



# Department of Medical Education & Research Women Medical College Abbottabad

Ref.No/DMER/534

Dated:6 /8/2025

## TERMS OF REFERENCE (TORs) – CURRICULUM MANAGEMENT FRAMEWORK

### Introduction

In alignment with the standards of the Pakistan Medical and Dental Council (PMDC) and the regulatory framework of Khyber Medical University (KMU), Women Medical College (WMC) is committed to fostering a positive learning environment that supports student learning, promotes professionalism, and prepares graduates for lifelong self-directed learning.

### Purpose

The purpose of this multi-tiered curriculum management framework (CCC, ICC, and MCC) is to systematically plan, implement, manage, and evaluate an integrated curriculum. This ensures compliance with KMU guidelines, achieves the "seven-star doctor" competencies, and drives continuous quality improvement (CQI).

## 1. Central Curriculum Committee (CCC) – University Level (KMU)

### 1.1 Purpose & Context

The CCC is the external, apex regulatory and governing body situated at Khyber Medical University (KMU). It dictates the macro-curriculum design, phase regulations, and ultimate provincial compliance standards that WMC adopts.

### 1.2 Structure

- **Chair:** Vice Chancellor / Director KMU
- **Members:**
  - Institutional Curriculum Committee Chairs (from affiliated colleges)
  - Medical Education Representatives (from affiliated colleges)
  - QEC Representative (KMU)
  - Controller of Examinations (KMU)
  - Student Representative (Affiliated Colleges)
  - Secretary/Coordinator (appointed by KMU)

### 1.3 Core Functions & Interface with WMC

- **Governing Guidelines:** Establishes the centralized/standardized modular system for the MBBS program of all affiliated institutions in compliance with PMDC, HEC, and WFME.



# Department of Medical Education & Research

## Women Medical College

### Abbottabad

Ref.No/DMER/

Dated:6 /8/2025

- **Final Authority:** Holds the final authority on curriculum blueprints, major structural updates, and central examination guidelines.

#### 1.4 Meeting Frequency

- Once or Twice Academic Year.
- Meetings as required.

## 2. Institutional Curriculum Committee (ICC) – Institutional Management (WMC)

### 2.1 Purpose & Context

The ICC is the principal institutional governing entity operating within Women Medical College, responsible for managing the systemic implementation, monitoring, and quality enforcement of the adapted KMU framework.

### 2.2 Structure

- **Chairperson:** Principal
- **Co-Chairperson:** Vice Principal (Academic)
- **Coordinator:** Head of Department, Medical Education (DME)
- **Members:**
  - All Heads of Departments (Basic and Clinical Sciences)
  - Manager Quality Enhancement Cell (QEC)
  - In-charge Examination Cell
  - LMS Manager
  - Research Cell Assistant
  - Student Representative
- **Mandate Requirement:** At least one member from the Department of Medical Education (DME) must hold a postgraduate qualification in Medical Education recognized by the PMDC

### 2.3 Core Responsibilities

- **Curriculum Implementation & Review:** Adapts KMU's central framework, verifies teaching and credit hour allocations per PMDC rules, integrates core professional competencies, and sends recommended updates upstream to the CCC.
- **Continuous Quality Improvement (CQI):** Aligns delivery with PMDC, KMU, and HEC standards; collaborates with the QEC for feedback collection; and implements evidence-based enhancements to close the quality loop.



# Department of Medical Education & Research

## Women Medical College

### Abbottabad

Ref.No/DMER/

Dated:6 /8/2025

- **Assessment Oversight:** Establishes mechanisms to standardize internal assessments; ensures MCQs, OSPEs and OSCEs are valid, reliable, and blueprinted; and coordinates with the Examination Cell to collect, vet, and analyze post-exam item data to drive improvements.
- **Committee Governance & Oversight:** Active monitoring of the Modular Curriculum Committee (MCC) to ensure seamless inter-departmental coordination.
- **Innovation & Educational Scholarship:** Promotes LMS and technology utilization alongside active methodologies (PBL, CBL, SDL, simulations), collaborating with the Research Cell to make data-driven curriculum decisions.
- **Reporting & Record Keeping:** Provides structured feedback and institutional evaluation data to the CCC whenever KMU arranges a meeting, maintaining meticulous, inspectable meeting minutes and registries for audit readiness.

### 2.4 Meeting Frequency

- Once Academic year

## 3 Module Curriculum Committees (MCC)

### 3.1 Purpose

The Module Curriculum Committee (MCC) is responsible for the effective planning, delivery, monitoring, and evaluation of individual modules in the MBBS program, ensuring alignment with institutional and national standards.

### 3.2 Structure:

**Chairperson:** Module Coordinator from DMER

**Members:**

- Departmental Module Coordinators nominated by respective HOD's
- QEC Representative
- Exam Cell Representative
- Student Representative (from the relevant academic year)
- LMS Representative

### 3.3 Roles and Responsibilities

**Module Design & Review:**

- Review of study guides including objectives, content, competencies, and timelines.
- Align module learning outcomes with program learning outcomes and curriculum map.
- Ensure horizontal and vertical integration of module content.



# Department of Medical Education & Research Women Medical College Abbottabad

Ref.No/DMER/

Dated:6 /8/2025

## **Teaching & Learning Strategies:**

- Recommend appropriate instructional methods (lectures, PBL, CBL, SDL, skills labs, clinical rotations).
- Promote active, student-centered learning.

## **Assessment Planning:**

- Develop and maintain an item bank for formative and summative assessments.
- Collaborate with the Exam Cell.

## **Faculty Coordination:**

- Assign teaching responsibilities and ensure coordination across departments.

## **Monitoring & Feedback:**

- Collect structured feedback from students and faculty.
- Analyze module performance and recommend improvements.

## **Documentation & Reporting:**

- Maintain module records submit detailed module reports to the Institutional Curriculum Committee (ICC)

## **3.4 Meeting Frequency**

Before every new module or Block wise depends on the Module Coordinator.

**Prof Dr Salma Aslam Kundi**  
**Principal**  
**Women Medical College, Atd**