

**Dr. Vithalrao Vikhe Patil Foundation's  
College of Nursing  
SOP  
Of  
Institutional Curriculum  
Committee**

**(w.e.f. AY 2021-22)**



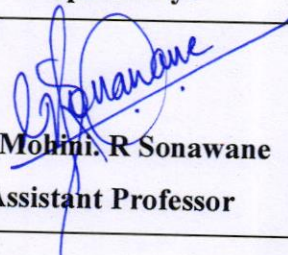
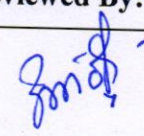
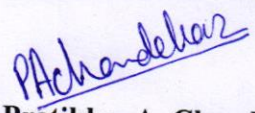
<b>Institutional Curriculum Committee for Dr. V.V.P.F's College of Nursing Ahmednagar.</b>	<b>SOP Code:</b>  <b>Effective date:</b>  <b>Page no. 1 of</b>
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**Title: Constitution of an Institutional Curriculum Committee**

**The location and business address of the committee:**  
Institutional Curriculum Committee-CON, Ahmednagar  
Dr. Vithalrao Vikhe Patil Foundation's College of Nursing,  
Opp. Govt Milk Dairy Vilad Ghat, MIDC Post  
Dist: Ahmednagar(Maharashtra)  
Pin: 414111 India

**SOP Code:**

**Effective date:**

<b>Prepared By:</b>	<b>Reviewed By:</b>	<b>Approved By:</b>
 <b>Ms. Mohini. R Sonawane</b> <b>(Assistant Professor)</b>	 <b>Mr. Amol. C Temkar</b> <b>IOAC co-ordinators.</b> <b>(Associate Professor)</b>	 <b>Dr. Pratibha. A. Chandekar</b> <b>(Principal)</b>

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## **1. Introduction**

The delivery of nursing education across various colleges in India in the current setup is fragmented and major emphasis has been given to individual subjects. This form of curricular delivery does no good for the budding nurses as it is left to their abilities to look on different subjects, make some connection between them and then utilize the understanding for getting a comprehensive picture which can then aid them in better patient care and management.

The curriculum committee of a nursing college plays an instrumental role in the planning, implementation, and evaluation of any teaching program, including integrated curriculum. The ultimate goal of the committee is to ensure that the graduating and post graduating student acquires the desired knowledge, skills, attitudes, and behaviours, which are expected out of them by the time of completion of the course.

The curriculum committee members should do a Curriculum mapping, which comprises of assessing what is taught (viz., content, learning outcomes), how it is taught (such as learning resources and opportunities), when it is taught (timetabling and sequencing) and what all assessment methods are employed to assess the extent of learning among students. This curriculum mapping is required as it aids in increasing the transparency of the curriculum and useful for the students as they can understand the links between each activity.

The role of the curriculum committee is not complete unless they evaluate the results of the integrated teaching periodically, which in turn include parameters such as academic outcome of students, review of individual courses, flaws in the timetabling, difficulties faced by the departments, assessment issues (to check whether assessment methods are in alignment with the teaching/learning method), and problems encountered by students.

In conclusion, the success of integrated teaching in a nursing college is significantly determined by the role played by the curriculum committee as it is involved right from the inception stage of any innovation in teaching–learning to the planning, implementation, and evaluation of the teaching program.

## **2. Definition**

The Dr.VVPPF's College of Nursing Curriculum Committee is to create an optimal learning environment and develop and implement the best possible curriculum for the nursing students which will enhance their learning and provide a foundation for their professional careers as bed side nurses as well as in the field of education.

The SOP applies to the functioning of all activities under the Dr. V. V. P. F's College of Nursing. This includes the basic responsibilities of the Institutional Curriculum Committee, composition, appointment of the members and conduct of the meeting.

