



D.E. Society's

## **BRIJLAL JINDAL COLLEGE OF PHYSIOTHERAPY**

Fergusson College Campus, Pune - 411 004 • Phone: (020) 67656471, 67656467

• Fax: (91) (020) 67656494, 67656120 • E-mail: office.physiotherapy@despune.org

• Web-site: www.desphysiotherapycollege.com, [www.despune.org](http://www.despune.org)

**Approved by Govt. of Maharashtra, Maharashtra State Council of OT/ PT, Indian Association of Physiotherapist & affiliated to Maharashtra University of Health Sciences, Nashik**

### **COLLEGE CURRICULUM COMMITTEE**

#### **Standard Operating Procedures**

#### **Curriculum Planning and Implementation:**

**DESBJCOP**, being affiliated to the Maharashtra University of Health Sciences (MUHS), Nashik, receives and follows the curriculum for the Bachelor's and Master's in Physiotherapy courses that is formulated by the MUHS. Thus, the curriculum is established by the MUHS and undergoes periodic revisions to keep abreast with the changing trends in the fraternity of physiotherapy.

Owing to this, the committee only plays a role in ensuring its smooth execution, effective implementation while monitoring and ensuring its completion in the stipulated period.

In fulfilment of the above, the institution has the following provisions:

#### **Formulation of a Curriculum Committee:**

##### **Composition:**

The committee is formed before the beginning of each academic year (Usually the month of May)

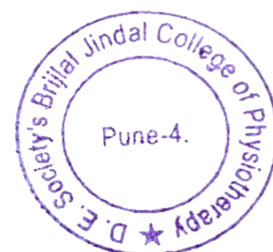
The composition of the committee is as follows:

Sr. No.		Designation in committee
1	Principal	Co-ordinator
2	1 Senior staff	Secretary
3	Class co-ordinators, 4 for UG, 1 for PG	Member
4	Student representatives, 1 from each academic year	Member

The student members continue till they leave the college upon the completion of their course. They are thus replaced by new student from the I B.P.Th. / MPT

In addition, at the time of curriculum revision as proposed by MUHS, Visiting members, which are Subject Experts for external subjects may be invited.

#### **Frequency of meetings:**



1<sup>st</sup> meeting after the constitution of the committee and briefing new student members (1<sup>st</sup> BPTth) about their responsibilities and forming the academic calendar.

2<sup>nd</sup> meeting: before terminal examination, to monitor progress of the syllabus completion as planned.

3<sup>rd</sup> meeting: after the completion of the prelim examination to ensure the completion of the syllabus. With this meeting, the student members also endorse the completion of the syllabus by signing on the attendance registers of the respective subjects.

More as required by the committee.

### **Objectives:**

- ensure effective curriculum planning, delivery and evaluation through a well-defined process.

### **Roles and Responsibilities:**

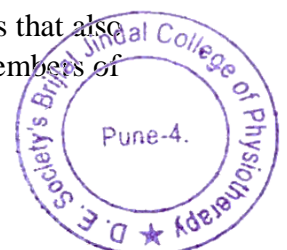
#### **Of the Teacher Members:**

#### **Planning:**

- A) The committee forms an academic calendar of the college for the entire year. This is to define the general timelines for the following:
- 1<sup>st</sup> and 2<sup>nd</sup> terms
  - Schedule of the terminal and preliminary exam
  - Distribution of the topics between the two terms
  - Formation of the academic schedule
- B) The academic schedule of each year is planned by the class coordinators of the respective years before the beginning of the new academic year. This involves
- Incorporation of inputs from the external faculty members.
  - Distribution of the topics of all the subjects (internal and external) between the two terms
  - Assignment of lecture slots (days and dates) based on the daily timetable and the number of lectures required in the previous academic year and with inputs from the concerned teacher.
  - Once ready, the class coordinators make it available to the other staff members and the schedule is also put on the notice boards of the respective classes and on the ERP for the students to access.
  - Thus, the students are made aware of the teaching plan for the 1<sup>st</sup> term.
  - During the terminal exams, before the term break, the schedule for the 2<sup>nd</sup> term is displayed / uploaded.

#### **Delivery:**

- C) The curriculum committee ensures a timely completion of the syllabus. This is verified by cross checking the academic calendar with the attendance sheets that also maintain a record of the topics taught. The class coordinator and student members of



the curriculum committee confirm this by endorsing the completion of the syllabus on the attendance sheets, along with the concerned external faculty.

Apart from the above, the committee also discusses, as circumstances arise, about different factors that may affect the effective implementation of the above.

