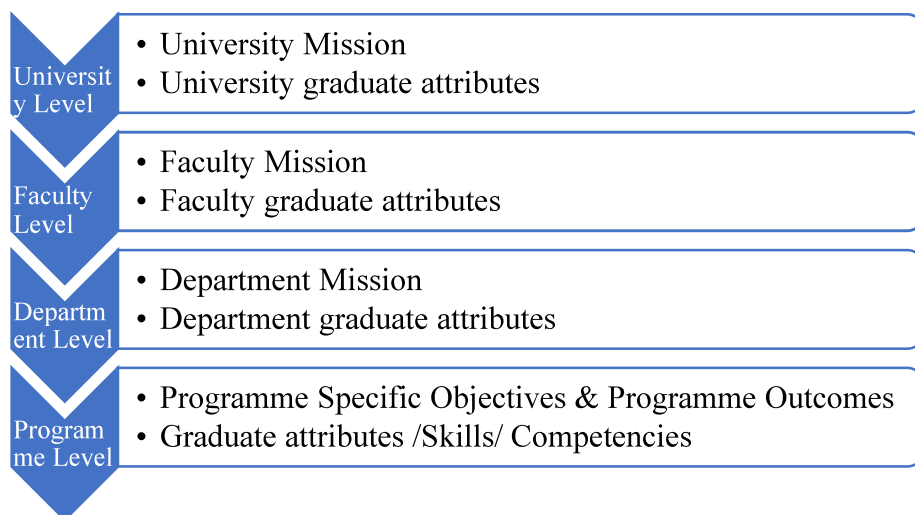
- The course code comprises 7 alphanumeric characters comprising 4 alpha characters and 3 numeric digits.
- The **alpha characters represent the discipline** (ZO for Zoology, HN for Hindi, CH for Chemistry etc) and **level of the program** (Eg. U for UG, M for Masters and D for Doctorate) and **Type of the course** (Eg. C for Core Course, E for Elective Course, M for Minor Elective, P for Practical/ Lab based courses, F for Field based courses etc.)
- **The 1st numeric character represents the level (UG/PG/Ph.D) and the likely year of the course offering.** Eg 1 for UG first year, 2 For Second Year, 3 For 3<sup>rd</sup> Year ; 4 for UG 4<sup>th</sup> year; 5 for PG 1<sup>st</sup> Year, 6 for PG 2<sup>nd</sup> Year and 7 for Ph.D
- **The 2nd and 3rd numeric characters may be allocated sequentially based on the availability from 01-99.**
- The course code allocated shall be unique identifier for each course. The codes ones allocated shall not be used for another course, however, in case of requirement a course code can be used for another course only after 10 years from the date of discontinuation of the course.

## Guidelines for Graduate attributes/ competencies/ Generic skills at SUK

Vision of the SUK is to be the global center for knowledge creation and dissemination through the scientific enquiry in all the spheres of human life based on the noble eightfold path and the principals of service to the humanity. The University vision is reflected in its teaching programmes through the Graduate Attributes. These describe the knowledge, qualities and capabilities that students are encouraged to earn during their academic program at the University. To make these clear to all the students at SUK and to the future employers of students, Graduate Attributes have been identified for the holistic development of the students and to full fil university vision and mission.

Objective of the guideline is to sets out the generic attributes which characterise graduates of the Siddharth University. Generic attributes go beyond the subject knowledge and describe the skills that endow graduates for their role in society and their profession as responsible global citizens. The Graduate Attributes policy recognizes that students are being prepared for a largely unknown future where changes in knowledge and professional practice are occurring at a rapid rate. Students need to know how to find and manage information, continue to learn throughout their lives, and deal flexibly and responsibly with the new situations. The Graduate Attributes are not just a list of skills to be mastered; rather, they encapsulate for both students and the wider community the defining characteristics that are designed to be transferable beyond the particular disciplinary context in which they have been developed.

**3.1 Levels of Graduate Attributes:** The Graduate Attributes are defined at following levels



## 3.2 Responsibility

- Competent authorities at the university is responsible to define Graduate Attributes and the indicator of each attribute at the University level.
- Dean of the Faculty is responsible for defining Graduate Attributes at the Faculty level ensuring their compliance with the University level attributes more specific to the chosen Faculty of study.
- Department Level Graduate Attributes are defined by HoD keeping in consideration the mission of the Department and the attributes defined at the faculty level.
- Graduate Attributes at Programme Level are derived from the attributes defined at the department level. HoD is responsible to define Programme Level Graduate Attributes along with their indicators.
- The attributes defined at the programme level will be considered as the competencies that a graduate will develop during his/her course of study.
- The indicator/ description of attributes will serve as PSO's and POs (Programme Outcomes).

### **3.3 University Level Graduate Attributes**

Siddharth University Kapilvastu Siddharth Nagar (SUK) provides a learning environment that stimulates students to develop Attributes and Generic Skills.