**5.0 Steps:**

- 5.1 Prepare the plan of agenda for the meeting with the consultation with the Principal and senior faculty two weeks prior to schedule.
- 5.2 Discuss the agenda with Principal and Course Coordinators one week prior to the dates.
- 5.3 Selecting the venue and preparation of arrangement required for the day.
- 5.4 Yearly conducting two meetings. Conducting the first meeting of the committee before commencement of new academic year.
  - 5.4.1 Orienting newly inducted Staff to the curriculum committee SOP.
  - 5.4.2 Evaluating the success of teaching strategies adopted previous year
  - 5.4.3 Planning for innovative strategies as per recent trends for the upcoming academic year.
  - 5.4.4 Evaluating the students feedback on teaching strategies and assignments and planning possible practical solutions
  - 5.4.5 Discussing the master rotation plan and clinical rotation plan for each batch
  - 5.4.6 Discussing the plan of visits for each batch and the tentative time period for which visit is planned.
  - 5.4.7 Discussing about the procedures required and progress of the same in concern to out posting for various subjects as required.
  - 5.4.8 Discussing and finalizing the tentative plan for extracurricular activities (cultural week and sports week) for the next academic year.
- 5.5 Approved list of agendas has to be circulated to the faculty and maintained in by all the departments
- 5.6 Subsequent meeting of the committee to be conducted every 6 months to review smooth implementation of strategies passed in the initial meeting.
  - 5.6.1 Evaluation of the initial plans for difficulties encountered in practical application.
  - 5.6.2 Discussing the possible alternatives to tackle the problems
- 5.7 Collecting feedback from students and teachers about implementation of Curricular and cocurr

consider appointing alternate Member Secretary who should be the Institutional Curriculum Committee member.

- The Institutional Curriculum Committee can invite professional members from clinical as and when required.

#### **8.Membership requirements**

- In the interest of the curriculum, the Institutional Curriculum Committee members including the Chairperson, Member Secretary will be selected by the President/ Officer-in-Charge taking into consideration their expertise, interests and experience.
- Selected members should possess the necessary academic experience- scientific knowledge and expertise; knowledge of concern subject, and their commitment and willingness to volunteer the necessary time and effort for the Institutional Curriculum Committee work.
- Committee members will be selected based on the basis that they are willing to publicize full name, profession and affiliation. Their Curriculum Vitae should be submitted to the office for records.
- The Chairperson and the committee members should be informed of the potential members by the Member Secretary in the meeting and their concurrence should be obtained.
- Members must disclose in writing any interest or involvement – financial, professional or otherwise – in a project or proposal under consideration.
- The Institutional Curriculum Committee will decide the extent to which members that might have a conflict of interest may participate in bringing out an advice/decision.
- Members will be required to sign a confidentiality agreement at the start of their term. Dr. V. V. P. F'S College of Nursing Institutional Curriculum Committee Members are appointed for a period of 3 years and the Member Secretary will serve the tenure for 5 years. On completing the tenure of the Member Secretary, he/she will be appointed as a member for a period of 6 months for ensuring smooth transition and the necessary help to the Member Secretary as per the decision of the President/Officer-In-Charge. The new member secretary should be affiliated member for at least six months before taking up the charge.
- Their appointments may be renewed by the President/ Officer-in-Charge of the Dr. V. V. P. F'S College of Nursing for up to two consecutive terms or as required by the President/ Officer-in-Charge.

04	Legal Expert	<ul style="list-style-type: none"> <li>• Look into the legal aspect of the content.</li> </ul>
05	Lay person	<ul style="list-style-type: none"> <li>• Evaluate benefits and risk from the community perspective and opine whether benefits justify the risks.</li> <li>• Serve as a patient/ participant/ community representative and bring in the societal concerns.</li> <li>• Assess on societal aspects if any.</li> </ul>

### **9. Tenure: Membership Duration**

- The tenure for Members of the Institutional Curriculum Committee is for a period of three (3) Years.
- There will be no bar on the members serving for more than one term but it is desirable to have approximately one third fresh members.
- A member can be replaced in the event of long-term non-availability (three consecutive meetings). Authority to replace the member shall remain with the Chairman.
- Members should maintain confidentiality of all discussions during the meeting and sign a confidentiality form at the start of their term. Each member of the committee will submit a declaration to maintain the confidentiality of the documents submitted to them during their membership period.
- Conflict of interest if any shall be declared by members of the Institutional Curriculum Committee at the beginning of every meeting.

