CURRICULUM POLICY

MARIAN COLLEGE KUTTIKKANAM
(AUTONOMOUS)

MAKING COMPLETE

Contents

Establishment:	13 Nov 2016
Last Amended:	17 June 2019
Date Last Reviewed:	15 Dec 2020
Responsible Officer:	Principal in collaboration with HODs/ Director or Dean of School

1. Introduction and rationale

An idea or suggestion for curriculum or course modification, or for new courses or programs, can beoriginated by anyone: student, faculty member, staff member, administrator or advisor of Marian College Kuttikanam.

This policy authored by the Marian College Kuttikanam (Autonomous) shall

'provide guidance and outline information on the various academic programs, the aims of those programmes, the student cohorts for which they have been developed, website access to all forms, documents, instructions and guidelines regarding the curriculum offered during the academic year'.

2. Guiding Statements

Marian Vision: Marian aspires to be a transformational leader in education, facilitating and celebrating the full flowering of 'life in abundance'.

Marian Mission: We commit ourselves to achieve our vision through relentless pursuit of knowledge, fostering spiritual and human values, networking and collaborating for synergy, establishing campus-community network, promoting sustainable living, ensuring a learning environment of creativity, adventure of ideas, constant innovation, enabling academic ambience andstate of the art Information Communication Technology.
Marian Motto: Inform, Form, Transform

3. College Academic Committees

A. *Board of Studies*

1. The members of Board of Studies comprise of;

    a) Head of the Department offering the programme concerned (Chairman).

    b) Faculty member teaching the course of the programme concerned

    c) Two experts in the programme concerned from outside the University
       to benominated by the Academic Council of the college.

    d) One expert to be nominated by the Vice-Chancellor from a panel of six

experts in the programme concerned recommended by the principal of the college.

e) One representative from the field of industry/corporate sector or allied field related to the student placement, nominated by the Principal of the college.

f) One meritorious alumnus who has completed the Post-Graduation of the University nominated by the principal of the College.

g) One representative of the Board of Studies of the University in the related or allied programme, nominated by the syndicate.

h) Special invitees, from the following categories co-opted by the Chairman of the Board of Studies of the College with the approval of the principal of the college, namely: -

    i) Experts from outside the college whenever special or new programmes are to be designed.

    ii) Teachers from other departments of the college who are experts in the programme concerned.

2. The Governing Body of the college shall decide the programme or group of programmes to be brought under a Board of Studies.

3. The Governing Body of the college may decide whether separate Board of Studies shall be constituted for programme or group of programmes at the undergraduate and post graduate level.

4. A member of the Board of Studies shall hold office for a period of three academic years and shall be eligible for renomination for another term of three academic years. Provided that, in the case of a teacher who is a member of the Board of Studies shall cease to be a member on the date of retirement

5. The Principal of the college shall draw up the schedule for meeting of the Board of Studies of the College for different departments.

6. The Board of studies shall meet as and when necessary. Provided that, it shall meet at least twice in an academic year.

7. The Chairman of the Board of Studies shall intimate the members the place, date and time of meeting along with the detailed agenda notes 14 clear days in advance by registered post or by electronic means.

8. The draft minutes of the meeting shall be prepared by the Chairman and communicate to all the members of the Board of Studies within 7 clear days by registered post or by electronic means.

9. A member of the Board of studies who attended the meeting shall be entitled to suggest

such modifications on the draft minutes within 10 clear days of receipt of the same and the Chairman shall examine and take appropriate decision thereon and communicate the finalised minutes to all the members by registered post or by electronic means.

10. The quorum for a meeting of the Board of Studies shall be two third of its total members.

A.1 Powers and Functions of Board of Studies

i. To Prepare curriculum and syllabus for programmes conducted in the department of the College keeping in view the objectives of the college, interest of the stakeholders of the programme and requirements of the nation and state in particular and submit it for the consideration and approval of the Academic Council of the college.

Provided that, the Board of Studies of the College shall ensure that all existing programmes, revision of existing programme and proposal for commencing new programme or restructure programme are in conformity with the duration of the programme, total credits for the programme, number of semester, minimum required credit for each semester and letter grading system prescribed for similar, allied or core programme approved the University

Provided further that the Board of Studies of the College shall ensure that theproposal for new or restructured programme shall not have the effect of lowering the academic standards prescribed by the University.

Provided also that the Board of Studies of the college shall have the discretion to distribute the percentage of marks between continuous assessment and end semester examination but however the percentage of marks for the end semester examination shall not be lower than 60 per cent of the total marks.

ii. To recommend books wherein the prescribed subjects are suitably dealt with, for the reference of teachers and students and also to recommend textbooks as andwhen required.

iii. To Suggest methodologies for innovative teaching and evaluation techniques.

iv. To suggest panel of names to the academic council of the College forappointment of

examiners and question paper setters.

v. To co-ordinate research, teaching, extension and other academic activities in the department/college.

vi. To evaluate academic outcome of the assessment methods or tools adopted for each programme in respect of every batch of students admitted to the programme as and when such batch of students complete the programme.

vii. To prepare continuous assessment methods or tools in respect of a programme in the college before the commencement of the programme.

viii. To review and modify as required on the basis of the academic outcome and submit the same to the Academic Council of the college for the consideration and approval.