Following are the University Level Graduate Attributes approved by the university:

1. Knowledge and Expertise of the Subject
2. Research and Enquiry
3. Information & Communication Technology Skills
4. Critical thinking and Problem-Solving Abilities
5. Creativity, Innovation & Reflective Thinking
6. Analytical & Decision-Making Ability
7. Leadership & Teamwork
8. Multicultural Understanding & Global Outlook
9. Integrity and Ethics
10. Social & Emotional Skills
11. Employability, Enterprise & Entrepreneurship
12. Lifelong Learning
13. Environment and sustainability
14. Self-directed and Active learning

By prioritising these attributes, SUK send graduates into the world having created an environment that we know will stand by them when facing the opportunities and challenges in the life and work in both national and international contexts.

**3.4. At the department and faculty level:**

- a. Curricula shall be aligned to these attributes to ensure the coherence of teaching, learning activities and assessment tasks.
- b. All programmes, services, and extracurricular activities shall need to support the development of Graduate Attributes.
- c. Departmental culture shall to be conducive to enabling the development of Graduate Attributes.

**3.5. Outcomes from embedding Graduate Attributes**

- a. Enhance employability and responsible citizenship.
- b. Academic programmes and curricula are streamlined, aligned with Graduate Attributes, learning outcomes, associated assessment criteria, learning activities and assessment tasks.
- c. Departmental programmes and culture facilitate the development of Graduate Attributes.
- d. Informed by feedback from the workplace and relevant professional bodies.

**These guidelines and attributes may be revised as per the academic and professional requirement by the University from time to time.**

**Guideline for program Mission, Objectives, PSOs and POs**

Departmental Committee composed of faculty members from concern department shall define Program Mission, objectives, Program Specific Outcomes (PSOs) and Program outcomes (POs). These shall be put up for consideration in the Board of Studies (BoS), further put up for the approval of Academic Council (AC).

**Program Mission and Objectives**

Program Mission and objectives should be aligned with Siddharth University Vision and Mission.

**Program Specific Outcomes (PSOs)**

Statements of PSOs shall address following questions.

- What knowledge, skills and attitude would a successful graduate of the programme demonstrate
- What are the major academic goals students should achieve upon completion of the programme
- What would a successful student know and be able to do by the end of the programme?

PSOs may be indicator statement for departmental graduate attributes.

**Program Outcomes (POs)**

- Statement of program outcomes specify the fundamental knowledge, skills, abilities, and attitudes developed in the students during the course of studies leading to a degree.
- They should be based on programme mission statements and objectives, but they should be written from the perspective of what the student will learn.
- Program Outcomes shall be written as a set of statements that specify what faculty expect students in their programme to know, be able to do, or be able to demonstrate as a result of successful completion of the program.
- POs should be based on departmental graduate attributes.

Program Outcome statements should have the following three attributes:

1. meaningful to faculty and students;
2. comprehensive; and
3. measurable.

**Overview of the Process:**

- Define the statements of Programme Specific Outcomes (PSOs) articulated from the Department Objective and Programme Mission



- Articulate a comprehensive, meaningful and measurable set of Program Outcomes (POs)
- Map the PSOs with the POs and show how the Programme structure supports the POs.
- Provide the recommendation to Board of Studies (BoS) through Departmental Committee for the approval of Academic Council.
- Employ the recommendations for improvement of Programme Effectiveness and student experiences.

## Annexure 5

### Guideline for Curriculum design, development and review

#### A) Definitions/ Descriptions:

In framing a suitable curriculum for a programme, the following definitions/descriptions must be followed. This is expected to help in maintaining uniformity of preparing the final programme structure, curriculum, scheme of instructions and assessment scheme for Programmes offered by various institutions and Student Learning Outcomes.

1. **Academic Programme:** A programme with prescribed nomenclature, duration, credit Units and programme structure and curriculum e.g., Undergraduate Programs (eg. B.A, B. Sc, B.Com etc.), Postgraduate Program (eg. M.A, M. Sc, M.Com, MBA etc.), Doctorate Program such as Ph.D, Diploma and Certificate programs.

2. **Programme Structure (PS):** Scheme of courses with credit units arranged semester-wise in an academic programme

3. **Programme Specific Outcomes (PSOs):** Over all outcomes on completion of an academic programme.

4. **Course Title:** Name of the course (subject) in a programme structure with well defined credit units and course code.

5. **Course Code:** Alphanumeric code assigned to each course/subject in programme structure

6. **Course Objectives:** Course objective is a simple statement of what to expect the students to know after completion of a course/subject.

7. **Programme Outcomes (POs):** Programme outcomes describes the measurable knowledge, skills, abilities, or behaviours that students to be able to demonstrate by the time they complete their degree.

8. **Course Outcomes (COs):** Course outcomes describe the **knowledge, skills, and attitudes** that students are expected to achieve by the end of the particular course in a academic program

9. **Competencies & Skills:** The competencies and skills which will be developed on completion of the programmes which will make a graduand employable with good organisation at better profile and package. The Competencies and skills must include both- general as professional.

10. **Pedagogy:** The mode of teaching a particular course for effective course delivery and course outcomes. Some of the pedagogical techniques may include, lecture, practical, case study, field work, tutorial etc.

