Policy for Course Curriculum and Syllabus Revision

Version: 1.0

w.e.f: dd/mm/yyyy

**Assam down town University
Sankar Madhab Path, Gandhi Nagar,
Panikhaiti, Guwahati-26, Assam**

S.No.	POLICY PARTICULARS:	
1.	**Name of the Policy**	Policy for Course Curriculum and Syllabus Revision
2.	**Policy Issue/Notification Number/Memo Number**	AdtU/IQAC/Pol-2025/17
3.	**Date of Release**	02/12/2025
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6.	**Version**	1.0
7.	**Policy Title(Required)**	Policy for Course Curriculum and Syllabus Revision
8.	**Superseded by**	**NA**
	Approved by	Vic Chancellor

Policy for Course Curriculum and Syllabus Revision, Assam down town University (AdtU) Effective from Academic Session 2026–27

1. Preamble

Assam down town University (AdtU) is committed to delivering high-quality, industry-relevant, and outcome-based education aligned with the principles of NEP 2020, UGC guidelines, and national/international academic standards. To maintain academic excellence and ensure periodic modernization of programmes, a structured policy for curriculum and syllabus revision is essential. This policy outlines the framework, procedures, responsibilities, and timelines for systematic curriculum revision across all faculties and departments of the University.

2. Objectives of the Policy

1. To ensure that programme curricula remain relevant, updated, and aligned with national and international best practices.

2. To enable the integration of outcome-based education (OBE), skill enhancement and outcome, and multidisciplinary approaches.

3. To promote stakeholder participation, including industry experts, alumni, faculty, and students.

4. To ensure compliance with statutory and regulatory bodies such as UGC, AICTE, PCI, INC, ICAR, NEP 2020, and any other professional bodies.

5. To establish uniformity, transparency, and accountability in the curriculum revision process.

3. Scope

This policy applies to:

- All Faculties, Programmes under operation in AdtU at given point of time.

- All UG, PG, PhD, Diploma Programmes and Certificate Courses under operation in AdtU at given point of time.

- All teaching-learning components, including theory, practical, internship, project, and value-added courses

4. Frequency of Curriculum and Syllabus Revision

1. **Major Revision:** Once in **three (3) years**, involving restructuring of programme outcomes, credit distribution, and introduction of new courses.

2. **Minor Revision:** Annually, based on feedback from stakeholders, technological advancements, and industry needs.

3. **Regulatory Revision:** As and when mandated by statutory councils (AICTE/PCI/INC/ICAR etc.) and as and when some revision desired by statutory bodies of AdtU.

5. Governance Structure for Curriculum Revision

5.1 Programme Academic Committee (PAC)

- Constituted as per the AdtU policy

- Prepares draft syllabus, course structure, and revision proposals

- Collects feedback from faculty and stakeholders

5.2 Board of Studies (BoS)

- Headed by the concerned Dean

- Includes internal experts, external experts, and industry representatives, Alumni, and students

- Reviews drafts submitted by PAC

- Ensures academic alignment and regulatory compliance

- Discusses, modifies, and recommends the final draft curricula to Academic Council

5.3 Academic Council (AC)

- Final approving authority

- Ensures university-wide cohesion, legal compliance, and academic integrity

6. Roles and Responsibilities

6.1 Head of Programme (PH)

- Initiates revision process

- Reviews existing curriculum

- Conducts gap analysis and benchmarking

- Oversees PAC activities under the guidance of the concerned Associate Dean (Academic)

- Ensures timely submissions

6.3 Dean of the Faculty

- Validates draft documents as per the policy guidelines
- Ensures inter-programme coherence
- Monitors progress and adherence to timelines

6.4 Board of Studies

- Discuss in threadbare all revisions received from different sources as listed earlier and arrive at consensus with inputs from in-house and external expert members
- Recommends final changes for AC approval

6.5 Executive Dean

- Coordinates cross-university compliance
- Ensures final submission to the Academic Council

6.6 Registrar

- Issues official notifications after approval from statutory bodies

7. Stakeholder Involvement

The curriculum revision process shall incorporate feedback from:

- Faculty members
- Students
- Parents/Guardians
- Alumni
- Industry experts
- Employers
- Regulatory bodies
- Academic peers

8. Curriculum Revision Procedure and Timeline

Initiation	Preparation of First Draft	PAC Review and validation	Submission of Final Draft	BoS Approval	AC Approval	Notification	Applicable
July 31	By 30th November	By 31st December	By 20thJanuary	By 15thFebruary	By 30thMarch	April 1st Week	Upcoming Academic Session

Note: The offices of the Executive Dean and Registrar have to be apprised at each stage of the process.

9. Documentation Requirements

Each curriculum revision submission must include:

- Benchmarking analysis and report

- Programme specific outcome (PSO), Programme Objectives (POs), Course Outcomes (COs), skill outcomes (SO)

- Course structure and credit framework

- Syllabi with unit-wise details and quantum of revision in terms of percentage

- Teaching-learning strategies and assessment patterns

- Mapping of POs–COs

- BoS, Academic Council minutes and any written inputs received from any other credible source

10. Monitoring and Compliance

- Executive Deans and Dean concerned shall ensure adherence to timelines.

- Periodic progress reports will be submitted to the Executive Deans and Registrar.

- Non-compliance without justification will be reported to the Hon'ble Vice Chancellor.

11. Review and Amendment of the Policy

This policy may be revised or updated subject to:

- Academic Council recommendations

- Regulatory mandates

- University strategic decisions

- Any amendment will be notified through the Office of the Registrar.

12. Effective Date

This **Policy for Course Curriculum and Syllabus Revision** shall come into effect from the **Academic Session 2026–27** and shall remain in force until superseded or amended by the competent authority.