

Maharashtra National Law University, Nagpur

(Established by Maharashtra Act No. VI of 2014)

CURRICULUM DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

1. Object

Curriculum Development Committee (CDC) of Maharashtra National Law University, Nagpur shall promote the continuous improvement of various Degree, Diploma and Certificate Programmes through shared knowledge over the quality of curriculum, teaching-learning pedagogy, allotment of course instructor/s, students' evaluation methodologies and so on. The Curriculum Development Committee (CDC) shall also assist the University in ensuring the consistent maintenance of highest quality in academic offerings, thereby fulfilling all accreditation and approval requirements of the regulatory bodies i.e., University Grants Commission (UGC), New Delhi, National Assessment and Accreditation Council (NAAC), Bar Council of India, National Institutional Ranking Framework (NIRF) and other International Rankings.

2. Scope

The scope of the Curriculum Development Committee (CDC) shall be but not confined to strengthening the course curriculum offered and to be offered by the University and effective execution of the same including Undergraduate (UG) Degree Courses, Postgraduate (PG) Degree Course, Doctoral (Ph.D.) Programme and Certificate/Diploma Programmes. The Curriculum Development Committee (CDC) shall support the University in imparting and maintaining academic quality through new course development, existing course outline reviews in every semester on regular basis.

3. Duties and Responsibilities

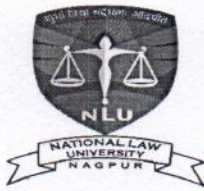
The duties and responsibilities of the Curriculum Development Committee (CDC) are as follows:

3.1 Programme and Course Curriculum Related Responsibilities:

- a) Review and suggest to the Vice-Chancellor on existing course curriculum;
- b) Review and suggest to the Vice-Chancellor on proposed course curriculum;
- c) Review and suggest to the Vice-Chancellor on discontinuation of existing course curriculum;
- d) Encourage and foster the development of new course curriculum;
- e) Consider and advise the Vice-Chancellor on measures of the quality of teaching and learning in the courses offered and on student progression;
- f) Consider ways to enhance and improve the learning experiences of students;
- g) Promote debate and discussion among the faculty colleagues on curriculum development through activities such as periodical meetings, presentations and workshops on teaching, learning pedagogy and assessment methods;
- h) Promote academic staff skills development particularly with regard to teaching, learning and assessment methods;
- i) Build and maintain a culture of continuous quality improvement in all aspects of curriculum management;

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- j) Monitor, review and approve the regular systematic course outline with respect to objectives, content, instructional activities, time allocation, evaluative procedures, outcomes, and to make recommendations for improvement;
- k) Conduct a formal review of each course outline offered in every semester;
- l) Deliberate and resolve curricular disputes and issues;
- m) Encourage and foster the best practices in course curriculum;
- n) Suggest to the Vice-Chancellor to Invite External Experts to strengthen the course to fulfil the local and international career market needs; and
- o) Initiate, encourage and foster the Teaching Assistantship Scheme of the University.

3.2 Academic Administrative Work-Related Responsibilities:

- a) Review and recommend to the Vice-Chancellor on Course Allotment to the faculties based on their preferences;
- b) Preparation of Academic Calendar and Schedule of Classes for regular UG/PG/Ph.D. degree programmes;
- c) Floating of Optional/Elective Courses to the Students and finalizing the same;
- d) Floating of Extra Credit Courses to the Students and finalizing the same;
- e) Periodical Review and reporting about the course completion to the Vice-Chancellor before Mid Term and End Semester Examination; and
- f) Record keeping and dissemination of information regarding Curriculum to the other departments.

4. Composition of the Committee

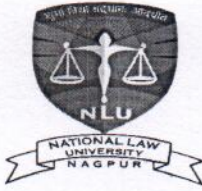
The Vice-Chancellor shall constitute the Curriculum Development Committee with the following composition:

- One or Two Professor(s);
- Two Associate Professor(s);
- Two Assistant Professor(s);
- Chairperson of the Postgraduate (PG) Council;
- Programme Coordinators of the Undergraduate (UG) Degree Courses (B.A.LL.B. (Hons.), B.A.LL.B. (Honours in Adjudication and Justicing), B.B.A.LL.B. (Hons));
- Convenor of the Doctoral Council; and
- Faculty Advisors of Academic Committee as special invitees.

In ordinary course the tenure of the Curriculum Development Committee (CDC) shall be One Academic Year; however, the Vice-Chancellor may constitute a new committee or remove/ replace any member of the committee as and when required in the larger interest of the academic requirement. The Vice-Chancellor may invite any external member or may include any internal member in the committee as per requirement. Further, Senior Professor of the Committee will be appointed as the Convenor of the Committee by the Hon'ble Vice-Chancellor and Senior Associate Professor and Programme Coordinator of B.B.A.LL.B. (Hons) will act as a Member Secretaries of the committee.

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5. Quorum for Meetings

The Curriculum Development Committee (CDC) shall have a quorum of two-third of the members to conduct its meeting and based on majority the decision(s) will be taken.

6. Removal of Difficulties

In case of any difficulties, arising in giving effect to these Terms of Reference, the Vice-Chancellor may by an order remove such difficulties.



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