**11. Employability of Graduands:** Embedding set of attributes in the curriculum and imparting knowledge to develop desired skills & competencies and equip students to compete in the global marketplace

**12. Semester Scheme:** Each programme must be offered in semester system, the year being divided into two Semesters, each for course work, followed by Continuous Assessment (CA)/ Internal Assessment (IA) in the Semester & End Semester Examination (ESE).

**13. Credit System:** A system enabling quantification of course work, with one credit being assigned to each unit after a student completes its teaching-learning process, and assessment (both CA/IA & ESE). Further, Choice Based Credit System (CBCS) to be helpful in customizing the course work for a student, through Core & Electives.

**14. Credit Courses:** All Courses registered by a student in a Semester to earn credits. In a widely accepted definition, students to earn One Credit by registering and passing:

- One hour/week/Semester for Theory/Lecture (L) Courses; or Tutorials (T),
- Two hours/week/Semester for Laboratory/Practical(P) Courses; and
- Five-six hrs/week/semester for field work courses.

**15. Course Registration:** Every student to formally re-register for programme and prescribed Courses (Credits) under **HoD** advice in each Semester for the department to maintain proper record; Helpful for monitoring the CA/IA, ESE performance in each case and to assist the students in self-paced learning by dropping/withdrawing from Course(s) and add new programmes to avail of Course Flexibility for CBCS with prior approval of respective HoD.

**16. Course Evaluation:** CA/IA and ESE to constitute the major evaluations prescribed for each Course. IA and ESE to carry 30% and 70% respectively, to enable each Course to be evaluated for 100 marks, irrespective of its Credits.

**17. Continuous Assessment/Internal Assessment:** To be normally conducted by the Course faculty and include mid-term/weekly/ fortnightly class tests, assignment, problem solving, group discussion, quiz, mini-project & seminar etc. throughout the Semester, with weightage for the different components being fixed at the course faculty level; Faculty also to discuss on CA/IA performance with students.

**18. End Semester Examination:** To be normally conducted at the university level as per the University Examination regulations and guidelines.

#### **A. Programme Structure and Course Curriculum Development**

The academic departments of the Siddharth university Kapilvastu offering academic programmes must get their programme structure and curriculum and scheme of examination approved by academic council before its commencement.

All academic programs at SUK must follow the guidelines issued by the statutory bodies of the University and must ensure that curricula developed and implemented have relevance to the local, national, regional and global developmental needs.

Curriculum should have component for environment and sustainability, employability, entrepreneurship, skill enhancement, and ethics etc. and it shall be clearly indicated in the curriculum and reported through the BoS to the academic council of the University.

Curriculum should engage students with theory and practice and with teaching supported by research and should focus on work-based learning and continuing professional development.

**Process:**

1. Curriculum and scheme of examinations is one of the most important components of academic excellence and its development and approval is a detailed exercise and involves many steps.

Following are the steps to be followed for developing the curriculum for any programme. It should be ensured that as the steps are completed, the details are properly recorded and forwarded to the University along with the curriculum duly recommended by the Board of Studies (BoS) of the Department.

1. **Board of Studies (BoS)** should be constituted at the department level by respective Head of the Department. Each Department of the SUK will have one BoS for all the programs running under the respective Department of SUK.

**BoS** shall be the governing body of the department for all the academic matters at UG, PG, and Ph.D course level, and shall recommend the decision for consideration in the Academic Council of the University.

**Composition of the BoS** shall be as follows:

- a. Head of the Department- Chairperson/Convenor\*
- b. All professors, Associate professors and assistant professors of the Department at SUK
- c. 2 Senior professors/Associate professors on rotation from affiliated colleges of the University, in the respective domain.
- d. 2 Faculty members from allied departments at SUK
- e. 2 representatives from related Industry/ administration/ scientist/ social scientist

\* Incase, where the Department is headed by the Incharge.

Head of the Department shall assign one of the BoS member from the department as member secretary. In case of Convenor, Convenor will take the responsibility as member secretary of the BoS as well.

Tenure of the BoS will be of 3 Years. Meeting of the BoS shall be conducted at least once in an academic year, in offline or hybrid mode. Funds required for the meeting shall be approved by the University as per the requirement.

➤ **BoS shall finalize the following (as per the format given in appendix A):**

- Course Title
- Course Level
- Course Objective
- Course Description
- Pre-requisites
- Course Contents / Syllabus along with Module Descriptors/ Topics
- Course Outcomes
- Pedagogy for Course Delivery
- Lab/ Practical details, if applicable
- Assessment/ Examination Scheme
- Text Reading / References / Additional Reading / Any other Study Material, etc.

The program structure and course curriculum to be developed based on the following:

- a. Inputs from students, alumni, course faculty and employers are also taken into consideration through curriculum feedback.
- b. Regular industry interface gives the idea of new demands & requirements from the industry.
- d. Analysis of current trends in the market.
- e. Benchmarking with other institution / Universities.
- f. Requirements / Norms and standards of various statutory and accreditation bodies.
- g. Consultation with the members of the Board of Studies.

