



**OFFICE OF THE CHAIRMAN  
DEPARTMENT OF BIOCHEMISTRY  
NOWSHERA MEDICAL COLLEGE, NOWSHERA PAKISTAN**



No. 2731 Biochemistry/NMC 2024

Dated: 23/12/2024

**MEETING NOTIFICATION:**

It is for the information of all the concerned that Curriculum Committee Meeting for Session 2025 is scheduled on 23-12-2024 at 10:30 AM in the undersigned office.

All the members are requested to attend the meeting on given time and date.

**Agenda:**

**1. Curriculum Committee Policy**

**PROF. DR. SHAH NAWAZ**  
Biochemistry Department,  
Nowshera Medical College, Nowshera

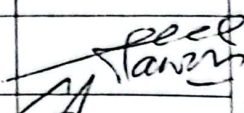



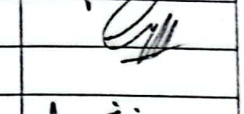

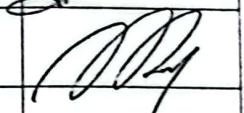
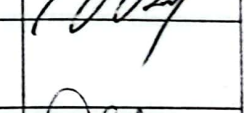
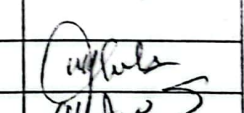
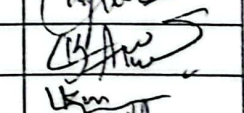




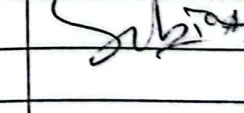
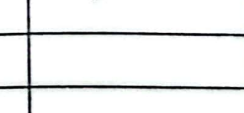
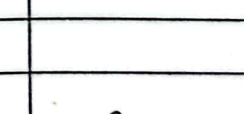
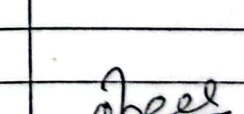
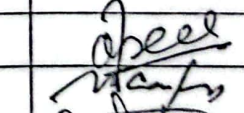
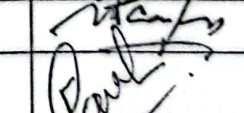
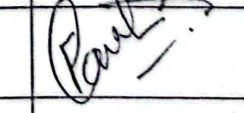
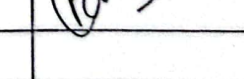
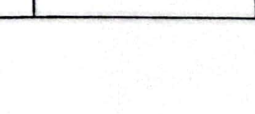

**Copy to:**

1. All Committee Members, NMC Nowshera
2. Office Copy

1. General Medicine	Dr. Hafiz Ullah	Member
2. General Surgery	Dr. Dr. Farhat Shah	Member
3. Obstetrics & Gynaecology	Dr. Dr. Nayab Ullah	Member
4. Pediatrics	Dr. Dr. Ullah Khan	Member
5. Dermatology	Dr. Subic Malik	Member
6. Radiology	Dr. Faraz Habib	Member
7. Ophthalmology	Dr. Naseem Ullah	Member
8. Gastroenterology	Dr. Hamid Ullah	Member
9. Cardiology	Dr. Jalidar ud din	Member
10. Neurosurgery	Dr. Naseer Hassan	Member
11. Psychiatry	Dr. Kamran Khan	Member
12. Health Research Department	Dr. Farah Deeba	Member
13. Behavioral Sciences	Miss Anis	Member

## Attendance sheet

### Curriculum Committee meeting for Session 2025

S. NO	DEPARTMENT	NAME	STATUS	SIGNATURE
1.	Biochemistry	Prof. Dr. Shahnawaz Khan	Chairman	
2.	Physiology	Prof. Dr. Anwar Wazir	Member	
3.	Anatomy	Dr. Muhammad Haris	Member	
4.	Gynecology	Prof. Dr. Neelum Shahzadi	Member	
5.	Pathology	Prof. Dr. Hamzullah	Member	
6.	Forensic Medicine	Dr. Sanaullah	Member	
7.	Pharmacology	Dr. Tahira Jahangir	Member	
8.	Ophthalmology (EYE)	Prof. Dr. Mubashir Rahman	Member	
9.	Otorhinolaryngology (ENT)	Prof. Dr. Fawad Khan	Member	
10.	Community Medicine	Dr. Waqas Mohyuddin	Member	
11.	General Surgery	Prof. Dr. Zahid Khan <sup>8m</sup>	Member	
12.	General Medicine	Dr. Kalim Ullah	Member	
13.	Orthopedics	Prof. Dr. Sardar Sohail	Member	
14.	Paeds Surgery	Prof. Dr. Hayat Ur Rahman	Member	
15.	Paeds Medicine	Dr. Irfan Ullah Khan	Member	
16.	DME	Dr. Sobia Haris	Member	
17.	Radiology	Dr. Erum Habib	Member	
18.	Dermatology	Dr. Naseem Ullah	Member	
19.	Gastroenterology	Dr. Hamid ullah	Member	
20.	Cardiology	Dr. Iqtidar ud din	Member	
21.	Neurosurgery	Dr. Naseer Hassan	Member	
22.	Psychiatry	Dr. Kamran Khan	Member	
23.	Health Research Department	Dr. Farah Deebea	Member	
24.	Behavioral Sciences	Miss Anila	Member	







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No. 273-B Biochemistry/NMC  
2024

Dated: 23/12/2024

**Minutes of the Curriculum Committee Meeting**

The meeting of the Curriculum Committee was convened under the chair of Prof. Dr. Shahnawaz Khan, Department of Biochemistry. The session began with the recitation of the Holy Quran, creating a solemn and respectful atmosphere for the proceedings.

