



**Curriculum Development and Review Committee  
Terms of Reference**

**1. Introduction**

The Curriculum Development and Review Committee (CDRC) of the Postgraduate Institute of Management (PIM), University of Sri Jayewardenepura (USJ) ensures that the study programmes offered at present and will be offered in future by the PIM conform to the national higher educational frameworks and international standards so that the required quality is maintained and continuously improved. The study programmes that would be considered by the CDRC shall be postgraduate programmes of Level 7 and above of the Sri Lanka Qualifications Framework (SLQF).

**2. Responsibilities of the CDRC**

Responsibilities of the CDRC shall be as follows.

- Ensuring that the postgraduate programmes offered and planned by the PIM are in conformity with the SLQF;
- Ensuring that the study programmes offered and planned by the PIM are in line with the mission, goals and strategies of the Strategic Plan of the PIM;
- Ensuring that timely revisions are made to the study programs offered by the PIM to accommodate the emerging developments in the fields of management, marketing, finance and administration studies;
- Ensuring that outcome based educational (OBE) methods are applied in teaching, learning and assessment;
- Ensuring that the standards of awards are maintained in par with national and international levels.

**3. Composition of the CDRC**

This committee shall comprise of the following members:

- Director of the PIM who shall be the Chairperson of the Committee
- Head of the Centre for Quality Assurance and Accreditation (CQAA) of the PIM
- Programme coordinators
- Three Senior Academics of PIM nominated by the Director/PIM
- Senior Assistant Register(SAR) of PIM who shall be the Secretary of CDRC

#### **4 Functions of the Committee**

This CDRC is expected to carry out the following functions:

- Ensure that the revisions made to curricula of existing study programs of PIM are in conformity with “Curriculum Development and Review Policy” of PIM.
- Ensure that the curricula of new study programs that would be developed in future by PIM are in conformity with the Curriculum Development and Review Policy of PIM.
- Make recommendations of revised curricula of existing study programs to the Board of Study (BoS) of PIM for the recommendation to the Board of Management for approval.
- Make recommendations of the curricula of new study programs to the Board of Study of PIM for the recommendation to the Board of Management for approval and subsequently to be submitted to the University Senate for the approval.

CDRC should carry out these functions in consultation with the CQAA of PIM.

#### **5 Meetings of the Committee**

The Secretary of the CDRC shall convene the meetings only on the request of the Chairperson.

If Director/PIM is unable to chair the meeting in unavoidable circumstances, the Head/CQAA shall chair the meeting.

One third (1/3) of the membership of the Committee should be present to conduct a meeting.

Any member shall not be absent for three consecutive meetings without a valid reason.

#### **6 Submission of Documents to BoS**

The CDRC of PIM should submit the documents to the BoS as indicated below

The revised curricula of existing study programs should be submitted using the format given in Annex 1.

The curricula of new study programs should be submitted using the UGC prescribed format, which can be downloaded from <https://www.eugc.ac.lk/qac/downloads.html>

## Annex 1

### Format for Submission of Revised Degree Curricula Postgraduate Institute of Management

<b>1</b>	<b>Name of Qualification</b>	
	<b>1.1</b>	Full name in English
	<b>1.2</b>	Abbreviation in English
<b>2</b>	<b>Targeted SLQF Level</b>	
<b>5</b>	<b>Details of Programme of Study</b>	
	<b>5.1</b>	Admission requirements: <i>(Refer to Table 3 of SLQF for guidance)</i>
	<b>5.2</b>	Duration of study: ..... Years / .... Terms
	<b>5.3</b>	Mode of delivery: Conventional face-to-face <input type="checkbox"/> Face to Face and Online <input type="checkbox"/> Online <input type="checkbox"/>
	<b>5.4</b>	Credits (as defined in SLQF) required for qualification: Total number of credits for the programme ..... Total number of credits for course work ..... Total number of credits for research (if applicable) .....
<b>6</b>	<b>Purpose and Scope of Qualification</b> <i>(Please refer Table 3 of SLQF for guidance)</i>	
<b>7</b>	<b>Attributes of Qualification Holders (Graduate Profile)</b> <i>(Please refer Table 3 of SLQF for guidance)</i>	

8	<p><b>Programme Learning Outcomes</b>  <i>(Please refer Annex 1a for the format)</i></p>
9	<p><b>Programme structure</b>  <i>(Please refer Annex 1b for the format)</i></p>
10	<p><b>Course learning outcomes</b>  <i>(Please refer Annex 1c for the format)</i></p>
11	<p><b>Courses and Mission</b>  <i>(Please refer Annex 1d for the format)</i></p>
12	<p><b>Programme Assessment Procedure</b>  <i>(Please refer Annex 1e for the format)</i></p>
13	<p><b>Panel of teachers</b>  <i>(Please refer Annex 1f for the format)</i></p>

**Annex Ia: Program Learning Outcomes (Mark with a ✓)**

Program Learning Outcomes	Categories of Learning Outcomes											
	1. Subject / Theoretical Knowledge	2. Practical Knowledge and Application	3. Communication	4. Teamwork and Leadership	5. Creativity and Problem Solving	6. Managerial and Entrepreneurship	7. Information Usage and Management	8. Networking and Social Skills	9. Adaptability and Flexibility	10. Attitudes, Values and Professionalism	11. Vision for Life	12. Updating Self / Lifelong Learning
A												
B												
C												
D												
E												

**Annex 1b: Programme structure** (*Add rows as necessary*)

<b>Year</b>	<b>Term</b>	<b>Course code</b>	<b>Course name</b>	<b>Credit value</b>	<b>Notional hours</b>	<b>Status (Core /Elective)</b>

**Annex Ic: Course Learning Outcomes** (Mark with a ✓. Add rows as necessary)

Term	Course Code	Categories of Learning Outcomes											
		1. Subject/Theoretical knowledge	2. Practical knowledge and application	3. Communication	4. Teamwork and Leadership	5. Creativity and Problem Solving	6. Managerial and Entrepreneurship	7. Information Usage and Management	8. Networking and Social Skills	9. Adaptability and Flexibility	10. Attitudes, Values and Professionalism	11. Vision for Life	12. Updating Self / Lifelong Learning

**Annex 1d: Courses and Mission** (Indicate the courses that contribute to each of the pillars of PIM indicated in the mission statement. Mark with a ✓. Add rows as necessary)

Term	Course Code	Pillars indicated in the mission				
		1. Teaching	2. Research	3. Partnerships	4. Sustainability	5. Governance



**Annex 1e: Program Assessment Procedure/Rules** *(The following should be given in detail)*

- (I) Formative and summative examinations in the program
  
- (II) Scheme of Grading (Grades/Grade Points/ Marks ranges)  
(Grade Point for each grade should be comparable with Credit and Qualification Framework for Sri Lankan Universities stipulated in UGC Circular No.901 dated 25/11/2008)
  
- (III) Calculation of Grade Point Average (GPA)
  
- (IV) Contribution by each term to final credit value
  
- (V) Repeat examinations
  
- (VI) Award of merit passes

**Annex 1f: Panel of Teachers/Internal Resource Persons**

<b>Name of the Lecturer</b>	<b>Designation</b>	<b>Average No. of Teaching Hours/Week</b>		
		<b>Existing Programmes (i)</b>	<b>Proposed Programmes (ii)</b>	<b>Total Hours (i)+(ii)</b>