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**TERMS OF REFERENCE (TORS) OF THE CURRICULUM COMMITTEE OF  
KHYBER MEDICAL COLLEGE PESHAWAR**

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The following TORs of the curriculum committee as suggested by the CCC are presented here:

1. Job descriptions:

1.1: Chairman:

1.1.1: The job description of the Chairman will be to call regular meetings regarding, curriculum, assessments and evaluation of the curriculum on at least monthly basis.

1.1.2: The chairman will conduct the meetings and will allocate tasks to different members, module directors and course coordinators.

1.1.3: The chairman will disseminate the minutes of each meeting.

1.1.4: The chairman will also be responsible for changes in timetables and will direct the IT personnel to make necessary changes in schedule of teaching activities.

1.2: Co-Chairman:

1.2.1: The co-chairman will assist the chairman in the above-mentioned tasks, and will be responsible for coordination with members, and module directors.

1.2.2: The co-chairman will be responsible for monitoring and evaluation the curriculum and assessment process.

1.2.3: The co-chairman will help with module directors and members to develop curriculum, study guides and timetables.

1.2.4: The co-chairman will be responsible for scheduling the meetings.

1.3: Module directors:

1.3.1: The respective module directors will be responsible for development of each module / block in consultation with respective faculty of different departments.

1.3.2: They will be responsible for coordination of different teaching activities between the departments

1.3.3: They will be responsible for developing assessment items for internal assessment related to that block.

1.4: Course coordinator: The course coordinator will be responsible for overall supervision of the educational activities, assessment supervision and coordination with other departments.

1.5: Students: class representative, girl representative and one topper in each academic year will be part of the college curriculum committee. They will represent the students and will also be responsible for giving feedback about the whole curriculum on regular basis.

2. Meeting schedule:



# **KHYBER MEDICAL COLLEGE PESHAWAR**

## **OFFICE OF THE DEAN**

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Regular meetings will be conducted as required or at least on monthly basis, for the development, monitoring, evaluation of modules in particular and whole curriculum in general.

#### **3. Evaluation:**

Regular evaluations on yearly basis will be conducted (through survey questionnaires already designated and approved) involving students and teachers.

4. Assessment policy includes, end of module assessments, end of block assessments, and end of the year assessments (pre-professional examinations). The assessments will be conducted by the respective departments, and MCQs marking will be done under the supervision of the department of medical education. Overall, allocated marking will be sent to the KMU by the Department Of Medical Education in consultation course coordinators.

These TORs will be implemented after approval from the Dean KMC.

**Chairman,**  
College Curriculum Committee  
Khyber Medical College Peshawar

**Co-Chairman,**  
College Curriculum Committee  
Khyber Medical College Peshawar

**Dean**  
Khyber Medical College  
Peshawar