➤ **Departmental Committee (consisting of all the faculty members of the respective Department at SUK) will collect and analyse the feedback of External Experts and Stakeholders (Industry, Alumni, Recruiters, Academia, Research) and Internal Stakeholders (Students, Faculty and Parents) (appendix B & C) for assessing demand of**

programme, skill set / competencies required by the industry / profession and career opportunities for graduands while framing the Programme Structure & curriculum.

- Departmental Committee will analyze market demands/trends of Industry as per Local/ Regional/ National and International priorities and develop programme structure and curriculum accordingly.
- Departmental Committee will also make sure for the Incorporation of cross-cutting courses/activities relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics, Sustainable Development Goals etc., Integration of Courses having focus on employability/ entrepreneurship/ skill development (Identify and integrate any MoU signed with Industry/ Skill Council) in the program structure.
- Departmental Committee will also examine the requirements of relevant regulatory bodies and ensure compliance of the same. It is also important to have benchmarking the Programme Structure and Curriculum with institutions of repute at national/international level.
- Program structure will be prepared by the Departmental Committee after considering statutory requirements, and feedback from various stake holders including employers in the format give as **appendix D**.
- Departmental committee will also prepare summary and other required information in the format given as **appendix E and F**.

Recommendations of the Departmental Committee shall be sent to the BoS for necessary approval of the Academic Council.

The BoS must ensure following:

- Curriculum Design & Development
- Academic Flexibility
- Curriculum Enrichment
- Feedback System
- Other academic interactions

BoS will discuss and deliberate on the recommendation from the Departmental Committee for program structure and individual course curriculum. Board of Studies (BoS) will also discuss and deliberate to finalize the list of examiners for the respective courses in the program.

**Minutes of the Meeting (MoM)** must be maintained, in sequences, such as the with no of meeting of BoS (eg. 1st BoS MoM, 2<sup>nd</sup> BoS MoM etc.).

Along with Minutes of the meeting, Programs structure in appendix D, recommended by the BoS shall be submitted to the Academic council for further approval and implementation.

### **B. Review of Programme Structure and Course Curriculum**

(a) Keeping in view the guidelines of UGC and other statutory bodies and National & International Accreditation bodies, Industry requirement and Placement opportunities, Departments must update their programme syllabi regularly. To implement these modifications following guidelines should be followed: -

(i) The Department shall conduct their BoS meetings as and when required and submit the recommendations to the University for the approval of the Academic Council.

(ii) The recommendations of the BOS should be clear and conclusive. The recommendations of the BOS should be submitted along with its summary.

### **(C) Approval of the Academic Council**

After all the steps of curriculum development and assessment are completed, the Head of the Department should send the recommendations of BoS along with the **final** programme structure and curriculum and list of examiners (both hard and soft copies) to the Academic Office of University for further processing for approval of the Academic Council. It should be ensured that programme shall commence after the Academic Council approves the curriculum and scheme of examinations.

### **(D) Availability of Approved Programme Structure**

The approved programme structure and syllabus must be made available to the course faculty, students and CoE through website of the University and Interoffice communication.



Format for Course Curriculum

**Siddharth University Kapilvastu,**  
**Siddharth Nagar, (UP)-India**

**Course Title:****Course Code:****Credit Units:****Level: UG/PG****Course Objectives:****Pre-requisites:****Course Contents/Syllabus:**

Descriptors/Topics	Weightage (%)
Unit/ Module I	
Unit/ Module II	
Unit/ Module III	
Unit/ Module IV	

**Course Outcomes:****CO1:****CO2:****CO3:****CO<sub>n</sub>****Pedagogy for Course Delivery:**



**Assessment/ Examination Scheme: (For Theory)**

Internal Evaluation				End Term Examination
25%				75%
Component 1- XXX	Component 2- XXX	Component 3- XXX	Attendance – 5	

**For practical based theory courses**

Internal Evaluation for practical	End Term Examination for Practical	Theory
25%	25%	50%

**Text Books/ References Books:**

- 
- 

<b><u>Record Matrix</u></b>	
<b><u>To be Filled By Institution</u></b>	
Date of Introduction of course	
Date of Last Revision	
Version*	
Percentage of revision	

When the course is introduced, it is version 1, and when it is revised for the first time then it is version 2 etc. this will help to determine the revisions the course has undergone.

## Format for Course Feedback



**Siddharth University Kapilvastu,**  
**Siddharth Nagar, (UP)-India**

Course Title:

Course Code:

Credit Units:

Level: UG/PG

**Please give your valuable feedback ratings (on the scale of 6 points) for following course curriculum with respect to relevance to Industry / Profession:**

<u>6</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
Excellent	Very Good	Good	Moderate	Needs Improvement	Poor

#	Course Title		Feed back Rating (on scale of 6 points)	Suggestions/ Comments (if any)
1	Course Objectives:			
2	Focus on: Employability / Entrepreneurship / Skill development (please tick).			
3	Relevance with respect to: Gender, Environment & Sustainability, human value & Professional ethics (Please tick)			
4	Prerequisites:			

