MIER COLLEGE OF EDUCATION (Autonomous) Accredited by the NAAC with 'A+' Grade	Process of Designing and Development of Curriculum	Responsibility: Dean Academics, Principal, Assistant Registrar and Teaching Staff

	INPUT	PROCESS	OUTPUT	RECORDS GENERATED
	• Guidelines • Notifications • Orders from Regulatory & Statutory bodies • Input from Stakeholders	1. Reviewing the curriculum after every two years as per the statutes of the college. 2. Forming committees and sub-committees consisting of faculty members from different disciplines connected with the design and development activity. 3. Assigning responsibilities and ensuring effective communication among the members involved in the process 4. Establishing organizational and technical interfaces between different faculty and external expert groups providing input to the instructional design. 5. Taking into consideration the following points while designing and developing curriculum: a) Conforming to the guidelines of the National Education Policy 2020 b) Functional and performance requirements c) Information derived from previous similar design and development activities d) Statutory and regulatory requirements	Scheme of courses and the detailed syllabi	• Circulars and Minutes of the Meeting QF -117A • Syllabus QF-031A – 031F • Details of the Meetings for in house Curriculum Planning QF -117B

		e) Inputs from stakeholders (e.g., parents, alumni, students, industry, colleges, universities, etc.) as appropriate		
		f) Statutes that MCE has committed to implement		
		6. Conducting meetings to review and evaluate the progress and maintaining records of these meetings in the NAAC prescribed format		
		7. Carrying out verification and validation activities to check whether newly designed curriculum meets the specified requirements.		
		8. Getting approval from the statutory bodies before release at various levels and stages		
		9. Preparing data as per **NAAC** Formats and Submitting the same to the IQAC for uploading on the college website		

Prepared by: QAO	Approved by: Principal	Date of Issue:18-11-2020