

# IILM – Standard Operating Procedures

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## MODULE DEVELOPMENT AND REVIEW

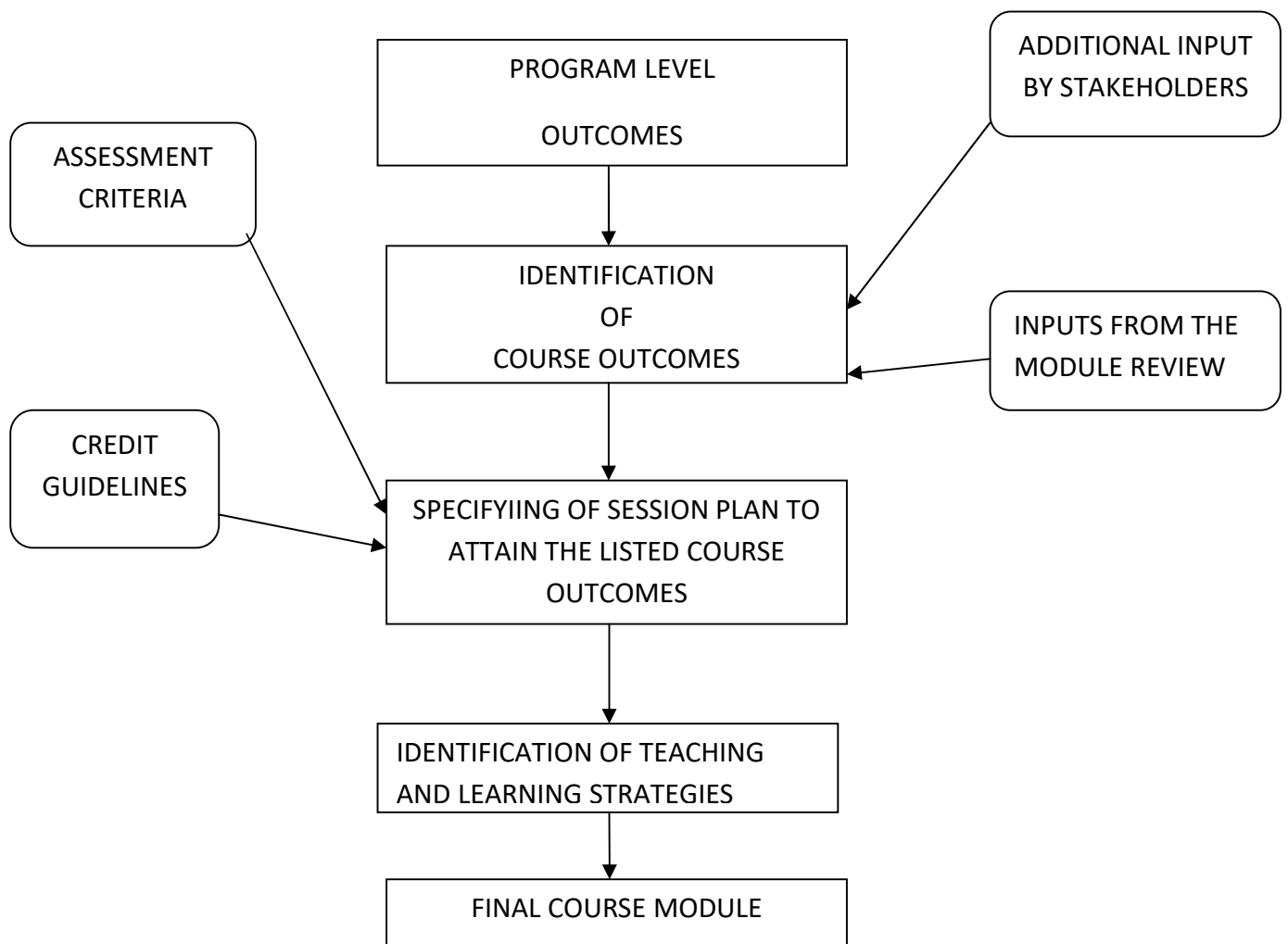
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Verified & Approved by: Dr. Sheetal Sharma

This document, “Module Development and Review” is intended to provide the required framework to guide the actual process of developing and reviewing a Course Manual. After developing and reviewing a Course Manual in line with the Program Outcomes, the same has to be approved and validated in Academic Meeting.

