GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT(GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)
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In Search of Platonic Excellence

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STANDARD OPERATING PROCEDURE FOR
COURSE CONTENT DEVELOPMENT FOR VALUE ADDED COURSES
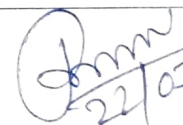
Objective:
To elaborate the procedure for course content development

Responsibility:
- Head of the department
- Expert from industry

Time and Duration: Course content to be prepared before the commencement of new semester.

S. No	Activities	Responsibility
1	Concerned course coordinator prepares the course contentsas per the prescribed syllabus.	Course Coordinator
2	Each module should conclude with Questionnaire for easyrevision	Course Coordinator
3	Any video/Web reference can also be added to the coursecontents	Faculty Members
4	Head of the department needs to verify the course contents developed by course coordinator	HODs
5	Quality of course content will be reviewed before the commencement of each semester	HOD Council

PRINCIPAL
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