

OFFICE OF THE VICE CHANCELLOR

RAWALPINDI MEDICAL UNIVERSITY

RAWALPINDI.

Ph.051-9290360, 051-9290358

Fax No.051-9290519, 051-9280462

No. R-22
17249/RMU/2019,

Dated: 21/08/2019

OFFICE ORDER

The following faculty members of Rawalpindi Medical University are hereby nominated for **Curriculum Committee** to supervise development, implementation and feedback evaluation of all levels of the curriculum as per PM&DC curriculum guidelines including course content and subject wise teaching hours. They will perform duties as mentioned against each.

1. Prof. Muhammad Umar
Vice Chancellor
Chairperson
2. Prof. Muhammad Rai Asghar
Dean Pediatrics
Director Department of Medical Education
Co-Chairperson
3. Prof. Idrees Anwar
Dean of Surgery & Allied
Member
4. Prof. Shagufta Sial
Professor of Gynae-Obstetrics
Member
5. Prof. Aslam Chaudhry
Professor of ENT
Member
6. Prof. Naeem Akhtar
Dean of Basic Sciences & Diagnostics
Member/Convener
7. Prof. Seemi Gull
Head of Pharmacology
Member
In-charge Development & Execution of
3rd Year MBBS Modular Curriculum
8. Prof. Syed Arshad Sabir
Dean of Community Medicine & Public Health
Member
In-charge Development & Execution of
4th Year MBBS Modular Curriculum
9. Prof. Muhammad Khurram
Dean of Medicine & Allied
Member
In-charge Development & Execution of
Final Year MBBS Modular Curriculum
10. Prof. Samia Sarwar
Head of Physiology Department
Assistant Director DME
Member
In-charge Development & Execution of
1st & 2nd Year MBBS Modular Curriculum
11. Prof. Asad Tameezudin
Head, Institute of Psychiatry
Member
12. Prof. Fuad Niazi
Professor of Ophthalmology
Member

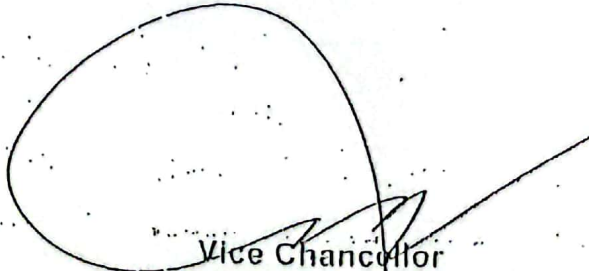
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|---|---|
| 13. Dr. Nasir Khan
Associate Professor
Head of Radiology Department | Member |
| 14. Dr. Rizwana Qayyum
Associate Professor
Head of Forensic Medicine Department | Member |
| 15. Prof. Tehzeeb-ul-Hassan
Head of Anatomy Department | Member |
| 16. Dr. Tehmina Qamar
Associate Professor
Head of Biochemistry Department | Member |
| 17. Controller of Examination | Member |
| 18. Registrar/Deputy Registrar | Member |
| 19. Dr. Shazia Zeb
Deputy Director DME | Co-convenor |
| 20. Dr. Arsalan Manzoor
Assistant Professor of Anatomy | Co-convenor |
| 21. Dr. Sidra Hameed
Assistant Prof. Physiology | Coordinator 1 st & 2 nd year MBBS |
| 22. Dr. Omaima Asif
Demonstrator Pharmacology | Coordinator 3 rd , 4 th & Final Year MBBS |
| 23. CR & GR (or 02 students from concerned class) | Class Representatives |


Vice Chancellor
Rawalpindi Medical University
Rawalpindi

NO. & DATE EVEN

Copy for information and necessary action to:

1. The Chairman, HEC, Islamabad
2. Director DME RMU, Rawalpindi
3. Convenor Curriculum Committee, RMU, Rawalpindi
4. All Members of the committee
5. Assistant Registrar, RMU, Rawalpindi
6. All Concerned
7. Office Copy


Vice Chancellor
Rawalpindi Medical University
Rawalpindi



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RAWALPINDI MEDICAL UNIVERSITY RAWALPINDI
PH: 051-9290360, 051-9290358

FAX: 051-9290519, 051-9280462

NO. M-25/8/0 /RMU, DATED: 12/02/2021

Terms of Reference for Curriculum Committee

Of Integrated Modular Curriculum

1. The curriculum committee should comprise of the following members
 - a. Vice Chancellor (Chairperson).
 - b. Professor /Chairperson / Dean of faculty (convener, co- chairperson)
 - b. All heads of department
 - c. Module curriculum coordinator/s
 - d. Representative from Medical Education Department Assistant Director/Deputy Director (co-convener)
 - c. Representative from Examination Department
 - f. CR and GR as student representatives
2. Responsibilities of the curriculum committee
 - a. **Planning, implementation and evaluation of the curriculum** 6.2 a
 - b. **Evaluation of innovations in the curriculum** 6.2 b
 - c. Development and modification of the curriculum document
 - d. Development and modification of the study guides
 - e. Development of yearly planner
 - f. **Review faculty feedback and student feedback of modules**
 - g. **Review faculty feedback and student feedback of examinations**
 - h. Propose recommendations and ensure
3. **Meeting should be held after every 6 months (or after each block examination)**
4. The module coordinators should present the objectives and timetables of the module
5. **DME should present student and faculty feedback of the block** 6.2 c
6. Examination department should present faculty and student feedback of the block/professional exam.
7. Minutes should be compiled, presented in deans committee and recorded by DME department.