Generally, a Course Module is package of learning consisting of four key components, namely:

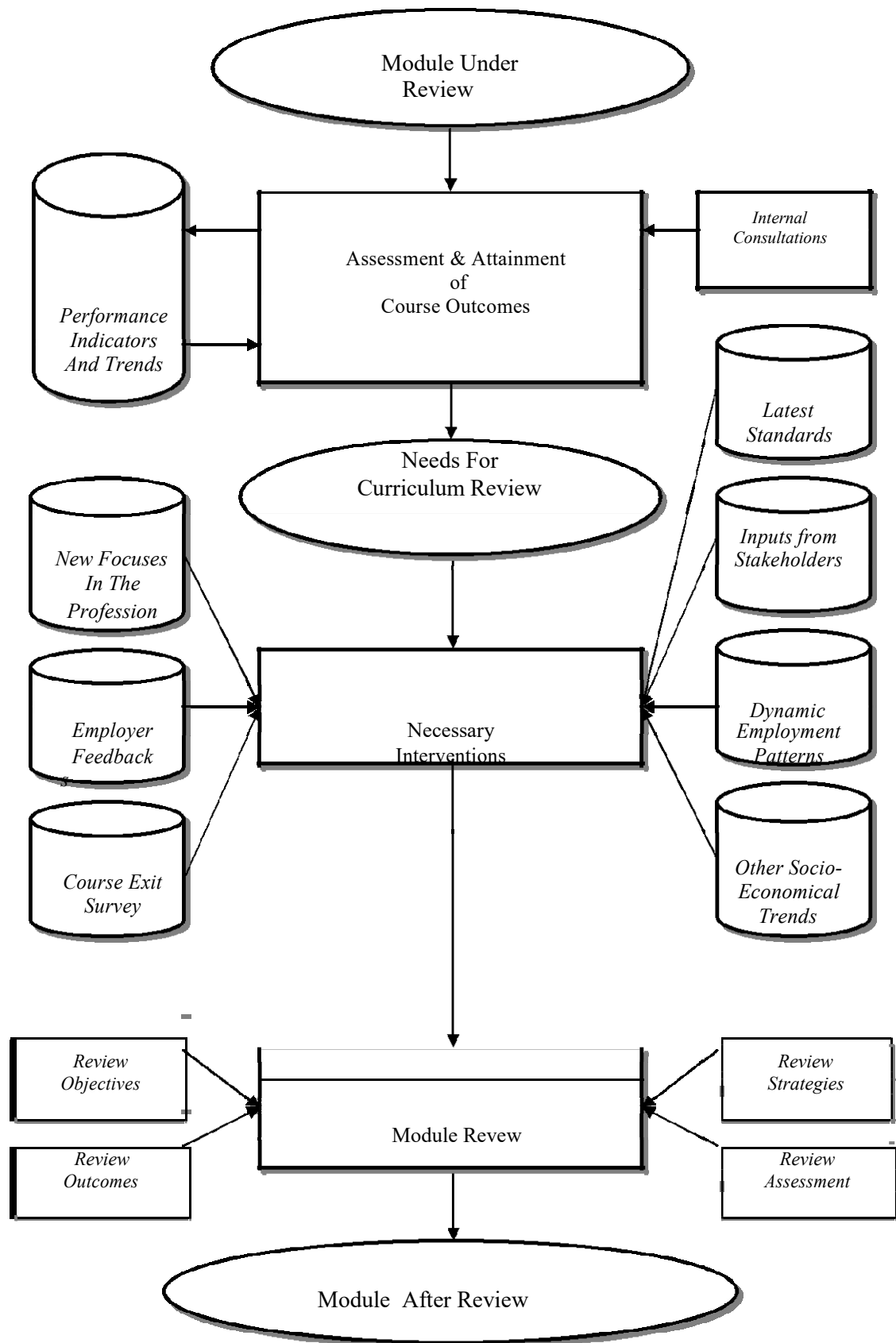
- (i) Course content
- (ii) A Unit of Assessment. This is an explicit and coherent set of course outcomes against which the attainment of a learner will be measured through accomplishment of related tasks.
- (iii) Method of assessment for measuring that attainment;
- (iv) Teaching Methodology [whether the module will be taught through lectures, or guided independent work, or tutorial sessions, or seminars or training workshop activities, or field-work (real work practice), or combination thereof].
- (v) Learning materials to be used in the module (ict learning aids, textbooks, manuals, journals, handouts, other references



