POLICY ON CURRICULUM DEVELOPMENT

Name of the Policy	:	Curriculum Development Policy
Policy Reference Number	:	VVVC/CDC/PRN/1/2022/1.0
With Effect From	:	June 2022
Responsible Office	:	Office of Curriculum Development Cell
Validity Period	:	5 Years

I. Policy Statement

V.V.Vanniaperumal College for Women aims at designing the Curriculum for the holistic development of young rural womenfolk by providing quality education to develop life -oriented skills, personal integrity, leadership qualities and service mindedness. Since the grant of Autonomy status, the Curriculum Development Cell functions effectively with academic freedom to design the structure of each Programme under the able guidance of the Principal, Dean Science and Dean Arts.

II. Objectives of the Policy

- To design the curriculum regularly keeping in mind the vision and mission of the Institution, current trends in education and the expectations of the stakeholders

- To implement curriculum relevance to the local, regional, national and global developmental needs to chisel the students to become competent and responsible citizens

- To enhance the employability, entrepreneurial and various skills of the students through offering relevant Courses

- To disseminate the information related to Curriculum to the Departments

- To collect feedback on Curriculum from the stakeholders

V.V. VANNIAPERUMAL COLLEGE FOR WOMEN
(Belonging to Virudhunagar Hindu Nadars)
An Autonomous Institution Affiliated to Madurai Kamaraj University
Re-accredited with 'A' Grade (3rd Cycle) by NAAC
**VIRUDHUNAGAR - 626 001. (TAMIL NADU)**

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1. PROCEDURE FOR CURRICULUM DEVELOPMENT

1.1 Curriculum Development Cell implements Choice Based Credit System for all Under Graduate and Post Graduate Programmes.

1.2 Curriculum Development Cell designs Curriculum focusing on Outcome Based Education

   1.2.1 Programme Educational Objectives (PEOs) and Programme Objectives (POs) are Framed by a team comprises of Principal, Deans, Coordinator-Internal Quality Assurance Cell, Controller of Examinations and Senior faculty members of various Departments.

   1.2.2 Eligibility Criteria for each Programme, Evaluation Scheme for Part I/Part II/ Part III/Part IV/Part V Courses and Assessment Management Plan are designed

   1.2.3 Programme Specific Outcomes (PSOs) are framed by the Head of the Department and the faculty members of each Programme. The Course Designer of each Course frame the Course Outcomes (COs) and map it with PSOs levelled under three parameters as High Level (3), Medium Level (2) and Low Level (1).

1.3 The Board of Studies Committee is constituted for each Programme effective for the tenure of 3 years

   1.3.1 Composition of the Board of Studies Committee

      ➤ Head of the Department (Chairperson)

      ➤ A nominee from the Parent University

      ➤ Two subject experts from outside the Parent University
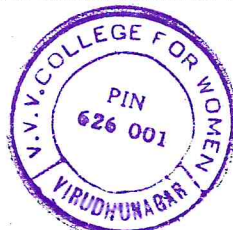
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- One representative from the industry
- One meritorious alumna employed in Institution / Industry / Corporate Sector
- One meritorious alumna pursuing higher studies in other Institutions
- One meritorious outgoing student

1.4 Curriculum is designed by following systematic procedures

    1.4.1 Programme Structure is finalised after the discussion with the Principal, Dean Science, Dean Arts, and Controller of Examinations in compliance with the norms of UGC and TANSCHE along with credits (140 credits for Under Graduates Programmes and 90 credits for Post Graduates Programmes) and hours allotted for each Course.

    1.4.2 Head of the Department along with the Faculty members discusses the frame work of the Course Contents.

    1.4.3 The Course Contents is designed by the Course Designer considering the feedback acquired from Students, Teachers, Employers and Alumnae also.

1.5 Curriculum Development Cell organises Board of Studies Meeting conducted by the respective Departments periodically.

    1.5.1 The date of Board of Studies meeting is fixed by the Principal after the discussion with the Heads of the Departments in the Staff Council Meet.

