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## CURRICULUM COMMITTEE

### SOP FOR CURRICULUM PLANNING AND IMPLEMENTATION

#### OBJECTIVES

- Striving for academic excellence through the implementation of state-of-the-art teaching and learning methodologies and engaging in research endeavours.
- Empowering students to become competent professionals who actively contribute to the betterment of society by consistently evaluating and enhancing academic activities.

#### FUNCTIONS


##### I. Academic Accountability:

- i. Ensuring compliance with NMC and Pondicherry University norms for curricular delivery.
- ii. Developing and updating standard course materials incorporated with recent advancements.
- iii. Adopting suitable teaching methodologies and ICT tools for effective content delivery.
- iv. Implementing measures to ensure quality in teaching, learning, and assessment.
- v. Fostering continuous improvement through quality assurance.

##### II. Roles and Responsibilities:

##### Management:

- a. Gather and communicate community views to the Institution for informed decision-making.
- b. Provide necessary resources as per statutory bodies' norms.

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**IQAC:**

Develop and implement quality assurance policies for academic and administrative activities.

**Curriculum Committee:**

- Develop academic calendars, timetables and internal assessment schedules
- Scrutinize and approve lesson plans, teaching schedules, clinical and community posting schedules and Internship schedules prepared by each department
- Conduct academic audits in each department regularly.
- Identify syllabus gaps and recommend measures for improvement.

**Dean:**


- Initiate activities to achieve institutional mission and vision.
- Assess and approve Academic Calendar and lesson Plans.
- Coordinate with departments and approve Internal Examination data and marks.

**Examination Cell:**

- Conduct all Examinations.
- Collect results from evaluations and work to improve results.
- Address examination related grievances

**Head of the Department:**

- Ensure alignment of course outcomes with departmental goals and graduate attributes.
- Address student concerns and allocate subjects to faculty.
- Review and approve lesson plans and lecture notes.
- Conduct regular staff meetings and arrange student feedback.
- Monitor teaching progress and implement remedial actions.
- Review and vet assignment and examination papers.
- Ensure communication and consistency among faculty sharing the same module.
- Identify topics and speakers for invited talks related to the module.

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#### Faculties:


- Ensure academic integrity of assigned courses.
- Share best teaching practices and create a learner-centric environment.
- Conduct impartial assessments and provide opportunities for student development.
- Maintain communication and consistency of content in shared courses
- Seek feedback from students for course improvement.
- Department Activities (Seminars, CMEs, Workshops, Research):
- Schedule and plan seminars, CMEs, workshops, and value-added courses.
- Ensure relevant and standardized topics and content.
- Provide guidelines for student seminar presentations and research activities.

#### III. Action Plan:

- Allocate courses to faculty before the academic year starts.
- Publish SMVMCH Academic Calendar with approval from the head and curriculum committee.
- Prepare Lecture and Lesson plans, review and improve based on feedback.
- Utilize appropriate ICT tools for effective content delivery.
- Organize seminars, CMEs, workshops, and courses regularly.
- Ensure timely conduct of assignments, tutorials, and examinations.
- Publish attendance and internal assessment marks regularly.
- Conduct parent-teacher and mentor-mentee meetings for academic support.
- Map assignment and test marks for course and program outcome attainment.

#### IV. Academic Monitoring and Student Support:

- Curriculum committee monitors course conduct, adherence, evaluations, and addresses student difficulties.
- Advisory System with student coordinators and staff mentors provides academic and non-academic support.
- Various committees are formed for student support, grievance redressal, discipline, and compliance.

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#### V. Academic Auditing:

- IQAC carries out academic audits in departments at specified intervals.
- Internal Audit Cell (IAC) oversees the academic audit process.
- The audit includes evaluations, extracurricular activities, mentoring mechanisms, and accreditation reporting.

#### VI. Medical Education Unit (MEU):

- MEU inspires and supports pedagogical innovation and learning.
- Organizes Faculty Development programs for continuous improvement.

|             | Designation                                                                        | Signature                                                                             |
|-------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
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| Reviewed by | <b>Dr.Karthikeyan.K</b><br>DEAN (Academic)                                         |  |
| Approved by |                                                                                    |                                                                                       |
| Issued by   | <b>Dr.R.N.Kagne</b><br>Deputy Director and Dean                                    |  |