	REHMAN MEDICAL COLLEGE	Document Number: RMI-RMC-DWP-030
	Standard Operating Procedure	Issue #: 01
	Curriculum Development	Issue Date:01-01-2021

## 1.0 PURPOSE


- 1.1 This SOP document is subject to yearly and / or need based review by the head of the institute, DME, and faculty curriculum development committees. The document is developed considering the philosophy of learning & teaching, and assessment & evaluation processes at RMC. The document is reviewed yearly, and changes implemented with consensus of all stakeholders. Once approved the copy shall be distributed to all stakeholders

## 2.0 SCOPE

- 2.1 This standard procedure document addresses the required areas for the development of the curriculum document for Rehman Medical College. Curriculum documents provide the details related to the constituents of the curriculum of a medical schools as per regulating authorities. (HEC & PM&DC)
- 2.2 This document is applicable to all stakeholders of curriculum development and department of medical education

## 3.0 PROCEDURE

- 3.1 The curriculum document shall be developed in consensus with all stakeholders including, administrative, management, faculty (clinical sciences & basic sciences), students and medical education
- 3.2 The curriculum document shall ensure that the syllabus / content is aligned with the PMC prescribed curriculum for medical colleges in Pakistan
- 3.3 The curriculum document shall be developed considering the vision & mission of the institute and vision & mission of the university
- 3.4 The curriculum document shall ensure the inclusion of organizational structures of curriculum development committees and their meetings, with evidence and reflection of the same in the overall organogram of the institute
- 3.5 The curriculum committees shall comprise of members as directed by PMC and each stakeholder is cognizant of his / her responsibility / role in curriculum development
- 3.6 The curricular document shall state the terms of reference (TORs) for the development of curriculum committees as per PMC defined criteria
- 3.7 The curriculum document shall be developed and evolved over time with considerable deliberation of faculty and incorporation of feedback (student & faculty)
- 3.8 The curriculum document shall address all the learning domains (knowledge, skills & attitude) of the medical education
- 3.9 It shall have clear instruction regarding the instructional and assessment strategies aligned with national and international standards

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3.10 The curriculum document shall address the prescribed weightage (PMC) for basic and clinical sciences fulfilling the need for the required number of hours for MBBS graduate

#### 4.0 ANNEXURES

4.1 NIL

#### 5.0 REFERENCE





5.1 NIL

#### 6.0 AMENDMENT HISTORY

Version	Date of Revision	Amendment Description (Compared to Previous Version)	Pages Affected

*The changes are highlighted in the policy by yellow color for easy recognition*

#### 7.0 APPROVAL SHEET

Prepared by	
Dr. Manish Shah	Signature 
Reviewed by	
Prof. Dr. M. Aslam Qamar	Signature 
Dr. Shikha Qayum	Signature 
Prof. Dr. Azeemul Haque	Signature 
Approved by	
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