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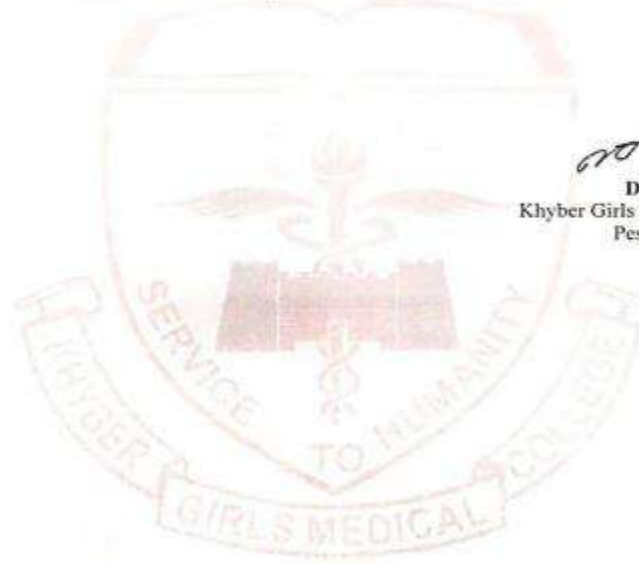
To

All Heads of the Departments
Khyber Girls Medical College
Peshawar

Subject: POLICIES FOR CURRICULAR COMMITTEE.

Sir/ Madam,

Please find the attached policies for curricular committee:



[Signature]
DEAN
Khyber Girls Medical College,
Peshawar

Policies for Curricular Committee

The fundamental purpose of curriculum development is to ensure that students receive integrated, coherent learning experiences that contribute to their personal, academic, and professional learning and development.

1. The central curriculum committee is responsible for the overview of academic standards and enhancement processes within the institution and for developing policy and practice about such processes.
2. Module committees will operate as planning committees under the umbrella of the Central curriculum committee of KGMC in the process of development and implementation of modules.
3. Each module committee will comprise a module coordinator, module secretary, and module members.
4. Teachers from all basic and clinical sciences will be included as members in the central and modular curricular committee.
5. The representatives from community medicine and behavioral sciences must be included in each module committee.
6. Medical educationists with a major qualification of MHPE/MME/MMED will be included as Module secretary in each module committee.
7. Focusing on the student-centered approaches student involvement in curriculum development is now necessary, as awareness regarding the curriculum has a direct effect on their academic performance. The positive feedback and criticism of the students will contribute to the development and changes in the curriculum. CR of each professional year will be included in respective year modular committees.
8. One of the faculty members will be nominated as module coordinator.
9. The module coordinator of each module will be responsible for the overall supervision of learning throughout the curriculum management for that specific module.
10. The Chairpersons of concerned departments will coordinate with the members of the module committee and resolve the issues during the implementation of the module.

They will be responsible for submitting curriculum feedback and review to the Department of Medical Education on time.

11. Module members will provide input on behalf of their respective departments. They will be actively involved in the development of learning objectives of the respective module in each domain. They will also provide the required number of MCQs, SAQs, and OSPE stations for block assessments.
12. The module committee coordinator and members will be responsible for the assessment of that specific module and resolve any issues before, during, and after the assessment of that specific module or grievances of students.
13. The module secretary will be a full-time medical educationist. The module secretary's prime responsibility will be facilitating all module activities and communication with students and faculty.
14. The modular committee will conduct a minimum of one meeting before the start of each module for task allocation and smooth implementation of the module and one after-module exam (internal assessment) for review of module and its assessment.
15. Module Feedback from faculty will be taken after each module. Faculty will submit their feedback regarding the module in writing after completion of the module to the Department of Medical Education.
16. For any innovation in the curriculum (new teaching and learning strategy or new assessment strategy), there will be a meeting to assess the benefits of implementing new strategies and their feasibility. After consensus, faculty will be trained in the new strategy. The evaluation of the new strategy will be done systematically after the implementation of the new strategy.
17. The recommendations/suggestions given by faculty in the modular committee will be incorporated after discussing its feasibility with module committee members.
18. The major changes will be taken up in the curriculum committee of KGMC. Any suggestions /recommendations in modular contents and assessment given by the curriculum committee of KGMC or a change, if not resolved at the institutional level, will be forwarded to Khyber Medical University through Dean Khyber Girls Medical College

after taking consensus from relevant committee members and Head of the relevant department.

Policies for Student's involvement in curricular Committee

1. Class Representatives of each professional year will be nominated for each module committee.
2. Their input will be given due weightage in development of module.



Dean, KGMC