



IARE

**INSTITUTE OF
AERONAUTICAL ENGINEERING**

**STANDARD OPERATING PROCEDURE
FOR
CURRICULUM DEVELOPMENT**

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Objective:

To elaborate the procedure for preparing Curriculum for respective program

Responsibility:

- Departmental Advisory Board (DAB)
- Course experts of respective departments
- Heads of the departments
- Dean of Academics
- Principal

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Analyzing the need for curriculum revision	HODs in consultation with stakeholders	1st week of November
2	Constitution of Curriculum Development / Revision Committee	Principal and Dean Academic	2nd week of November
3	Call for Meeting 1: Assessment / Analysis of the existing Curriculum	Principal, Dean Academic and DAB members	2nd week of November
4	Call for meeting 2: Submitting new course proposals, course revisions, changes in course credit, changes in elective designations, course removal, special credit courses, changes in prerequisites, changes in course title.	HoD and DAB members	3rd week of November
5	Submission and appraisal of the preliminary draft to management, core companies and educationalists	HoD and DAB members	1st week of December
6	Arranging meeting with core companies and educationalists to discuss about the change in Curriculum and syllabi	HoD and DAB members	3rd week of December
7	Making modifications against suggestions from core companies and educationalists	HoD and DAB members	4th week of December
8	Preparing final report which includes new courses, course revisions, elective designations on courses, special electives, open electives, special credit courses and credit hours.	HoD and DAB members	4th week of December
9	Submitting the revised / designed curriculum to BOS chairman for suggestions, corrections and updating	Department CDC in charge	1st week of January
10	BOS chairman to submit the corrected final curriculum to standing committee	BOS Chairman	2nd week of January
11	Call for meeting: to inspect the final developed curriculum	Standing committee Chairman	2nd week of January
12	Prepare proceedings of curriculum accompanying the suggestions from standing committee	BOS Chairman	3rd week of January
13	Forward the proceedings to Academic council for final validation and approval	Standing Committee Chairman	3rd week of January

14	Call for meeting: to validate the proceedings of the curriculum	Dean of Academic	4th week of January
15	Compile the proceedings with all amendments from academic council	BOS Chairman	4th week of January
16	Submission of all department's curriculum for appreciation and approval	HoD and DAB members	1st week of February
17	Getting approval from management	Principal / BOS Chairman	2nd week of February
18	Distribution of authenticated curriculum to concerned departments and Controller of Examination	BOS Chairman	2nd week of February
19	Implementation and Monitoring	Principal, Dean Academic and BOS Chairman	June onwards