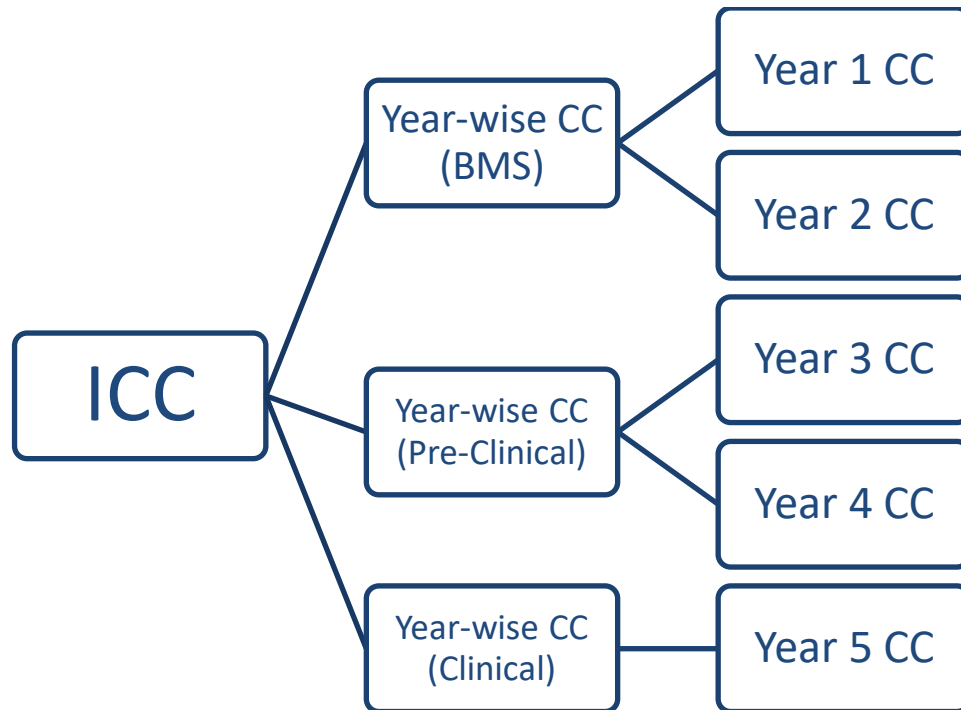


Institutional Curricular Committee (ICC)



1. Chairman of ICC
2. Coordinators of Committee (Assistant/ Associate Prof of respective Department -Year-wise)
3. Members (Faculty member from Department other than the coordinator)
4. Medical Educationist
5. Student Representatives (year wise)

Institutional Curricular Committee

Terms of Reference: (TORs)

Introduction:

The Institutional Curricular Committee of CIMS Multan is responsible for ensuring curricular development, implementation, and review followed by subsequent integration of feedback consistent with the guidelines provided by NUMS & PMC.

It has responsibility for the design, management, integration, evaluation, and continual improvement of the institutional curriculum in alignment with NUMS curricular guidelines.

It ensures that the MBBS program is aligned with the college mission and vision statement as per relevant accreditation standards.

Its constituent members include faculty and student representatives.

The Head of the Institutional Curricular Committee reports its decisions, recommendations, and workings regularly to the Principal and Academic Council of CIMS Multan.

Structure of The Curriculum Committee:

1. Chairman of ICC
2. Coordinators:
 - a. Co-ordinators Basic Sciences Dept. (Anatomy, Physiology, and Biochemistry)
 - b. Co-ordinator Pre-clinical Sciences Dept. (Pharmacology, Forensic Medicine, Pathology and Community Medicine)
 - c. Co-ordinator Clinical Sciences Dept. (Medicine & Allie, Surgery and Allied, Gyne/Obs., Pediatrics)
3. Members:

At least 1 faculty member from each department other than the coordinator, from Basic Sciences, Pre-clinical Sciences, and Clinical Sciences
4. HOD Medical Education
5. Student representatives from each year (at least 1 for each subject)

Chairman of the Institutional Curriculum committee:

1. Preside over regular meetings of the Institutional Curriculum Committee (ICC)
2. Supervise the curricular development and implementation and communicate any issues related to curricular planning, implementation & delivery with the head of the Institution
3. Direct the Basic, Pre-clinical & Clinical Coordinator to review their curricula with the respective HODs and Module coordinators
4. Inform the Academic Council about decisions made in the Institutional Curricular Committee meetings
5. Represent CIMS Multan at NUMS curricular Taskforce meetings
6. Communicate feedback on all the issues related to implementation and delivery of curriculum provided by NUMS at meetings of the curricular task force

Coordinator of Year-wise committees:

1. Keep the head of the Institutional Curriculum Committee (ICC) informed about the curricular progress for their respective years/subjects
2. Hold regular meetings to ensure that curriculum delivery is according to the plan
3. Designate and supervise the in-charge for each Block/Module to ensure that the structure and implementation of curricular outcomes are according to the guidelines provided by NUMS and PMC
4. Ensure that the curriculum is being properly implemented through appropriate teaching methodologies followed by assessments and timely feedback
5. Monitor the functioning of the respective members and committees as and when required

Members of ICC

1. Each member along with the coordinator will ensure curricular development and implementation in line with the outcomes of the institutional mission
2. Attend all meetings
3. Identify and plan the Block/Module outcomes and align the teaching and learning methodologies along with the assessment methods
4. Hold proper discussions to ensure the curricular development is according to NUMS and PMC guidelines
- 5.

Student Representative:

1. Attend meetings of ICC
2. Actively participate in affairs related to curricular planning and implementation
3. Submit suggestions regarding content and delivery of different subjects
4. Provide feedback regarding academic calendar implementation etc.

Functions of the Institutional Curriculum Committee are to:

1. Develop, maintain and evaluate a curriculum that reflects current medical knowledge and practice and is aligned to the institutional mission and program outcomes
2. Review and modify the goals and objectives for the curriculum assuring that the goals and objectives are linked to desired program outcomes
3. Formulate the annual academic calendar and forecasts for each year
4. Monitor and evaluate the quality of the blocks and their effectiveness in meeting the goals and objectives of the institutional curriculum
5. Establish horizontal and vertical integration of the curriculum
6. Ensure that the methods of assessment are effective, innovative, and appropriate for the achievement of the program outcomes
7. Select appropriately aligned assessment methods according to all learning outcomes
8. Promote educational innovation, experimentation, and scholarship
9. Oversee the delivery of the curriculum with instructional methods, the establishment of the training programs, assignment of teachers, and student assessment.
10. Monitor students' academic progress and make final decisions for appearing in professional exams
11. Review evaluation results (received from L-QEC) to revise learning outcomes, address any gaps and eliminate unnecessary duplications, and revise assessment methods if and when needed
12. Ensure that the procedures related to formative and summative assessments are recorded, transmitted, and presented to students for their review