



**STANDARD OPERATING PROCEDURE FOR PLANING AND IMPLEMENTATION  
OF CURRICULUM AND CONTINOUS EVALUATION**

**M PHARM**

1. Design the Course Outcomes (COs) based on course objectives and weightage of topic in the syllabus. Post-graduate courses must have four COs for each course.
2. Prepare the course plan (60 lectures) considering the Hrs assigned in the syllabus as well as actual number of lectures required for delivery of contents.
3. Planner for practical courses should be prepared for 30 practical turns including two sessional examinations.
4. At least 50% of the syllabus should be covered before First sessional theory exam which is normally conducted after 45 academics days. Slow and advance learners should be identified after evaluation. Corrective actions to be taken if required.
5. For practical courses 50% of experiments should be covered before First sessional practical exam.
6. The 100 % of the syllabus should be covered before Second sessional theory exam which is normally conducted after 90-95 academics days. Slow and advance learners identified should be reviewed after evaluation. Corrective actions to be taken if required.
7. For practical courses, 100 % experiments should be covered before Second sessional practical exam.
8. The entire syllabus should be covered and all COs should be attained in 60 lectures, 30 experimental turns and 100 academic days.
9. Practicals should be assessed on daily basis.
10. Attendance of students should be recorded on daily basis.

Revised by	Checked by	Approved and Authorized by
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