### **Of the Student Members:**

Provide timely feedback about the progress of curriculum delivery as planned

### **Curriculum Evaluation**

This is ensured through the structured feedbacks devised by the Internal Quality Assurance System (IQAC). These feedbacks receive inputs from all the stake holders listed as follows:

- Students: primary stakeholders
- Teachers: provide necessary upgradation in content of syllabus aligning with current trends in various areas and reduce the outdated portion of the syllabus from curriculum
- Employers: to understand expectations of industry and cater to its needs by creating competencies required
- Alumni: to understand the real challenges faced by the alumni while working in the industry
- Parents: to ensure their satisfaction with respect to their wards' academic and overall learning

Stakeholders feedback on programmes received thus, is recorded, analysed systematically and consolidated for presentation to the IQAC and eventually to the MUHS in the event of a periodic Curricular Revision held to improve the quality of curriculum offered. It also recommends subsequent action, when necessary, and devises a mechanism to monitor the action taken. The Action Taken Report is made for the feedback taken from the Alumni and Parents through the open-ended question. This may involve a modification in the implementation at the College, within the scope permitted by the university. The responses received through the close ended questions are presented in tabular / graphical manner.

### **Procedure of obtaining feedback:**

The feedback form is uploaded on the official email ([office.physiotherapy@despune.org](mailto:office.physiotherapy@despune.org)) and shared through student members of the Curriculum committee and responses are received.

### **Frequency of obtaining feedback:**

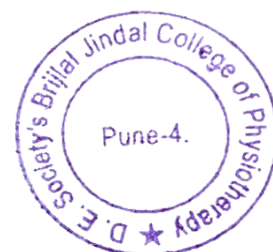
Students: at the end of their UG / PG, as applicable

Teachers: Before a revision of the curriculum by the MUHS

Employers: once during the tenure of the curriculum

Alumni: 2 years after having passed out from the college

Parents: after the completion of their ward's under / post-graduation



The systematic procedure followed, helps to maintain the quality and standard set by the college and is also the hallmark of the Deccan Education Society.

The feedback thus obtained is presented in the Curriculum committee for the necessary deliberation and notified to IQAC.

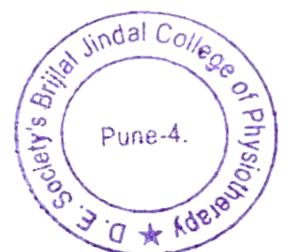
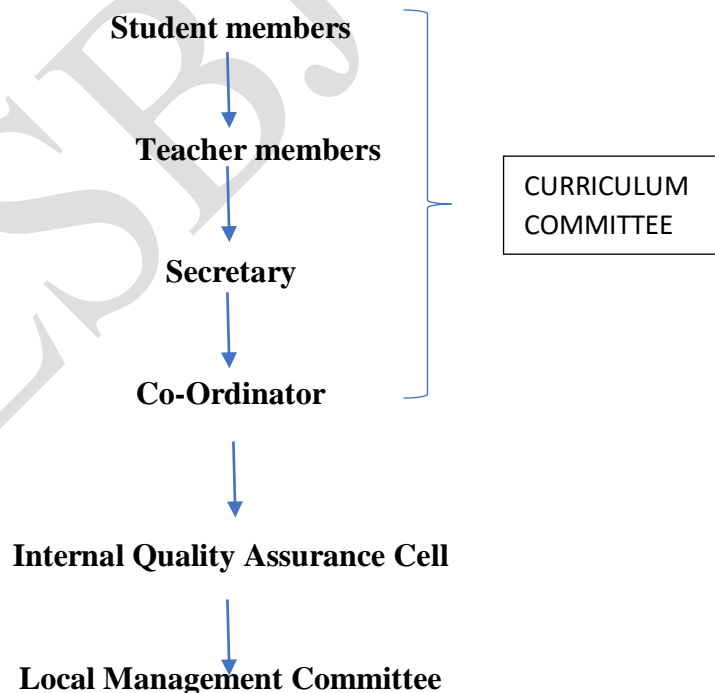
### **Recordkeeping**

The Curriculum Committee must document the performance of its designated functions. This documentation also serves to ensure that the education competencies are fulfilled and that the education program is progressing appropriately.

#### **Recordkeeping Functions:**

- Curriculum Committee attendance and minutes
  - Feedback obtained; data analysis; action taken report
  - Curriculum completion: the student members and class coordinators of the respective academic year endorse the completion of syllabus by signing on each subject's attendance record.
  - Student checklist

#### **Organogram:**



## Template for Student representative checklist

Academic year: \_\_\_\_\_

Sr. No.	Criteria	I B.P.Th.	II B.P.Th.	III B.P.Th.	IV B.P.Th.	I MPT	II MPT
1	Academic Calendars were formed and shared						
2	Syllabus planned for the terminal exams was completed						
3	Endorsed by student in attendance register						
4	Syllabus planned for the prelim exams was completed						
5	Syllabus was completed						
6	Endorsed by student in attendance register						
	<b>Signature of student</b>						

*Jany*

**Signature of Principal**



**PRINCIPAL**  
D. E. Society's Brijlal Jind  
College of Physiotherapy  
Pune