Duties of Professor In-Charge for development and implementation of curriculum

- **Professor in-Charge will be responsible for overall development, implementation and feedback evaluation of all the modules in respective year as per PMC modular curriculum development guidelines, checklist for development and assessment.**

Duties of Modular Curriculum Coordinator

- The coordinators and co-coordinators are required to develop / plan their respective module under the supervision of their respective modular curriculum coordinator and professor In-Charge in consultation with the corresponding subject specialists/ head of the department as nominated in the curriculum committee notification.
- The modular curriculum coordinator will be required to present the details/updates regarding their respective module in front of curriculum committee for approval or any competent forum as deemed necessary.
- Copy of all assessments to be submitted to Prof In-charge and Curriculum Coordinator for record of the university.
- Time table to be finalized by module coordinator and approved by Modular curriculum coordinator/Assistant Director DME and finally by Prof. In-charge before implementation.

Duties of Medical Education Department

- Curriculum development and implementation.
- Development of timetable and timely issuance of timetable.
- Development of study guides.
- Development of Clinical MCQ bank.
- Development of PBLs and CBLs through coordination with departments.
- Implementation of modular feedback.
- Quality assurance throughout the modular implementation.
- Addressing the concerns of students.
- Evaluation of curriculum and inculcation of changes recommended in the curriculum after approval from curriculum review committee.
- Faculty development through workshops & seminars.
- Implementation of research curriculum.
- Development of curriculum documents.
- Record keeping of minutes of meeting.
- Analysis of results.
- Policy making in different situations.
- Issuance of CBLs & PBLs to students.
- Issuance of timetables to C.Rs & G.Rs of first & second year MBBS.
- Issuance of study guides and learning materials to students.
- Dealing active issues of students.
- Student's counseling.
- Arrangement of meetings for curriculum development & implementation.
- Approval of policies from various bodies such as academic council and syndicate etc.
- Preparation of academic calander.

Duties of Module Coordinator

"The Module Coordinator is responsible for making sure the module is delivered and assessed in the way it should be, as laid out in the module timetable".

- Assigning the duties to co-coordinator for monitoring of module and send in writing these duties to DME for record.
- Co-coordinators will follow the duties assigned to them by the coordinator.
- Module coordinator will provide minutes of meeting of module meetings to DME for record keeping
- List of clinical lectures to be prepared.
- Calculation of teaching hours of respective modules (a document to be submitted to DME department).
- Informing the HODs for SAQ paper submission 01 week before exam.
- Finalizing the seating plan for module exam 02 days before exam.
- Module coordinator is responsible for checking that all the MCQs and SAQs are according to the table of specification.
- Provision & record keeping of clinical lecture attendance.
- Responsible for coordination of clinical lectures.
- Monitor the discipline of class during the lecture through the co coordinators.
- Coordinate with the relevant doctor for lecture allocation.
- Responsible for any change in teacher due to unforeseen circumstances.
- Clinical MCQs collection and submission to DME department.
- Provision of compiled results & all subject module attendance including clinical lecture attendance to DME after completion of module.
- **Monitoring of the classes to check if there is any breach in the conduction of classes.** 6.3
- Organizing meetings for module implementation and submission of minutes of meetings to DME.
- Submission of MCQ/SAQ exam papers to DME with result (clinical MCQs).
- Analysis of module results.

Duties of Module Co-coordinator

- Issuance of LOs of SGDs/CBL to students representatives.
- Maintenance of log books.
- Counseling of students regarding subject teaching and learning.
- Maintenance of class discipline of clinical lectures.
- Invigilation of exams/tests.
- Facilitation of coordinator for his/her tasks.
- Responsible for the coordination of his/her HOD for the modules.
- One of the coordinator will be nominated as clinical coordinator for clinical coordination.

Duties of DME Focal Person

For looking after medical education aspects of module. They are involved in module development and they have no role in implementation of the module.

Duties of Block Exam In-charge

To monitor the OSPE and block exam arrangement.

6.3

Focal Person from each department

- Responsible for the coordination of his/her HOD/chairperson for the modular contents.
- Responsible for the coordination of allocation of clinical lectures to clinical teachers in case of clinical department
- Responsible for the coordination of clinical lectures for their implementation.
- Responsible for the submission of clinical MCQs to DME after taking from the clinical teachers.
- Responsible for the submission of clinical power point presentations to DME after taking from the clinical teachers.
- Responsible for any sort of coordination with the department regarding modular curriculum development and implementations.

Focal persons for attendance

- Responsible for the submission of Subject based Attendance To module coordinators

Prof. Dr. Naeem Alditer
Convener Curriculum Committee, RMU
Dean basic sciences & Diagnostics
Rawalpindi medical university
Rawalpindi

Prof. Dr. Muhammad Umar
Vice chancellor
Rawalpindi medical university
Rawalpindi