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To

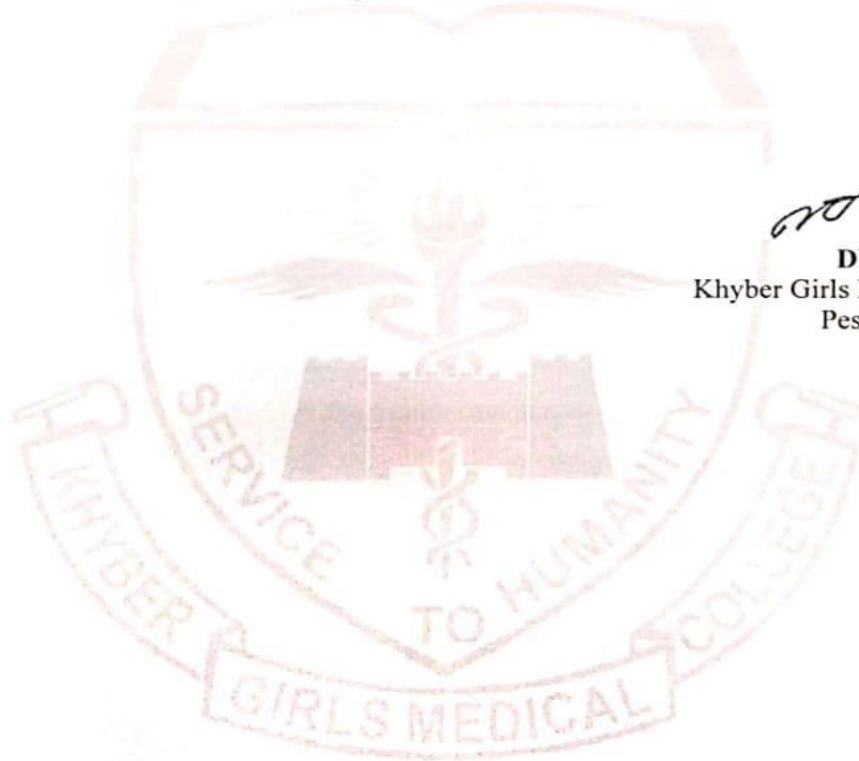
All Heads of the Departments
Khyber Girls Medical College
Peshawar

Subject: POLICIES FOR CURRICULAR COMMITTEE.

Sir/ Madam,

Please find the attached policies for curricular committee.

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 towards their personal, academic and professional learning and development.

1. Central curriculum committee is responsible for the overview of academic standards and enhancement processes within the institution and for the development of policy and practice in relation to such processes.
2. Module committees will operate as planning committees under umbrella of Central curriculum committee of KGMC in 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 central and modular curricular committee.
5. Representatives from community medicine and behavioral sciences must be included in each module committee.
6. Medical educationist 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 the student involvement in curriculum development is now necessary, as awareness regarding the curriculum has 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 member will be nominated as module coordinator
9. The module coordinator of each module will be responsible for overall supervision of learning throughout the curriculum management for that specific module.
10. The module coordinator will coordinate with all members of module committee and resolve the issues during the implementation of module with facilitation from department of medical education.
11. Module members will provide input on behalf of their respective departments. They will be actively involved in development of learning objectives of respective module in each domain. They will also provide required number of MCQs, SAQs and OSPE stations for block assessments.
12. The module committee coordinator and members will be responsible for assessment of that specific module and resolve any issue before, during and after assessment of that specific module or grievances of students.
13. Module secretary will be a full time medical educationist. The prime responsibility of module secretary will be facilitation of all module activities and communication with both students and faculty.
14. Modular committee will conduct minimum one meeting before start of each module for task allocation and smooth implementation of 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 module in writing after completion of module to Department Medical Education.

16. For any innovation in the curriculum (new teaching and learning strategy or new assessment strategy), there will be a meeting for assessing the benefits of implementing of new strategies and its feasibility. After consensus, faculty will be trained in new strategy. The evaluation of new strategy will be done systematically after implementation of new strategy.
17. The recommendations/suggestions given by faculty in modular committee will be incorporated after discussing its feasibility with module committee members.
18. The major changes will be taken up in curriculum committee of KGMC. Any suggestions /recommendations in modular contents and assessment given by curriculum committee of KGMC or a change, if not resolved at 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 relevant department.

Policies for student's involvement in curricular committee

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