



MGM's College of Computer Science & IT, Nanded

Near Airport, Off. Hingoli Road, Nanded 431 605

Standard Operating Procedures

For

Module Coordinator



Identification of Modules:

Specialized domain subjects are identified from the curriculum. These domains may be from;

1. Core Courses
2. Generic Elective
3. Skill Based Course
4. Ability Enhancement Course (Compulsory English)
5. Value Education Courses / Indian Knowledge System / Multi-Disciplinary Elective Course
6. Ability Enhancement Course (Modern Indian Language)
7. Open Elective
8. Elective Courses
9. Lab / Practical


Appointment of Module Coordinator:

Head of department along with the PAC members reviews the curriculum and identify the specific domain subjects. A Module Coordinator has been assigned for every domain with the approval of head of Institute. An expert in the specialized area or a senior faculty member (not less than 10 years of experience) has been appointed as the Module Coordinator. Module coordinator, is responsible for ensuring the standard of evaluations and assessments as well as ensuring the effective running of courses. Additionally, this will help to preserve the scheme's quality and compatibility as well as improving the learning environment for students.

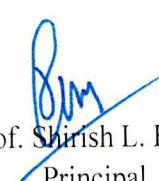
Role and Responsibilities

All Module Coordinators are expected to:

- Ensure that the module's instructions prepared by course coordinator comply to the specified module descriptions.
- Preserve the relevance of the curriculum material by periodically evaluating the methods of instruction and learning and suggesting necessary revisions.
- Examine the internal test paper to make sure the question paper is well-written.
- Make sure the assignments and question banks covering the syllabus are of high quality by reviewing them.
- Compile and distribute information about the requisite reading requirements in the form of an appropriate reading list, which should, if feasible, be included in the student handbooks (where specified).
- Coordinate with the library to guarantee that students have access to relevant and up-to-date materials and resources.
- Helping the newly appointed course coordinator with the planning for instructional methods and content development.
- Coordinating with board of studies and university authority for the curriculum content development.
- coordinating the development of curriculum content and any modifications that are required with the university administration and the board of studies.


Mrs. Anita J. Shinde
Module Coordinator


Mr. Vishal M. Pathak
IQAC Coordinator


Prof. Shirish L. Kotgire
Principal