5	Course Learning Outcomes:						
	•						
	Course Contents / Syllabus:						
6	Unit/ Module I				..... % Weigh tage		
	•						
7	Unit/ Module II				..... % Weigh tage		
	•						
8	Unit/ Module III				..... % Weigh tage		
	•						
9	Unit/ Module IV				..... % Weigh tage		
	•						
10	Pedagogy for Course Delivery:						
	.						
11	Assessment/ Examination Scheme:						
	Theory Assessment :						
	Continuous Assessment/Internal Assessment (25%)					End Term Examination (75%)	
	Comp onents (Drop down)	Comp onent 1	Comp onent 2	Comp onent 3	Atten dance		
	Weigh tage (%)	..... %	.....%	.....%	5%	75%	
	Practical and Theory Assessment = 25+25+50						

**Text:**

---

Remarks and Suggestions:

Date:

Name,

Designation,

Organisation

## Format for Course Feedback Analysis



**Siddharth University Kapilvastu,**  
**Siddharth Nagar, (UP)-India**

Department :-\_

Date of Meeting:-\_\_

FEEDBACK ANALYSIS OF STAKEHOLDERS (FAS)												
S.N o.	Cour se Title	Stakehol der	Total No. of Feedba ck Respon se	No. response under each Rating						Major Recommendations/com ments From stakeholders	Decisi on taken by Board	
				6	5	4	3	2	1			
		Industry/ employer									• Xxxxxx • xxxxxxx	
		Research									• Xxxxxx	
		Academi a									• Xxxxxx	
		Student/ Alumni									• Xxxxxx • xxxxxxx	
		Industry/ employer									• Xxxxxx • xxxxxxx	
		Research									• Xxxxxx	
		Academi a									• Xxxxxx	
		Student/ Alumni									• Xxxxxx • xxxxxxx	
Feedback form of stakeholders are attached as per as Attachments (1-n) along with proposed course curriculum as per format for above courses.												

Member secretary

Chairperson

## Format for Program Structure



**Siddharth University Kapilvastu,**  
**Siddharth Nagar, (UP)-India**

**Programme Structure & Curriculum**

Department:

Programme:

Program Code:

Duration of the program (in yrs): .....Years

Level – UG/PG

Semesters: .....

Program Mission : \

Programme Description:

**Programme Specific outcomes (PSOs)**

1

2

3

4

5

6

n...

**Program Structure****FIRST SEMESTER -**

Course Code	Course Title	Course type (Core/ Elective/ Minor/ Value added etc.)	Mode of Course Delivery			Total Credits
			Lectures (L)	Tutorial (T)	Practical (P)/ Studio (S)	

	TOTAL					

## SECOND SEMESTER

Course Code	Course Title	Course type (Core/ Elective/ Minor/ Value added etc.)	Mode of Course Delivery			Total Credits
			Lectures (L)	Tutorial (T)	Practical (P)/ Studio (S)	
	TOTAL					

## SEMESTER n.....

Course Code	Course Title	Course type (Core/ Elective/ Minor/ Value added etc.)	Mode of Course Delivery			Total Credits
			Lectures (L)	Tutorial (T)	Practical (P)/ Studio (S)	
	TOTAL					

## Prescribed credits for the Programme-

### Programme Outcomes (POs)

- 1.
- 2
- 3

4

5

n...

**. Competencies & Skills developed:**

<b>Attributes</b>	<b>Job role 1</b>	<b>Job role 2</b>	<b>Job role 3</b>	<b>Job role 4</b>	<b>Job role 5</b>
<b>General competencies/Skills</b>					
<b>Professional competencies/Skill</b>					

**Employability of graduands(Specify Industry/Sector & Level):**

Industry/ Sector						



## Format for BoS Summary



## Siddharth University Kapilvastu, Siddharth Nagar, (UP)-India

Programme Code:

Programme Title (Extended Nomenclature):

Date of Bos:

Programme Level (UG/PG):PG

Duration: ..... Yrs

No. of Semesters :.....

Batch Applicable:

**1. Review and changes made in the following: -**

S. N o.	Existing	Propo sed Chan ges	Justifica tion*	Support ing Eviden ces / Docu ments								
a)	Programme Mission “											
b)	Programme Description											
c)	Program specific outcomes <u>PSOs</u>  PSO1:. PSO2:. PSO3:. PSO4...n:											
d)	Semester-wise Course Plan											
	<table border="1"> <tr> <th rowspan="2">Course Title</th><th rowspan="2">Course type (Core/ Elective/ Minor/ Value</th><th colspan="3">Mode of Course Delivery</th></tr> <tr> <th>Lectures (L)</th><th>Tutorial (T)</th><th>Practical (I) Studio (S)</th></tr> </table>	Course Title	Course type (Core/ Elective/ Minor/ Value	Mode of Course Delivery			Lectures (L)	Tutorial (T)	Practical (I) Studio (S)			
Course Title	Course type (Core/ Elective/ Minor/ Value			Mode of Course Delivery								
		Lectures (L)	Tutorial (T)	Practical (I) Studio (S)								

