



PROFORMA-17



Template for Curricula/Syllabi of Degree Program

Program Title: _____

Department: _____

Faculty: _____

1. Department Mission

2. Introduction

3. Program Introduction

4. Program Objectives

1.
2.
3.
4.
5.

5. Market Need / Rationale of the Program

The proposal for new program should include a market survey to address the need for introducing the program.

Program need assessment may include feedback from multiple sources such as:

- a) **Potential Students for the program.** (Career needs, subject interest etc.)
- b) **Potential Employers** (Public, private, NGOs, required skill set, industry projections, employment opportunities/estimated market demand/Number of job openings, Current and future prospects)
- c) **Academic Projections** (The national/ international universities that have launched the similar program)
- d) **Faculty** (Faculty credentials, capacity, resources sufficiency etc.)
- e) **Physical Facilities** (Lab and library facilities etc.)

6. Admission Eligibility Criteria

- Years of Study completed
- Study Program/Subject
- Percentage/CGPA

- Entry Test (if applicable) with minimum requirement
- Any other (if applicable)

7. Duration of the Program

Semesters/Years/ Credit hours

8. Categorization of Courses as per HEC Recommendation and Difference

Semester	Courses	Category (Credit Hours)					Semester Load
		Core Courses	Basic Courses	Major Electives	Minor Electives	Any Other	
1							
2							
3							
4							
5							
6							
7							
8							
UoBS							
HEC Guidelines							
Difference (HEC & UoBS)							

**Core: Compulsory, Basic: Foundation, Major Electives: Professional Minor Electives: Specialization*

Note: The course/column heads are customizable according to nature and level of the program.

9. Scheme of Studies / Semester-wise workload

#	Code	Course Title	Course Type	Prerequisite	Credit hours		
Semester I							
1.							
2.							
3.							
4.							
5.							

Total Credit Hours							
Semester II							
1.							
2.							
3.							
4.							
5.							
Total Credit Hours							
Semester III							
1.							
2.							
3.							
4.							
5.							
Total Credit Hours							
Semester IV							
1.							
2.							
3.							
4.							
5.							
Total Credit Hours							
Semester V							
1.							
2.							
3.							
4.							
5.							

Total Credit Hours								
Semester VI								
1.								
2.								
3.								
4.								
5.								
Total Credit Hours								
Semester VII								
1.								
2.								
3.								
4.								
5.								
Total Credit Hours								
Semester VIII								
1.								
2.								
3.								
4.								
5.								
Total Credit Hours								

1. Type of course may be core (compulsory), basic (foundation), major elective (professional), minor elective (specialization) etc.

Research Thesis / Project /Internship

Details (credit hours, semesters etc.)

10. Award of Degree

Degree awarding criteria stating:

CGPA percentage required to Qualify

Thesis /Project/Internship

Any other requirement, e.g. Comprehensive examination (if applicable)

11. NOC from Professional Councils (if applicable)

Provide the status of NOC from the concerned Professional Council(s), if applicable, depending on nature of the program being propose

12. Faculty Strength

Degree	Area/Specialization	Total
PhD	1.	
	2.	
	3.	
	4.	
MS/MPhil	1.	
	2.	
	3.	
	4.	
Total		

13. Present Student Teacher Ratio in the Department

14. Course Outlines separately for each course. The course outline has following elements:

- Basic Information. Title and Code Number, Semester, and Credit Hours
- Pre-requisites course requirements/ skills
- Learning Outcomes
- Contents

Unit-I

1.1 Headings

1.1.1 Sub-headings

Unit-II

2.1 Headings

2.1.1 Sub-headings

- Teaching-learning Strategies
- Assignments- Types and Number with calendar
- Assessment and Examinations:

Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	35%	It takes place at the mid-point of the semester.
2.	Formative Assessment	25%	It is continuous assessment. It includes: classroom participation, attendance, assignments and presentations, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

- Textbooks. In the detail course outline, one may mention chapters of the textbook with the content topics
- Suggested Readings
 - Books
 - Journal Articles/ Reports

Note:

1. It is preferable to use latest available editions of books. Mention the publisher & year of publication.
2. The References/ bibliography may be in accordance with the typing manual of the concerned faculty/subject

Checklist for a New Academic Program

Parameters	
1. Department Mission and Introduction	<input type="checkbox"/>
2. Program Introduction	<input type="checkbox"/>
3. Program Alignment with University Mission	<input type="checkbox"/>
4. Program Objectives	<input type="checkbox"/>
5. Market Need/ Rationale	<input type="checkbox"/>
6. Admission Eligibility Criteria	<input type="checkbox"/>
7. Duration of the Program	<input type="checkbox"/>
8. Assessment Criteria	<input type="checkbox"/>
9. Courses Categorization as per HEC Recommendation	<input type="checkbox"/>
10. Curriculum Difference	<input type="checkbox"/>
11. Study Scheme / Semester-wise Workload	<input type="checkbox"/>
12. Award of Degree	<input type="checkbox"/>
13. Faculty Strength	<input type="checkbox"/>
14. NOC from Professional Councils (if applicable)	<input type="checkbox"/>

Program Coordinator

Chairperson