

Annexure 9: Programme Revision Form (PRF)

UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY, PRAYAGRAJ

Programme Revision

Form (PRF)

**Form for Initiating Design and Development of Additional Course (s) In Existing
Programmes or Revision in Existing Course (s)/ Programmes
(For approval of the School Board and Academic Council)**

1. Proposed New Course (s) Title:
Or
Major/Minor Revision of Existing course (s) Title: _____
2. Programme / Course Title & Code: _____
3. Nature of Academic Programme (General/ Professional, etc.) : _____
4. Name of the School offering the Programme : _____
5. Course Proposer (s) _____
6. Programme Coordinator (s): _____
7. Programme Details (Please give details of the programme of which it forms a Part of)
 - a) Certificate UG Degree PG Degree
Diploma PG Diploma Any Other
 - b) Total Credits _____
 - c) Medium of instruction English ☐ Hindi ☐ Any other ☐
 - d) Annual Enrolment in the Programme and in the course(s) to be revised over last three years (year wise)

8. (a) Details of exploratory meetings for new course (if any held) (*Annex the minutes of the meeting*)

(b) If need assessment has been done for the new course. (*Annex the report*)
9. (a) Details of the Programme Evaluation done (if any): Summary of the feedback obtained from all stakeholders, on the course to be revised (*Annex the Report*)

10. Details of Broad Course Structure (*give attachment in the following format*)

S. No.	Title of the course	Type of course Compulsory Elective Theory Practical Project etc	Course credits	Courses to be developed /adopted/adapted and from where	Proposed no. of blocks/ manual/ workbook etc.	Proposed no. of Counselling sessions total hours)	Any other component

11. Details of collaborative arrangements different from the norm, if any provide details:

12. Special features/requirements, in respect of design, development, delivery and evaluation strategy, if any:

13. Qualifications of the Academic Counsellors (*Course wise, attach sheet if required*).

1. Special qualifications/ experience /exposure expected of Academic Counsellors, if any:

2. If yes, in which types of institutions & regions are such Academic Counsellors available? (*in arts/science colleges/professional colleges/ advance research centres etc.*)

14. Proposed schedule for course development:

15. Development Phase (*please add sheet according to the format below*)

Title of course	Date by which CRC of all printed material will be ready for printing	Date by which all content will be uploaded on the website/portal	Date by which all A/V will be ready	Date by which assignments will be ready

16. Assessment strategy:

1. Assessment strategy and weightage (*please attach sheet according to format given below*):

Course title and code	Weightage		Strategy for	
	Continuous Assessment	Term End Examination	Continuous Assessment	Term End Examination

17. Budgetary Requirements:

Design : _____

Development : _____

18. Estimated Fee : _____

19. Proposed Launch Cycle/Year : _____

Name & Signature (s) of Course Proposer (s)

Recommendation of the School Board (in case of Major Revision or addition of a New Course in an on going Programme): *(please attach relevant extract of the Minutes)*

Name & Signature of Director of the School with seal

Explanatory Notes:

1. In case of Revision, **PRF needs the approval of the School Board followed by the approval of the Academic Council.**
2. In case of addition of a new course to an existing Programme, PRF needs the approval of the School Board followed by the approval of the Academic Council.
3. A Board of Studies may be constituted only after the approval of the School Board for drawing detailed course structure to be submitted to Academic Council.
4. The same proforma (PRF) may be used for submission to the Academic Council after incorporating changes, if any, as advised by Board of Studies along with the approval of the School Board and a detailed syllabus.