			added etc.)																																																																			
		TOTAL																																																																				
		Minimum Credits Prescribed For Programmes :																																																																				
e)	Program Outcomes (POs)  PO1: PO2: PO 3:.. PO 4...n:																																																																					
f)	Matrix of PEO's and PLO's <table border="1"><tr><td></td><td>PSO1</td><td>PSO2</td><td>PSO3</td><td>PSO4</td><td>PSO5...n</td></tr><tr><td>PO1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>PO2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>PO3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>PO4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>PO5..n</td><td></td><td></td><td></td><td></td><td></td></tr></table>								PSO1	PSO2	PSO3	PSO4	PSO5...n	PO1						PO2						PO3						PO4						PO5..n																																
	PSO1	PSO2	PSO3	PSO4	PSO5...n																																																																	
PO1																																																																						
PO2																																																																						
PO3																																																																						
PO4																																																																						
PO5..n																																																																						
g)	List of Competencies & Skill Developed <table border="1"><tr><td>Levels/ Roles</td><td></td><td></td><td></td><td></td></tr><tr><td>Competencies / skills</td><td></td><td></td><td></td><td></td></tr><tr><td>General competencies / skills</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Professional competencies/skills</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>							Levels/ Roles					Competencies / skills					General competencies / skills																														Professional competencies/skills																						
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Professional competencies/skills																																																																						

h)	Employability of graduands(Specify Industry/Sector & Level)			
	Industry/ Sector			
i)	Any other important Points / Recommendations			

## Format for BoS NAAC related Data



## Siddharth University Kapilvastu, Siddharth Nagar, (UP)-India

1. Programme and Curricula has relevance to the local / national / regional/global developmental needs. **Yes (Agenda No. ..in BoS)- NAAC-1.1.1 (Q1M)**

S.No	Relevance to the local / national / regional/global developmental needs	Agenda No.---- --in BoS	Annexure
1	Curricula developed and implemented have relevance to the local, national, regional and global developmental needs, which is reflected in the Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the University		BoS MoM
	Write description in a maximum of 500 words		

2. Integration of cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Programme Structure and Curriculum. **Yes (Agenda No. .... in BoS): XXX out of XXX (.....%) NAAC-1.3.1 (Q1M)**

Programme Code	Name of Programme	Level	Course Code	Course Title	Courses Category on <ul style="list-style-type: none"> <li>Environmental &amp; Sustainability</li> <li>Gender</li> </ul>	Date of Introduction	Evidence <ul style="list-style-type: none"> <li>Link: Programme/Curriculum/Syllabus of courses</li> <li>Link: Minutes of BoS/Academic Council</li> </ul>

					<ul style="list-style-type: none"> <li>Professional Ethics</li> <li>Human Values</li> <li>MOOC S</li> </ul>		<ul style="list-style-type: none"> <li>Link: MoU with relevant organization</li> </ul>

3. Percentage of courses having focus on employability/ entrepreneurship/ skill development. XXXX% **(List of courses & Agenda No .....in BoS) XXX out of XXXX**

Programme Code	Name of Programme	Level	Course Code	Course Title	Courses Category on <ul style="list-style-type: none"> <li>Employability</li> <li>Entrepreneurship</li> <li>Skill Development</li> <li>Industry Led</li> </ul>	Date of Introduction	Evidence <ul style="list-style-type: none"> <li>Link: Programme/Curriculum/Syllabus of courses</li> <li>Link: Minutes of BoS/Academic Council</li> <li>Link: MoU with relevant organization</li> </ul>
					•		

4. Percentage of new courses introduced of the total number of courses in the programs.XXXXX % **(Agenda No..... in BoS):**

Name of Stream	Level	Category of new course (Skill Enhanced/ Industry Led/Environmental & Sustainability/Gender/Professional Ethics/Human Values / MOOCS / Entrepreneurship / Employability	Course Code	Name of new course Introduced in Programme	Programme /Semester Applicable	Date of Meeting	Approval by AC		
							Agenda Item No	Date of AC Meeting	MoM of AC (link)

5. Number of Value Added Courses imparting transferable and life skills.

XXXXXXX

Course Code	Name of Value-Added Courses (Imparting Transferable Skills (TS) and Life Skills (LS))	No. of Hours		No. of times offered in a year	Year of Discontinuation	Number of Students enrolled in the year			Number of Students Completing the course in the year			<u>Evidence</u> <ul style="list-style-type: none"><li>Course Brochure or any other document related to VAC.</li><li>List of Student enrolled</li><li>Agenda Item-Academic Council for Year of Discontinuation</li></ul>
		Type of Skills										
		T S	L S			Programme	Batch	Nos.	Programme	Batch	Nos	

6. (a) Structured feedback received from stakeholders for design and review of syllabus Semester wise /year wise **(Agenda No. .... in BoS):::: feed back received and analyzed**

