



CHRIST

COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA

POLICY AND PROCEDURE APPLYING TO CHANGE OF SYLLABUS

QUALITY POLICY

Area : Academics

POLICY AND PROCEDURE APPLYING TO CHANGE OF SYLLABUS

TABLE OF CONTENTS

CONTROL.....	2
policy	2
guidelines to modify syllabus.....	2
intimations.....	3
Procedure.....	3
FEEDBACK.....	3
APPROVAL AND REVIEW DETAILS.....	3

CONTROL

Area: Academics	POLICY 108/2020	NO:	Document Owner: Principal
Title: Change of Syllabus	Issued on:	Revised on:	Pages: 2

POLICY

1. It is the obligation of each Head of the Department/Course Coordinator to inform students at the beginning of each course of the objectives, Program Specific Outcomes, Course Outcomes, Course plan, Evaluation procedures and grading pattern for the course.
2. This information should be in writing and incorporated into the current syllabus for the course.
3. Christ College is affiliated to University of Calicut. Every UG, PG and PhD programme shall be adhered to the current regulations of University of Calicut.
4. The respective Board of Studies may decide to adopt / not to adapt the syllabus modification by University of Calicut if the respective BoS of University of Calicut modifies the syllabus and should record in minutes of Board of Studies.
5. If it was decided not to adopt the syllabus of University of Calicut respective BoS should take necessary steps to modify the syllabus.
6. It is the policy of Christ College to change the syllabus once in three years.
7. The Head of The Department / Board of Studies Chairperson should take necessary steps to update the syllabus based on industry/society requirements in consultation with alumni of the department.
8. Syllabi of each course should be in the framework of Outcome Based Education (OBE). Program Specific Outcomes and Course Outcomes should be clearly stated and should relate to Program Educational Objectives.
9. The modified syllabus along with the minutes of Board of studies should be submitted to Academic council for the approval, through IQAC.
10. The syllabus will be sent for approval from University of Calicut by the Chairperson of the Academic Council and could be implemented only after the approval from University of Calicut.

GUIDELINES TO MODIFY SYLLABUS

1. Feedback from alumni, teachers and industry should be considered as guidelines to modify the syllabus. The BoS minutes should incorporate the suggestions.
2. There should be topics related to local resources and needs.
3. Field projects, Internships, Industrial visits may be included if they are not in the existing syllabus.

4. Topics related to cross cutting issues like professional ethics, human values, gender, environment and sustainability should be included in the syllabus
5. The syllabus change should address the skill development, employability and entrepreneurship aspects for the students.

INTIMATIONS

PROCEDURE

The Head of the Department/ BoS Chairperson should handover the syllabus and necessary documents (approval from College Academic council / University of Calicut) to the office of Controller of Examinations.

Copy of the syllabus should be submitted to Outcome Based Education Committee of the College for mapping of CO to PSO/PO.

Copy of syllabus should be submitted to college website coordinator to be published in college website.

FEEDBACK

Christ College staff and students may provide feedback about this document by emailing iqac@christcollegeijk.edu.in

APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Governing council
Administrator	Principal
Approved on	11 th December 2020
Reviewed on	29 th April 2023
Next Review Date	29 th April 2025