    1.5.2 Formal invitation is sent to all the External members of the Board of Studies Committee regarding the conduct of the meeting.

    1.5.3 The Course Contents of each Programme is sent to the External members of the respective Department.

    1.5.4 In the meeting, the members of the Board of Studies suggest some changes and the possible suggestions are considered and incorporated.

    1.5.5 Minutes of the Board of Studies meeting is recorded and signed by the members.

1.5.6 The Course Contents of all Programmes is submitted to the Office of Deans by the respective Departments to be presented in Academic Council meeting for approval.

1.6 The Academic Council is constituted effective for the tenure of 3 years

    1.6.1 Composition of the Academic Council

- The Principal (Chairperson)
- All the Heads of Departments in the College
- Four teachers of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
- One expert representing each area as Education, Industry, Commerce, Law from outside the College.
- Three nominees from the Parent University.
- Coordinator Internal Quality Assurance Cell (Member Secretary).

    1.6.2 Curriculum Development Cell organises Academic Council Meeting

        1.6.2.1 The Academic Council meeting is conducted after the conduct of Board Studies Meeting for the approval of the Curriculum.

        1.6.2.2 After the meeting, the recommendations given by the External members are considered and incorporated.

        1.6.2.3 The Final copy of the syllabus is given to the Departments.

1.7 Curriculum Development Cell conducts Curriculum Audit

    1.7.1 Curriculum Audit is conducted by Curriculum Development Cell for each Programme by a Subject Expert recommended by the respective Head of the Department.

    1.7.2 The Suggestions are obtained from the External Subject Experts through questionnaire and Feedback form and are scrutinized by the Head of the Department and the Faculty members of the respective Departments.

1.7.3 The suggestions of the Subject Experts are taken into consideration during the ensuing revision of the Curriculum.

1.8 Feedback on Curriculum is obtained from the Students, Teachers, Alumni and employers

1.8.1 Feedback on Curriculum is obtained from the Students at the end of every semester through Online mode. Feedback on Curriculum from the Teachers is collected from the Teachers, External Experts of Board of Studies, Curriculum Audit, Academic Audit and External Examiners of Summative Examinations.

1.8.2 Feedback on Curriculum from Alumni is collected through the forms uploaded in the College Website.

1.8.3 Feedback from the Employers is procured through Placement Cell.

1.8.4 The collected feedback is consolidated, analysis reports are prepared and the action taken in the Curriculum are presented before the Academic Council for approval.

1.9 Credit Verification is done on requisition for specify purposes

1.9.1 Curriculum Development Cell along with the Office of Controller of Examinations verifies the number of Courses and the Credits obtained by the students admitted in the Institution under special category, such as migration, lateral entry and rejoining after discontinuation.

1.10 The Choice Based Credit System enables the students to select the Elective Course of their own choice.

1.10.1 Each Under Graduate and Post Graduate Programme offers Discipline Specific Elective Courses (DSEC)

1.10.1.1 Each Programme offers Discipline Specific Elective Courses with the choice of three Courses in each DSEC and the selection of DSEC is done through Online mode.
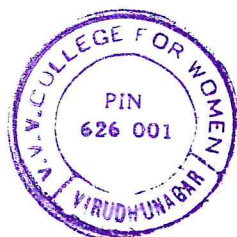
1.10.1.2 Each Under Graduate Programme offers two Non Major Elective Courses and each Post Graduate Programme offers one Non Major Elective Course.

1.10.1.3 The hours allotted for Under Graduate Non Major Elective Courses are 2 with 2 credits and for Post Graduate Non Major Elective Course is 5 hours for 4 credits.