Programme Code	Name of the Programme	Level	Duration	Feedback for Programme Structure Review	Feedback collected	Feedback collected and analysed	Feedback collected, analysed and action has been taken	Feedback collected, analysed and action taken and feedback available on website	Feedback Analysis of Stakeholders by board, Review of Programme Structure and Action Taken Reports	Evidence
				<ul style="list-style-type: none"> <li>Feedback collected</li> <li>Feedback collected and analysed</li> <li>Feedback collect</li> </ul>						

				ed, analys ed and action has been etaken										
				<ul style="list-style-type: none"><li>Feedb ack collect ed, analys ed and action taken and feedba ck availa ble on websit e</li></ul>										
					Y/ N	N os.	Y/ N	N os.	Y/ N	N os.	Y/ N	N os.		
				Internal Stakeholde rs										
				<ul style="list-style-type: none"><li>St ud ent</li></ul>										
				<ul style="list-style-type: none"><li>Fa cul ty</li></ul>										
				<ul style="list-style-type: none"><li>Pa ren ts</li></ul>										
				External Stakeholde rs										
				<ul style="list-style-type: none"><li>Ac ad em ia</li></ul>										
				<ul style="list-style-type: none"><li>Re sea rch</li></ul>										
				<ul style="list-style-type: none"><li>In du str y</li></ul>										
				<ul style="list-style-type: none"><li>E mp</li></ul>										

				loy ers										
				• Al um ni										

(b) Feedback collected, analysed and action taken, feedback is available on website **Yes**  
**(Agenda No. .... in BoS)**

Area/ Stream /Discipl ine	Cour se Cod e	Cour se Title	Feedback for Programme <ul style="list-style-type: none"> <li>• Feed back colle cted</li> <li>• Feed back colle cted and analy sed</li> <li>• Feed back colle cted, analy sed and actio n has been taken</li> <li>• Feed back colle cted, analy sed and actio n taken and feedb ack avail able on webs ite</li> </ul>	Feedba ck collect ed and analyse d	Feedba ck collect ed and analyse d	Feedbac k collecte d, analyse d and action has been taken	Feedba ck collect ed, analyse d and action taken and feedba ck availab le on website	Feedbac k Analysis of Stakehol ders (FAS )	Evide nce



			Internal Stakeholders											
			• Student											
			• Faculty											
			• Parents											
			External Stakeholders											
			• Academia											
			• Research											
			• Industry											
			• Employers											
			• Alumni											

#### Input/outcome skill competency for Programme

Programme Code	Programme Title	Level	Duration	Input Skills/Competency		Outcome Skills/Competency		Evidence
				Skill	Competency	Skill	Competency	
				General competencies/Skills				<ul style="list-style-type: none"> <li>• Industry Survey</li> <li>• Industry Feedback</li> <li>• Industry Report</li> <li>• any other</li> </ul>
				Professional competencies/Skill				

7. Benchmarking of programme with programme and institutions (**Agenda No. ... in BoS**).

## **Guideline for Choice Based Credit System (CBCS)**

### **Introduction**

To promote the outcome based education system UGC has recommended for Choice Based Credit System (CBCS) as per the NEP 2020 guidelines. The Choice Based Credit System (CBCS) gives an opportunity for better learning opportunities, ability to match students' scholastic needs and aspirations, inter institution transferability of students, part completion of an academic programme in the institution of enrolment and part completion in a specialized (and recognized) institution, improvement in educational quality and excellence, flexibility for working students to complete programme over an extended time and standardization and comparability of educational programmes across the country.

**Salient Features of Choice Based Credit System (CBCS):** Choice Based Credit System (CBCS) offers a flexible system of learning.

The system permits student to:

- Choose specialization electives and minor electives from a wide range of courses.
- Undergo additional courses and acquire more than required number of credits from online platforms such as SWAYAM.
- Adopt an interdisciplinary approach in learning.
- Inter Institution/University transfer of Credits.
- Enhance skill/employability by taking up project work, entrepreneurship and vocational training.
- Choice in the timings / time slots in the selection of courses.
- Choice in the selection of number of courses per semester.
- Choice of preparing his / her own Time-table, programme structure and academic plan as per NEP 2020.
- Ample opportunities to do inter-disciplinary courses.

### **Process for the implementation of Choice based Credit System**

- ✓ All the Departments at SUK shall offer basket of the courses in each program under various categories of the courses as per the NEP 2020.

- ✓ Students shall have the opportunity to choose courses from basket of specialization electives, minor electives, value addition courses or skill courses and some online courses from SWAYAM, NIELIT etc. and other notified platforms by the University.
- ✓ These offered courses in various categories shall be approved by the respective BoS and the Academic council of the University.
- ✓ Student of each program at SUK, shall **register for the semester** within a week from the date of first teaching day in all the semesters of the program.
- ✓ During the registration process for the semester student, will choose various courses in the semester under CBCS as per the NEP 2020.
- ✓ Respective faculty mentors and HoD can provide guidance for the selection of the courses in the semester as per the student aspiration.
- ✓ Faculty mentor shall be allocated to all the newly joined student in each program at SUK.
- ✓ Students may change the selected courses with in a month from the start of the semester with approval from the Head of the Department (HoD/IC).
- ✓ Student shall also be provided with **program hand book** for all the details about the program including program structure, examination scheme, passing criteria, DO's and DON'Ts etc. as notified from time to time.
- ✓ In case of emergency student can take the semester break with the approval from the competent authority at SUK.
- ✓ Student shall apply for the semester break in advance (15 days prior to start of the end term examination) with proper justification and documents.
- ✓ Application will be forwarded by the HoD and Dean of the respective faculty to the registrar for the approval from the competent authority at the SUK.