Following the recitation, Prof. Dr. Shahnawaz Khan warmly welcomed all committee members and expressed sincere gratitude for their active participation. He acknowledged the collective commitment of the faculty towards improving the academic standards and highlighted the critical role of the Curriculum Committee in shaping the future of medical education.

During the meeting, the committee engaged in an in-depth discussion on curriculum policies, with a particular focus on aligning the departmental curriculum with national and international standards. Key topics included reviewing current course content, ensuring the integration of evidence-based medical practices, and incorporating modern pedagogical approaches such as student-centered learning, problem-based learning, and the use of technology in teaching.

The Chairperson emphasized the need for regular curriculum evaluation and updates to meet the evolving needs of the healthcare system and ensure graduates are well-equipped with both theoretical knowledge and practical skills. The committee collectively agreed to formulate a policy framework that would support continuous curriculum development, monitoring, and feedback mechanisms.



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The meeting concluded with a vote of thanks extended by the Chairperson, who appreciated the valuable input of the members and reiterated her commitment to fostering a culture of academic excellence within the department. **The copy of Curriculum Committee Policy is attached.**

**PROF. DR. SHAH NAWAZ**  
Biochemistry Department,  
Nowshera Medical College,  
Nowshera





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## Policies for Curricular Committee

The primary goal of curriculum development is to ensure that students experience a well-integrated, coherent, and progressive learning journey that supports their personal growth, academic achievement, and professional development.

1. The Central Curriculum Committee (CCC) holds the overall responsibility for maintaining academic standards and guiding curriculum enhancement processes across the institution. It also formulates related policies and practices.
2. Module Committees (MC) function as planning bodies under the supervision of the Central Curriculum Committee of NMC, playing a crucial role in module development and implementation.
3. Each module committee will consist of a Module Coordinator, a Module Secretary, and Module Members.
4. Faculty from both basic medical sciences and clinical medical sciences will be included in both the central and modular curricular committees.
5. Each module committee must include representatives from Community Medicine and Behavioral Sciences.
6. A qualified medical educationist—holding an MHPE or equivalent qualification duly recognized by PMDC—will serve as the Module Secretary for each committee.
7. Emphasizing student-centered education, student involvement in curriculum development is essential. Students' awareness and engagement with the curriculum positively influence their academic



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performance. Therefore, the Class Representatives (CR) and Girls Representatives (GR) of each professional year will be part of their respective year's module committees to provide feedback and suggestions.

8. A faculty member will be nominated as the Module Coordinator for each module.
9. The Module Coordinator will be responsible for supervising the teaching and learning process and managing the curriculum for their respective module.
10. Departmental Chairpersons/Heads will work closely with the module committee members to resolve issues during module implementation and will submit feedback and reviews to the Department of Medical Education (DME) on time.
11. Module Members will represent their respective departments. They will actively participate in the development of learning objectives across all domains and contribute MCQs, SAQs, and OSCE/OSPE stations for block assessments.
12. The Module Coordinator and Members will oversee the assessment process of the module and address any issues or student concerns arising before, during, or after assessments.
13. The Module Secretary, a full-time medical educationist, will coordinate all module activities and ensure effective communication between faculty and students.





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14. Each module committee must conduct at least one meeting prior to the module's start for planning and task distribution, and one post-assessment meeting to review the module's execution and assessment.
15. Faculty feedback will be collected after the completion of each module. Faculty is required to submit their written feedback to the Department of Medical Education.
16. The curricular committee will ensure vertical and horizontal integration of content across all modules, aligning basic and clinical sciences to promote early clinical exposure and applied learning.
17. Major curricular changes will be reviewed by the Central Curriculum Committee of NMC. Any unresolved suggestions regarding module content or assessments will be forwarded to Khyber Medical University through the Dean NMC, following consensus with the relevant committee and departmental leadership.
18. The committee will regularly review and update curricular components to align with the standards and requirements set by the Pakistan Medical and Dental Council (PM&DC) and Khyber Medical University (KMU) to maintain accreditation status and ensure academic excellence.

**Policies for Student Involvement in the Curricular Committee**

1. The CR and GR of each professional year will be officially nominated to serve on their respective module committees.





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2. The input of these student representatives will be given significant consideration in the planning and development of each module.
3. Prior to the beginning of each academic year, student representatives will participate in orientation sessions conducted by the DME to understand their roles in module planning and feedback mechanisms.

**PROF. DR. SHAH NAWAZ**  
Biochemistry Department,  
Nowshera Medical College,  
Nowshera