

Document Name & No.	Curriculum Review
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BAQAI MEDICAL UNIVERSITY

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Curriculum Review Policy
Baqai Medical University

Contents

VISION & MISSION	3
Baqai Medical University Vision Statement:.....	3
Baqai Medical University Mission Statement:	3
Overview:	4
Scope:	4
Definitions:	4
Curriculum:	4
Responsibilities:	4
Policy:	4
General Guidelines:	5
a. Annual Program Review:	5
b. Periodic Program Review:	6
c. Program Approval from the University Statutory Bodies:	Error!
Bookmark not defined.	
d. Unscheduled Curriculum Review:	6
Implementation Process:.....	6
Revision/Modification	6

VISION & MISSION

Baqai Medical University Vision Statement:

To evolve as a nucleus for higher learning with a resolution to be socially accountable, focused on producing accomplished healthcare professionals for services in all spheres of life at the national and global level.

Baqai Medical University Mission Statement:

University is dedicated to the growth of competencies in its potential graduated through dissemination of knowledge for patient care, innovation in scholarship, origination of leadership skills, use of technological advancements and providing noteworthy contributions to society through commendable service.

Overview:

The faculty of Baqai Medical University (BMU) is committed to ensuring an appropriate, coherent, and coordinated Biological Health Sciences program, that is effective in helping learners achieve the learning outcomes. Curriculum development and review are essential parts of that commitment.

Keeping in focus the Curriculum development and review policy of Higher Education Commission and all the relevant accredited bodies/ councils, this policy is being presented for the process of Curriculum Review of all the affiliated and constituent institutes of Baqai Medical University.

The purpose of this policy is to outline the process of curriculum review for the undergraduate, graduate and postgraduate programs being offered at Baqai Medical University.

Scope:

The scope of this policy includes:

1. All undergraduate programs (e.g., MBBS, BDS, DPT etc)
2. All postgraduate programs. (e.g., MS, MD, MPhil, PhD)
3. All graduate programs (e.g., House Officers)

Definitions:

Curriculum:

The curriculum is a set of planned activities with the aim to balance educational strategies, course content, learning outcomes, educational experiences, assessment, the educational environment and the individual students' learning style, personal timetable and programme of work.¹

Responsibilities:

1. This committee will present a draft policy for curriculum review to Vice Chancellor for approval.
2. Curriculum Review Committee of BMU is responsible to review the process and implementation strategies of each institution as regards to their curricula.

Policy:

All the academic degree and postgraduate programs, are obliged to follow the given Curriculum Review Policy

General Guidelines:

A Curriculum review, either scheduled or unscheduled, must:

- i. be completed using the Annual Program Review Report Template provided by the QEC in the light of HEC and respective regulatory body guidelines.
- ii. Program Evaluation report for every program offered at the college or institute should be prepared.
- iii. The Program evaluation report should be submitted to Vice Chancellor's Office from where it will be forwarded to Curriculum Review Committee.

The report must include a description of the following:

- i. procedure followed to conduct the review
- ii. type of data reviewed
- iii. an analysis of the broad aspects of the Curriculum for example vertical and horizontal integration across courses, sequencing and timing of content delivery and key themes;
- iv. mechanism used to ensure that identified problems are addressed
- v. names of the individuals and groups who completed the evaluations.

a. Annual Program Review:

- i. Quality Enhancement Cell of BMU will create a report on the data of the Institutes or Colleges. The template of the data collection (forms) will be provided by QEC.
- ii. The review would contain performance and program progress. Each program would be reported which is being offered at the institute.
- iii. Annual review would not focus on contents review of the program.
- iv. There would be a Curriculum Committee at each institute which would look into the curriculum development matters and also enact on the suggestion provided by the Curriculum Review Committee of the University.
- v. Postgraduate programs would conduct annual program review as per HEC policy.
- vi. Findings of Annual program review report of each institute would be presented in the Curriculum Committee or Board of Studies of the Program as per required need, with an action plan for improvement for the issues identified during review.

b. Periodic Program Review:

i. Each curriculum is required to undergo a major review of entire program structure including its courses every 3 years. However, a program may decide to extend it up to five years maximum.

ii. Institute will make sure that during the curriculum review, they will maintain the documented record of entire process such as meetings minutes, discussions, decisions taken etc.

iii. Once the curriculum document is revised, the changes will be incorporated into the "Program Specification Template" of BMU. Course outlines and other relevant information at course level will also be updated and incorporated accordingly into the "Course Specification Template". A copy of the revised documents will be sent to QEC office.

c. Unscheduled Curriculum Review:

An unscheduled Curriculum review may be initiated when:

i. accreditation requirements change;

ii. legislation or relevant regulations change;

iii. a serious performance issue is identified through monitoring processes; or

iv. requested by a majority vote of Faculty Council.

Implementation Process:

i. All institutes will prepare their own procedure for curriculum review in the light of their policy guidelines.

ii. Institutes will keep a complete record of program revision from the Board of Studies, Academic Council and external reviewers.

iii. Institutes will incorporate all the changes suggested and approved into the standardized Program Specification template and will share it with CRC.

iv. Institutes will also share the updated/revised detailed course outline on standardized Course Specification template with the QEC.

v. The procedure may vary for institutes depending upon the program and discipline requirements however, the policy guidelines will remain the same.

Revision/Modification

The policy will be reviewed every three years. However, the Vice Chancellor may direct for a revision based on emerging needs.



BAQAI MEDICAL UNIVERSITY
Quality Enhancement Cell (QEC)

Vice Chancellor
Baqai Medical University

Sub: **Request for Curriculum Review / Revision Committee for Curriculum Review**
Policy of Baqai Medical University

Respected Madam

As per HEC's requirement, Quality Enhancement Cell (QEC) of Baqai Medical University is directed to provide Number of curricula of the undergraduate and postgraduate programs offered by the University, reviewed and revised every year.

This year from July 2021 to June 2022 we need to submit the same. For the said purpose, QEC request you to kindly form a Curriculum Review Committee of BMU to work on the Curriculum Review Policy as there is no such policy document for the University. This Committee is expected to help each Faculty in their respective curriculum review / revision also.

Looking forward for your kind consideration & usual cooperation.

Regards:

Dr. Saeeda Junaid
Deputy Director
Quality Enhancement Cell (QEC)
Baqai Medical University

Discussed & agreed
2nd Nov, 2021
- (a) Committee members
(H.O.D.)
(b) 18.11.2021
(1/2 page) 3/11/2021