**Figure 1: Module Development Process**

## **MODULE REVIEW**

While doing Module *review* required interventions in the course module are suitable for meeting the program outcomes. This involves updating of goals and objectives of Module in line with program outcomes and after considering relevance of course contents, teaching and learning strategies, or assessment criteria, etc., or combination thereof. It is necessary to *obtain feedback* from graduates, employers, professional bodies and other stakeholders. Further, it is required to have a dynamic understanding of occupation trends within various sectors covered to include knowledge and skills required, employment patterns and possible career routes. It also needs to assess present and future training needs in terms of context, inputs, processes and outputs. This requires, amongst other things, a good understanding of market needs, learners ability and expectations. A sample module review form is provided in Annexure 1



**Figure 1: Module Review Process**

**Annexure 1:**



**IILM, ACADEMY OF HIGHER LEARNING,  
LUCKNOW**

**MODULE REVIEW FORM  
ACADEMIC YEAR PG 2018-19  
Course Code:**

**Term**      **I**            **II**            **III**            **IV**            **V**            **VI**

Module Title: Module Code: Module Leader: Module Instructor/s:
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<b>1. Overview</b>
<b>1.1 Introduction to the Module</b>
<b>1.2 Course Outcomes:</b> <ul style="list-style-type: none"><li>• CO1:</li><li>• CO2:</li><li>• CO3:</li><li>• CO4:</li></ul>

### **1.3 Module Assessment package**

#### **Assessment Plan**

The course had following assessment components:

**A1**

**A2**

**A3**

**A4**

**A5**

#### **Details of Assessment**

## **2. Review**

<b>Name of Module:</b>	
<b>Start Date:</b>	<b>Total</b>
<b>Maximum Marks</b>	
<b>Maximum Marks Secured</b>	
<b>Minimum Marks Secured</b>	
<b>Mean</b>	
<b>Standard Deviation</b>	
<b>Median</b>	
<b>Total Number of Students registered</b>	

### **2.1 Evaluation of student achievement.**

## 2.2 Students Feedback about faculty

Faculty	Quantitative Feedback	Qualitative Feedback

**Rating Scale:** 5 Point Scale (Highly satisfactory-5, Satisfactory-4, Neutral 3, Dissatisfactory-2, Highly dissatisfactory-1)

## 2.3 Students Feedback about the Course

Module Name	Quantitative Feedback	Qualitative Feedback

**Rating Scale:** 5 Point Scale (Highly satisfactory-5, Satisfactory-4, Neutral 3, Dissatisfactory-2, Highly dissatisfactory-1)

### 2.4 Module Instructor's comments (incorporate feedback of all the faculty members who taught the course)

**Module Preparation:**

**Module Delivery:**

**Attendance:**

**Assessment:**

**Guest Lectures:**

**Any other details:**

**Response and Action Plan (after discussion with Area chair)**

**3. Action Plan**

<b>S.No</b>	<b>Issue</b>	<b>Action</b>	<b>By</b>	<b>Target Date</b>	<b>Progress</b>

<b>Name of Module Leader</b>	<b>Sign</b>	<b>Date</b>

**4. Comments by Module Leader –**

**5. Comments by Area Chair-**

**6. Comments by Industry Personnel –**

**7. Comments/Feedback by Dean**

**8. Comments/Feedback by Director**

**Module Leader**

**Dean-Academics**

**Director**