

## GUIDELINES FOR COURSE COMMITTEES

- Course committees consist of the teachers of any programme who together teach a particular course. Course committees are mandatory when there is more than one teacher teaching a course.
- Each course committee shall have a Coordinator who will monitor the course progress and oversee the tabulation of internal assessment marks. The HOD/ FA will be the de facto Chairperson of all Course Committees and shall direct the functioning of these committees under the Coordinator.
- Each department shall maintain a COURSE COMMITTEE MEETING REGISTER which shall document the meetings held by the various course committees.
- The main functions and responsibilities of the course committee are:
  - To prepare course schedules for each course to be given to students at the start of the semester/ course. This can be on the basis of the modules in the syllabus or the text books being taught, or a combination of both. This shall specify portions to be taught till the internal test.
  - To ensure that the course schedule is followed.
  - To ensure that at least 75% of the hours allotted for the course for the semester are taken by the teachers teaching the course.
  - To prepare assignment topics to be given at the beginning of the semester.
  - To give an introduction to the course at the beginning of the semester; this will introduce the syllabus and the teachers teaching the course.
  - To give a copy of the syllabus for the semester along with previous question papers and model question papers.
  - To decide on curriculum enrichment strategies for the course, (online sources/ libraries/ guest lectures by eminent external faculty/ selected MOOC/ group and project work/ interviews with eminent people/ field visits/ etc). At least one curriculum enrichment strategy should be adopted for each course and has to be decided, implemented and documented by the Course Committee.
  - To adopt the best teaching methods to teach that particular course.
  - To ensure that the internal tests run according to the academic calendar and that students are given adequate feedback and explanation regarding the marks they get for internal assessment.
  - To ensure that assignments are submitted and seminars conducted according to schedule.
  - To organize remedial and academic mentoring sessions.
  - To maintain a soft copy of all CE marks, question papers, and assignment and seminar topics.
  - To prepare and pass on the CE marks of the course, duly signed by the students, to the FA within 10 days from the last day of the ESE.
  - To document the proceedings of all meeting in the Register.
- The Co-ordinator shall be responsible to ensure that the above activities are completed on time. S/he may allot specific tasks to the members of the course committee.

- The Co-ordinator shall value the internal exam answer papers for the course.
- Course committees could have three mandatory meetings each semester, and any number of additional meetings if necessary. The first meeting shall be held at least a week before the commencement of a course. This meeting shall prepare the course outlines and schedules and get ready for the commencement of the course. It shall also allocate various tasks (based on the functions and responsibilities above) to the various members. It shall also decide the curriculum enrichment strategy for the course.
- The second meeting shall be a mid-semester review meeting, the date for which shall be fixed at the first meeting. The second meeting shall review the progress of the teaching plan and prepare and approve the question paper for the internal test. It will also examine if the course schedule up to the internals is being followed.
- The third meeting shall be towards the end of the semester and shall ensure that all modules/texts have been covered or will be covered by the end of the semester and that adequate teaching hours for the course has been taken. It shall finalize the CE marks and prepare the final CE marks sheet to be forwarded to the Faculty Advisor.