B. *Quality Assurance Committee*

Objectives and Responsibilities

C. Constitution of Academic Council

1. Principal (Chairman)
2. Member secretary
3. All BoS Chair
4. Four teachers of the college

        i. Two shall be nominated by principal based on seniority

        ii. Two shall be elected by the regular teachers of the college

5. Four experts from the field of industry, commerce, law, education, medicine, engineering,administration and finance nominated by the governing body
6. Three professors who are academic experts nominated by the university.
7. The **quorum** for the meeting of the AC shall be two third of its total members.
8. Notice to be sent before 14 clear days.

9. The draft minutes of the meeting shall be prepared by the chairman and communicate to allthe members of AC within 7 clear days.

10. A member of the AC can suggest any modification on the draft minutes within 10 clear daysof the receipt of the same.

D. Departmental Curriculum Committee

Academic Programmes

The annual academic curriculum planning at Marian College Kuttikanam is designed and decidedbased on the feedback from Alumni, Industry experts and faculty. Every department has an InternalQuality Assurance Committee which shall give continuous and relevant feedback report based onwhich their syllabus will be decided. The Board of Studies designs and approves the respective curriculum of each department and submits the same to the College Academic Council. The academic council shall then approve and submit the same for the final consent from the University.

Any or all proposals for program modifications will be submitted to the Department Curriculum Committee and the department faculty for approval. Once completed, a recommendation is forwarded to the department head for further action.

All the above actions and plans shall always adhere strictly to the guiding statements of the

MarianCollege, Kuttianam at all times. This shall also be aligned to the programme outcome

and programme specific outcome that is envisoned for the current academic year.

Program summary

1. CERTIFICATE COURSES
    a. Communicative German
    b. Digital Photography

    >>https://www.mariancollege.org/programmes-certificate-courses.php

2. DIPLOMA COURSES
    a. Diploma in Counselling and Psychotherapy
    b. Post Graduate Diploma in Administration and Care Management in Geriatrics

    >> https://www.mariancollege.org/dept-ssw.php

    >> https://www.mariancollege.org/programmes-diploma.php

3. UG COURSES
    a. Bachelor of Social Work (BSW) - Aided and Self Financing

b. Bachelor of Computer Applications (BCA)

c. Bachelor of Business Administration (BBA)

d. Bachelor of Commerce (BCOM)

e. Bachelor of Arts and Applied Economics (BAAE)

f. Bachelor of English Literature, Communication and Journalism (BELCJ)

g. Bachelor of Science in Mathematics (BSM)

h. Integrated MSC (Physics)

>> https://www.mariancollege.org/programmes-ug.php

>>https://www.mariancollege.org/downloads/prospectus/Prospectus%20UG%202021-2022.pdf

4. PG COURSES

a. Master of Computer Application (MCA)

b. Master of Social Work (MSW)

c. Master of Commerce (MCOM) – Aided and Self Financing

d. Master of Management in Hospitality and Tourism (MMHT)

e. Master of Arts in Communication & Media Studies (MACMS)

f. Master of Business Administration (MBA)

>> https://www.mariancollege.org/programmes-pg.php

5. INTEGRATED COURSES

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6. RESEARCH PROJECTS

>>https://www.mariancollege.org/programmes-research.php

7. INTERNATIONAL STUDENTS ADMISSIONS

Marian celebrates diversity and globalism. The campus comprises of faculty with rich internationalexperience and exposure, Non-Indian students, Indian students who have lived abroad most of their lives and Indian students within India.

The admission procedure is online, thus making it accessible to students to apply from different parts of the world at ease. The student is required to come to India only when the applicant is shortlisted for a particular programme chosen by the student.

We welcome applications from students around the world. We review all applications in the samemanner, regardless of citizenship or country of residence.

>>https://www.mcka.in/interadmission/

New Program Proposal

A new programme shall begin with the submission of a New Certificate/Diploma/Degree Program Intent Document, as defined on the ....The Intent Document as accessed, will establish priorities for full programme development.

Full Program
Proposal Procedural Process:

Combined undergraduate and graduate programs
Procedural Process :

Final Approval
Procedural Process:

Program Proposal Review

The CCC is responsible for reviewing all proposals for certificate, diploma, undergraduate certificate, and diploma and degree programs as identified in section ....of this policy. This review includes the relation of the proposed program to the current long-range plan of the university and the college(s) involved. In this connection the committee expects to be provided with references to pertinent documents.

In cases where it is determined that the program represents a departure from current goals and
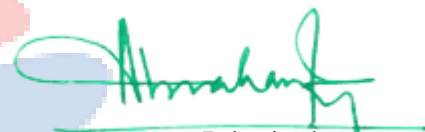
objectives of the university, the committee will refer the proposal to Board of Studies for Subsequent review. If it is decided that such a departure is or may be desirable, the proposal willbe returned to CCC for consideration in the light of other factors it normally studies.

Curriculum Documents

Academic Brochure

>>https://www.mariancollege.org/downloads/brochures/Marian-Brochure-2020.pdf

Principal