

## **STANDARD OPERATING PROCEDURE (SOP)** **FOR CURRICULUM REVISION**

To keep our students abreast with the global changes and the research carried out in the field, there is a need to constantly review/revise the curricula offered in universities/degree awarding institutions.

Curriculum Development/Revision is an organized and systematic process. It involves a number of steps which are described as under:

- **Step-I Constitution of National Curriculum Revision Committee (NCRC)**

The Vice-Chancellors of all public and private sector universities, R& D organizations, councils, colleges and industries are asked to nominate their representative for the discipline under consideration for the constitution of National Curriculum Revision Committee (NCRC).

- **Step-II Assessment / Analysis of the existing Curriculum**

The existing curricula under consideration (from foreign / local universities) are circulated among the members of NCRC to discuss it with their colleagues and bring collective proposals for review and revision in relation to:

- a) Objectives (of teaching the subject)
- b) Scheme of studies i.e. total credit hours, duration, list of courses
- c) Course content
- d) Reading materials
- e) Recommendations for effective implementation of curriculum

- **Step-III NCRC meeting-I: Draft Preparation**

The first meeting of the NCRC is organized at the HEC Headquarter Islamabad or one of its Regional centers at Karachi, Lahore and Peshawar, where maximum local input could be made available in the exercise of revising a curriculum. Other universities at different places are also invited to serve the purpose. The meeting which normally runs for 3 days consecutively, after detailed discussion and deliberation on the proposals prepared by the NCRC members, comes up with a draft of the revised curricula.

- **Step-IV Appraisal of the First Draft**

The draft prepared is circulated among the members of NCRC from universities, institutions and organization to discuss the same with their colleagues and board of studies for their input to make further improvement. The views / recommendations collected assist in the designing and finalization of the curriculum of the specific subject in final NCRC meeting. In this way maximum number of expert in the field are involved in this exercise. The draft curriculum is also sent to expatriate Pakistani expert for his suggestions to make improvements in the final draft so the final draft may be brought at par with international standard.

- **Step-V NCRC meeting-II: Finalization of Draft**

The second / final meeting of the NCRC is usually held after 2-3 months. During the interval period of time between first and 2<sup>nd</sup> (final) meetings, the members of NCRC discuss the preliminary draft curricula through e-mail and exchange the suggestions for improvement of the draft. The coordinator of the meeting from HEC actively participates in all this exercise that is carried out before the final meeting. The committee finalizes the draft in the light of comments / suggestions / recommendations received from the NCRC members, university / degree awarding Institutions. The second (final) NCRC meeting is also conducted for 3 days.

- **Step-VI Implementation & Monitoring**

The curricula designed are printed and circulated to the universities / degree awarding institutions for its adoption / implementation after the approval of the competent authority. Final curricula are also placed on HEC website. The universities / institutions are requested to submit report on the implementation of the curricula. The implementation process is monitored by the section.

**Sixteen (16)** curricula in various disciplines of Social, Basic, Agricultural, Engineering, Health Sciences or any emerging disciplines have been proposed to be reviewed each year.