

# SOP

## Curriculum Committee

The curriculum committee(CC) ensures that the institutional curricular plan and its delivery are aligned to and in accordance to the principles and requirements enshrined by the KUHS.

### Objectives

- Ensure that the design and structure of a curriculum meet the established curricular goals and objectives.
- Monitor all the aspects of the curriculum.
- Ensure adequate coverage of all competencies throughout the curriculum.
- Ensure Vertical and Horizontal Integration.
- Evaluate all aspects of the curriculum periodically

### Functions of Curriculum Committee

- Plan a calendar of events for the courses.
- Prepare a course-wise master rotation plan for the academic year as per the curriculum.
- Ensure the provision of adequate instructional resources.
- Identify curriculum problems, find solutions, and take corrective measures.
- Obtain and review feedback from various sources of the curriculum and instructional programs such as students, alumni, and stakeholders
- Facilitate the teaching-learning process
- Identify strategies to improve creativity and academic excellence.
- Enhance progressive growth of the Institution by adding and expanding courses and programs offered by the College.

### Frequency of meeting

- Twice in a year / when needed

The role of the curriculum committee in this process is as follows:

- Overall in-charge of the curricular delivery
- Meets at least 2 times a year
- Provides oversight and support of the curricular program
- Creates a plan with the help of the curriculum committee and requirements and approves them

- Provides necessary authority and support for the work of the curriculum and Responsible for preparation reports etc

### **The Composition of the curriculum committee will be as follows**

- 1) Professor cum Principal to act as Chairman of the Committee
- 2) Professor cum Vice Principal
- 3) Professor/ Associate/ Assistant professor cum secretary
- 4) Professor/Associate Professor/ Head of Each speciality

### **Responsibilities of the Curriculum committee Chairperson**

The chair of the curriculum committee shall have appropriate release time to perform his/ her duties. the responsibilities of the chair are as follows;

- Be available to discuss details and / or answer questions on curriculum matters with the faculty and administration
- orient new committee members as to functions, responsibilities etc.
- assist in the preparation of the curricular content of the college catalog by proofing and checking the new catalog gallery copy for the changes approved by the curriculum committee in the preceding academic year.
- if a committee member is unable to attend one meeting, or a semester's meetings, the department chair should designate a substitute (short-tern Proxy).

### **Responsibilities of the Curriculum Committee secretary**

- set up scheduled curriculum committee meeting in coordination with the office and other members of the committee.
  - ➔ arrange dates, reserve meeting rooms and prepare and distribute the agenda to the faculty
  - ➔ prepare and distribute curriculum materials to the committee.
- write the minutes and send reports to take appropriate actions of the committee.

### **Responsibilities of the curriculum committee members**

- the committee is responsible for reviewing the development and revision of the curriculum and instructional programs at the college. procedures are established which assess and fulfil those community and educational needs which are within the scope of the community college. recommendations for changes and additions to the college curriculum are reviewed by the committee.
- the committee member is responsible for forwarding all pertinent materials to the substitute.