## GUIDELINE FOR VOCATIONAL COURSES

### 1. Introduction:

- In accordance to the guidelines of the National Educational Policy- 2020 the universities are required to run/offer some Vocational Courses (Skill Development Courses) to its students. Hence a separate institution to run these Vocational Courses/Skill Development Courses/Value Added Courses will be established within the premises of the University Campus. The name of this institution shall be- **CENTER FOR VOCATIONAL STUDIES AND SKILL DEVELOPMENT (CVSSD)**.
- These courses shall be interdisciplinary in nature (available for the students of all the faculties at the university campus) and shall be offered by the Departments at different Faculties of the University as Vocational Courses/Skill Development Courses/Value Added courses for enhancing employability.
- The Curriculum of the Vocational Courses/Skill Development Courses/Value Added courses shall be approved by the respective departments through their Board of Studies (BoS).
- The CENTER FOR VOCATIONAL STUDIES AND SKILL DEVELOPMENT (CVSSD) will ensure getting approval of all such Course Curriculum from the Academic Council and Executive Council before finally offering these to the students.
- The CENTER FOR VOCATIONAL STUDIES AND SKILL DEVELOPMENT (CVSSD) shall monitor/regulate and keep the records of all the Vocational Courses/Skill Development Courses/Value Added courses being offered by the Departments at different Faculties of the University Campus.

### 2. CENTER FOR VOCATIONAL STUDIES AND SKILL DEVELOPMENT (CVSSD):

- i. **Director-** A Professor from any of the faculties of the university campus will be appointed as Director of the CENTER FOR VOCATIONAL STUDIES AND SKILL DEVELOPMENT (CVSSD) by the Vice-Chancellor for three years or till further orders. Director will be responsible for ensuring the proper

implementation of these guidelines for all the Vocational Courses/Skill Development Courses/Value Added Courses being offered by the Departments at different Faculties of the University.

- ii. **Assistant Directors-** One Assistant Director (Professor/Associate Professor) from each Faculty (Arts, Science, Commerce, etc.) of the University Campus shall be appointed by the Vice-Chancellor for three years or till further order. Assistant Directors will be responsible for ensuring the proper implementation of these guidelines for the Vocational Courses/Skill Development Courses/Value Added Courses being offered by the Departments at their respective faculties.
- iii. **Course Coordinator of Vocational Course/Skill Development Course/Value Added Course:** A Vocational Course/Skill Development Course/Value Added Course will be run by the Course Coordinators nominated by the Director of the Center for Vocational Studies and Skill Development (CVSSD).

### **3. Objectives-**

- The basic objective of offering Vocational Courses/Skill Development Courses/Value Added Courses is to enhance the employability among students by strengthening their professional skills/ethics.

### **4. Course Curriculum Development for Vocational Courses/Skill Development Courses/Value Added Courses-**

- The Curriculum of the Vocational Courses/Skill Development Courses/Value Added courses shall be approved by the respective departments through their Board of Studies (BoS).
- The Center for Vocational Studies and Skill Development (CVSSD) will ensure getting approval of all such Course Curriculum from the Academic Council and Executive Council before finally offering these courses to the students.
- The Center for Vocational Studies and Skill Development (CVSSD) shall monitor/regulate and keep the records of all the Vocational Courses/Skill Development Courses/Value Added courses being offered by the Departments at different Faculties of the University Campus.

- The minimum duration of offered Vocational Courses/Skill Development Courses/Value Added Courses shall be thirty (30) hours.
- The minimum number of seats for Vocational Courses/Skill Development Courses/Value Added Courses shall be ten (10) and the maximum number of seats shall be sixty (60).
- If the number of students registered for a Vocational Course/Skill Development Course/Value Added Course exceeds the maximum limit of 60 then an Assistant Course Coordinator shall be nominated by the Director of the Center for Vocational Studies and Skill Development (CVSSD) for the smooth running of the Course. **Same way an additional Assistant Course Coordinator will continue to be nominated for each next sixty (60) students.**
- The director of the Center for Vocational Studies and Skill Development (CVSSD) will ensure a **uniform time slot in the time-table of all the faculties** of the University campus, in consultation with the HoDs and Dean of the faculty.
- The Examination of a Vocational Course/Skill Development Course/Value Added Course will be Conducted by the Course Coordinator/Assistant Course Coordinator under the guidance of the Director of the Center.
- The students, who successfully qualify the course, shall be provided a Certificate signed by the Director and CoE.
- Proper record of all the documents related to the particular course will be maintained by the Center for Vocational Studies and Skill Development (CVSSD) in the form of **Course File**.
- Course File will include approved curriculum, examination scheme of the course, list of enrolled/passed students, issued certificates etc.
- All the required administrative arrangements will be made available.
- The Design and development of the curriculum for all such courses must follow the **Guideline for Curriculum design, development and review as stated in the Annexure- 5 of this policy document.**