### **10. Resignation, Disqualification, Replacement of Members**

To establish polices for removal or Resignation / Replacement of members chairman and Member Secretary are responsible for implementing this SOP.

Term of appointment Members of Curriculum Committee will be appointed for period of 3 years initially which could be extended for another term of 2 years. Extension of membership will be based on the recommendation of the Chairman & Member Secretary.

- All financial accountability, reimbursement for work and expenses, if any, within or related to the Institutional Curriculum Committee should be recorded and made available to the public upon request.
- All Institutional Curriculum Committee Members must sign Confidentiality / Conflict of Interest Agreements regarding meeting deliberations, applications, information on curriculum and related matters.

## **12. Quorum Requirements**

- A minimum of five members or one third of the total members must be present at a meeting besides Member Secretary and Chairperson in order to issue a valid advice and/or decision, provided quorum is met.
- Professional qualifications of the quorum requirements should consist of:
  - One legal expert.
  - Three academician.
  - At least one member whose primary area of expertise is in a non-scientific area i.e. lay person or community member.

## **13. Dissolving of the Institutional Curriculum Committee:**

At any point in time, should the Institute cease to exist, the Institutional Curriculum Committee is automatically dissolved. The Institutional Curriculum Committee may also be dissolved at any time by the President/Officer-in-Charge of the Dr. V. V. P. F'S College of Nursing following written notification to each of the members.

## **14. Policy to monitor or prevent the conflict of interest along with standard operating**

### **Procedures:**

- Conflict of interest if any is declared by members of the Institutional Curriculum Committee at the beginning of every meeting.
- A member shall withdraw from the meeting during the decision procedure concerning an application where a conflict of interest arises. This shall be indicated to the chairperson prior to the review of the application and recorded in the minutes
- Statement of conflicts of interest, if any



## 16. References

1. <https://www.ugc.ac.in/oldpdf/modelcurriculum/law.pdf>
2. <https://www.ugc.ac.in/page/model-curriculum.aspx>
3. [https://www.ugc.ac.in/pdfnews/0414893\\_Final-Prepare-XII-Plan-Guidelines-For-Website-.pdf](https://www.ugc.ac.in/pdfnews/0414893_Final-Prepare-XII-Plan-Guidelines-For-Website-.pdf)
4. <https://www.ugc.ac.in/oldpdf/modelcurriculum/geo.pdf>
5. <https://www.ugc.ac.in/oldpdf/xiplanpdf/universitiesdevelopmentassitenceoctober.pdf>

**Acceptance Letter from Chairman/Secretary/Members**

**DVVP Foundations College of Nursing**

**Institutional Curriculum Committee**

**To:**

The Principal.

DVVP Foundations College of Nursing,

Ahmednagar.

**Sub:** Acceptance to be as the Chairman/Secretary/Member of DVVP Foundations College of Nursing Institutional Curriculum Committee.

**Ref:** Letter no:..... ; Dated:.....

Respected Madam,

In response to above reference letter, I give my acceptance to be as the Chairman/Secretary/Member of DVVP Foundations College of Nursing Institutional Curriculum Committee. I feel greatly honoured and hence giving my consent for the appointment. I will regularly participate in the Institutional Curriculum Committee meetings and maintain confidentiality. I will do my best to contribute to the upliftment of nursing profession in positive manner as a Chairman/Secretary/Member of Institutional Curriculum Committee.

Thanking you.

Yours Sincerely,

**Signature:**

**Name :**

**Designation and Department / Affiliation:**

**Date :**

**Place :**