

## BAPATLA ENGINEERING COLLEGE

### POLICY DOCUMENT

<b>Document Title</b>	<b>PROGRAM REVIEW POLICY</b>			
<b>Document code</b>	BEC/Policy/03	<b>Effective From</b>		<b>Revision Date</b>
<b>Owner</b>	Principal			

Activity	Committee	Date	Signature of Chairperson
Prepared by	Mapping Team	20-6-2018	<i>[Signature]</i>
Reviewed by	HODs Committee	24-7-2018	<i>S. Ramesh</i>
	IQAC	01-08-2018	<i>[Signature]</i>
Approved by	Academic Council	4-08-2018	<i>S. Ramesh</i>

Summary of changes if revised	
Date of Revision	Summary of changes

## **Preamble**

Bapatla Engineering College understand the dynamics of technological and paradigm growth and strives to offer the state-of-the art and market oriented academic programs to the learners keeping in view the Vision and Mission of the the College, as well as the market needs, and the accreditation standards. Program quality is achieved through a comprehensive system of design, evaluation and review, incorporating advice and feedback from students, staff and institutional stakeholders. BEC Program Development and Review Process ensure that the programs are contemporary and comprehensive. As the technology and the knowledge base is changing, so also the products and services.

## **Purposes:**

1. To provide a framework for review and improvement of an existing program.
2. To specify the process of approval of revised programs that assures current knowledge and practices of the discipline.
3. The policy ensures that the programme's activities are in line with the goals and objectives of the College vision, and mission.
4. The Policy and procedure are in compliance with the requirements of quality assurance and accreditation.

## **POLICY:**

The Program Review Policy is implemented for all the Programmes offered by the College. The review of a program is of two types:

1. Annual internal review
2. All the programs of the College are to be reviewed regularly in a cyclic period to ensure quality of the program and also for continuous improvement of the Program. Cyclical (once every graduate cycle, for example, 4 years for the present B. Tech. courses) review with both internal as well as external

review. Every program, undergraduate or post-graduate, undergoes revision annually. The revision is carried out internally. It essentially obtains feedback from all stakeholders as far as possible and incorporates the changes. The revision is made before the commencement of the first semester of an academic year and to be implemented from the immediate first semester.

The cyclical review is more comprehensive and includes external review.

1. Annual internal review of the Program that involves the review of
  - Curriculum content
  - Program and Course ILOs
  - Teaching and Learning methods
  - Assessment methods
  - Assessment Scheme
  - Resource materials such as Text book, software, reference books.

The information for the annual review is sourced from student feedback, new developments in the discipline, internal review, faculty suggestions, and exit.

2. The cyclical review to be carried out once in four years and involves in addition to the items shown in phase 1 are
  - Graduate attributes
  - Program Objectives and
  - Course structure
  - Mapping with Mission of the College
  - External Review

Course Structure revision may include new courses both in core and in concentrations/electives. This is a holistic revision of the program.

The sources of information are all those sources cited in phase one and in addition to them

- Benchmarking of the Program
- Market need analysis report
- Current Course Structure
- Stakeholders' feedback (such as Employers, Alumni, Organizations that have MOU,. BOS members, senior

academicians from reputed academic institutions like IITs, NITs; etc.

### **Procedure for Annual Program Review**

After completion of each academic year, i.e., one month before the commencement of final examinations of the second semester, Head of Department nominates a Review Team (mapping Panel) with two members from the Department, one of them as the Team Coordinator, and one member from other Departments.

- a. The review team Coordinator develops a schedule of activities necessary for assembling the review data indicating the task to be performed, the person responsible for completing the task and the date scheduled for completion.
- b. The review team collects information needed to consider the criteria to review as given in the Policy statement above. The team reviews the Program and makes changes as suggested in the feedback sources and prepares the Draft Report based on the review reports prior to the given target date.
- c. The review team Coordinator submits the Report to the Head of Department.
- d. The Head of Department, in case of any required clarifications, discusses with the Review Team to clarify any issues of concern.
- e. The Head of Department presents the Report to the department committee for discussion and after approval forwards it to the Chairperson, Academic Council.
- f. The Academic council, after approval, communicates the decision to the Head of the Department for further action.
- g. Head of the Department takes necessary action to make the changes in the relevant documents, such as syllabus of a course where change is suggested, and develops an action plan for carrying out modifications and for implementation.

Any concerns that arise from implementation of the report are discussed in the Department and appropriate action is taken.

### **Procedure for Cyclical Review of the Program**

- a. Head of the Department, once the review is due, discusses in the Department meeting and sends a proposal to the Chairperson of the Academic council for approval to carry out the review.
- b. Once the approval is received, HOD nominates a Benchmarking Team or Mapping Panel as per the BM Policy and the Program Review Team (PRT) or Mapping Panel.
- c. PRT for cyclical review consists of five members, three from the Department, one from other engineering disciplines, and one from science/humanities disciplines.
- d. One of the Department members in the Team is nominate as the Coordinator.
- e. The Coordinator is responsible to conduct the meetings of the Team and to maintain the minutes of the meetings. She/he prepares the detailed schedule of carrying out the review.
- f. The Team obtains the data and information from the sources stated in the Policy and compiles to prepare the review report.
- g. The Team prepares the draft revised curriculum that includes the components as stated in the Policy, and submits to the Head of the Department.
- h. HOD communicates the Draft Report to a few external members (who are not BOS or Academic Council) and to alumni and obtains their suggestions for improvement.
- i. HOD forwards the suggestions to the PRT for further review and to resubmit
- j. After resubmission, HOD presents it to the Department Committee and later to the HODs Committee for their approval
- k. HOD calls for BOS meeting and gets approval.

- l. After revision as suggested by the BOS if any, HOD forwards to the Chairperson of the Academic Council.
- m. After getting Academic Council approval, HOD assigns courses to faculty members to prepare the syllabus, Course objectives and the Lesson Plan.
- n. All the syllabi, along with the course objectives and Lesson plans are discussed in the Department Committee for approval before implementation.