MONITORING, REVIEW, UPDATE, DISCONTINUATION OF CURRICULA POLICY

Policy Title	Monitoring, Review, Update, Discontinuation of Curricula Policy
Policy Owner	Amity Institute of Higher Education, Mauritius (AIHE)
Policy Version	Versions Control: 1.0 (October 2023) Current Version: 1.0 (October 2023)
Responsible Office	Registrar's Office
Contact Information	Questions concerning the policies should be directed to the Registrar of Amity Institute of Higher Education (Mauritius)
Policy Review Frequency	Once in 3 Years
Pertinent Dates	Approved Date: October 2023 Date of Next Review: October 2026
Approved By	October 2023 Academic Council Meeting and SENATE of AMITY Institute of Higher Education (AIHE)
Entities Affected by This Policy	AIHE's teaching staffs, and key committee members.
Who Needs to	All students, Faculties (both Full time and Part time), Examiners and

Know About This Policy	Moderators of the module / programme
Reason for Policy / Purpose	This policy is formulated to maintain the quality and academic rigour of our curricula and to ensure the alignment of curricula with the institution's mission, goals, and academic standards.

Policy Purpose

With the use of this policy, Amity Institute of Higher Education will be able to continuously monitor, review, update, and, if required, discontinue its programs. This policy makes sure that academic programmes are up to date, pertinent, and in line with academic requirements and organizational objectives.

Scope and Application of this Policy

A "Monitoring, Review, Update, Discontinuation of Curricula Policy is crucial for maintaining the quality, relevance, and effectiveness of educational programmes at AIHE and hence it is applicable to all students, Faculty of respective programmes.

Policy Statement:

AIHE is dedicated to providing high-quality education through its curricula. This policy outlines the institution's commitment to regular and systematic monitoring, review, updating or discontinuation of curricula to ensure their alignment with institutional mission, relevance, and adherence to academic standards.

POLICY FRAMEWORK

Curriculum Monitoring and Evaluation:

Continuous Assessment:

The academic departments and faculty will regularly assess the curricula, taking into account course content, instructional strategies, and student learning outcomes. This calls for ongoing feedback methods like polls, class evaluations, and peer reviews. The faculty can make instantaneous adjustments to the course material and teaching strategies based on real-time feedback.

Periodic Reviews:

To determine the quality, applicability, and conformity with industry standards of curricula, formal evaluations will be carried out at predetermined intervals, as decided by the Academic Council or Curriculum Development Committee. Periodic reviews and thorough assessments carried out on a regular basis (every three years). These studies will include in-depth examinations and frequently include outside commentary from academic peers or experts in related industries. The aim is to evaluate the overall efficacy and applicability of the complete curriculum.

Curriculum Updating:

The curriculum will be revised to take into account societal requirements, new technology, industry standards that are changing, and advancements in the relevant fields. Faculty members will actively participate in the updating process, working with industry experts when necessary to ensure their expertise is incorporated into the curriculum to keep up with changes in the industry and incorporate the latest trends into the curriculum.

Procedures for Curriculum Updating:

Needs Assessment: Faculty will analyze their needs to find opportunities for development and update their curricula accordingly.

Consultation: To obtain a range of viewpoints, the update process will involve consultation with academics, business experts, students, and other interested parties.

Updated curricula must first receive Academic Council approval before being put into use.

For needs analyses, information is gathered from a variety of sources, including alumni surveys, business feedback, and employment trends. Faculty members should participate in open dialogue, offering their opinions and suggesting modifications. The approval procedure will ensure that suggested revisions adhere to the institution's educational goals and accrediting requirements.

Curriculum Discontinuation:

Low Demand: After a thorough study of the demand and potential consequences, programmes or modules with persistently low enrollment may be vulnerable to cancellation.

Relevance: It may be decided to discontinue a program or course if it becomes outdated or irrelevant as a result of changes in the industry.

Approval: To ensure openness and justice, discontinuation proposals must be examined and authorized by the relevant academic authorities.

Documentation and Records:

Every change to the curriculum, every review, and every discontinuation will be documented, along with the reasons why it was made and who was engaged in the decision-making process.

Records shall be kept in order to promote transparency during audits and assessments as well as for accreditation purposes.

Review of Curriculum Policy:

To ensure its efficacy and applicability, this policy will be reviewed on a regular basis once in 3 years.

When revising the policy, input from faculties, students, and other stakeholders will be taken into account to increase its comprehensiveness and application.

To ensure that the institution's strategy stays flexible, regular policy reviews are conducted. **Compliance:**

All academic departments and faculty members are expected to comply with this policy. Non-compliance may result in disciplinary actions as outlined in the institution's policies and procedures.

Enforcement of the policy is vital. Clear guidelines regarding the consequences of non-compliance, such as additional training or temporary suspension of curriculum development responsibilities, ensure that faculty and departments adhere to the policy's guidelines.

By adhering to these elaborated guidelines, the institution ensures that its educational offerings are not only current but also responsive to the needs of students and the demands of the job market, preparing graduates effectively for their future careers.

DISCLAIMER

This document may be subjected to change upon the directions and instructions of Senate / Academic Council. The changes once approved by AIHE's respective Councils and Boards, will be mentioned and notified to accreditation body – Higher Education Commission (HEC) by the Vice Chancellor of AIHE.