



# IARE

INSTITUTE OF  
AERONAUTICAL ENGINEERING

## **STANDARD OPERATING PROCEDURE FOR PREPARATION OF SYLLABUS**

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## Objective:

To elaborate the procedure for preparing the syllabus

## Responsibility:

- All the teaching staff / staff members
- Departmental academic committee
- Heads of the respective Departments

## Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	After every semester collect the suggestion from concerned staff and student regarding syllabus	Departmental academic committee / HoDs by using feedback mechanism	At the end of each semester
2	Discuss the outcomes and objective for each course in the domain by brain storming.	HODs, faculty members	Before start academic year
3	Release the comments received from Industry experts and other stake holders like senior batch students, staff who have handled the course recently.	Respective HoDs	At the end of each semester
4	List out the most important concepts to be learned by an undergraduate student in that course	Staff members in each domain / specialization	Before start academic year
5	Frame a draft syllabus using some benchmark syllabus and feedback from stake holders.	Assigned faculty with subject expertise	Before start academic year
6	Discussion on prerequisite, reference books, other fine tuning	Staff members in each domain / specialization	Before start academic year
7	Preparing the second draft based on the discussion done	Courses assigned faculty in their domain / specialization	Before start academic year
8	Discussion regarding the assessment component suitable for each course from the list of assessment methods	Staff members in each domain / Departmental academic committee	Before start of semester
9	Preparing the final draft with all type of mapping done.	Assigned faculty	Before start of academic year
10	Evaluate the syllabus using a rubrics	Departmental academic committee / HoDs	Before start of academic year
11	Validation of syllabus using an External expert	Departmental academic committee / HoDs	Before start academic year
12	After incorporating the changes make the final draft to be submitted for BOS meeting	Assigned faculty	Before start academic year