1.10.1.4 A Systematic procedure is followed for the selection of NMEC through online mode.

1.10.2 Part V Courses are integrated within the Curriculum with the choice of selection provided to the students.

1.10.2.1 Completion of any one Part V Courses is mandatory for a student to obtain any Under Graduate Degree.

1.10.2.2 The students of all Under Graduate Programmes have to enroll in any one Course for the period of two Academic years (I-IV Semesters)

1.10.2.3 A Systematic procedure is followed for the selection of Part V Courses, done through online mode.

2. Procedure for Selection of Non Major Elective Course

2.1 The Choice Based Credit System provides an opportunity to the students to select Non Major Elective Courses of their own choice to gain knowledge and exposure on other discipline and enrich their proficiency. Each Programme offers Elective courses to other Departments.

2.2 Each Under Graduate Programme offers two Non Major Elective Courses (NME) and each Post Graduate Programme offers one Non Major Elective Course.

2.3 The hours allotted for Under Graduate Non Major Elective Courses are 2 with 2 credits and for Post Graduate Non Major Elective Course is 5 hours for 4 credits.

2.4 A systematic procedure is followed for the selection of Non Major Elective Courses.

2.5 The students make their choice of the Course after going through the syllabi of the Non Major Elective Courses uploaded in the College website.

2.6 Selection Process is implemented through Online mode.

2.7 The selection process is based on the number of seats to be allotted for each Non Major Elective Course.

2.8 The choices are allocated on First Come First Serve basis.

2.9 The students are restricted from choosing the Course offered by their Parent Department.

2.10 Once the selection is over, a change in the choice of the Course will not be entertained

Steps to be followed by students for selecting a NME Course

Step 1: Open the College website (http://vvvcollege.org/) in Google Chrome browser.

Step 2: Click on UGNME button for UG NME selection. / Click on PGNME button for PG NME selection.

Step 3: Enter the Register Number and click Submit button.

Step 4: A Window displays the list of Courses

Step 5: Click the Course to be selected.

Step 6: Confirm the selection made by clicking the Submit button. Once submitted, changes cannot be made

Step 7: After successful selection of NME Course, the name and the title of the selected NME Course is displayed.
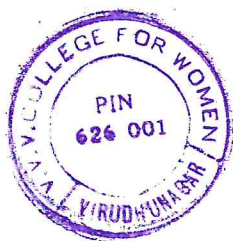
3. Procedure for Selection of Part V Course

3.1 To impart Value Education and Outreach Programmes among the students, Part V Courses are integrated within the Curriculum which is mandatory for a student to complete anyone of the Part V courses to obtain her degree.

3.2 The students of all UG Programmes have to enroll in any one Part V Course for the period of two academic years (I-IV Semester).

3.3 All Part V Courses are scheduled to be conducted on every Tuesdays and Thursdays except during the internal tests.

3.4 75% of attendance is compulsory for the completion of Part V course and secure the allotted credit. In case of lack of attendance, the students have to redo the same Part V Course again.

3.5 The mode of evaluation is done through internal assessment only.

3.6 A systematic procedure is followed for the selection of Part V Courses through online mode.

3.7 Selection Process is implemented through the team of faculty through online mode.

3.8 The selection process is based on the number of seats to be allotted for each Part V Course.

3.9 The choices are allocated on First Come First Serve basis.

3.10 Priority is given for the choice of student's selection for National Cadet Crops and National service Scheme

3.11 Once the selection is over, a change in the choice of the Course will not be entertained

Steps to be followed by students for selection of a Part V Course

Step 1: Open the college website (http://vvvcollege.org/) in Google Chrome browser.

Step 2: Click on the Part V Selection button in the college website.

Step 3: Enter the Roll Number and click Submit button.

Step 4: A Window displays the list of Courses

Step 5: Click the Course to be selected.

Step 6: Confirm the selection made by clicking the Submit button. Once submitted, changes cannot be made.

PRINCIPAL

V.V. Vanniaperumal College for Women
(Autonomous)
(Belonging to Virudhunagar Hindu Nadars)
VIRUDHUNAGAR.

SECRETARY

V.V. Vanniaperumal College for Women
Managing Board
(Belonging to Virudhunagar Hindu Nadars)
VIRUDHUNAGAR