



# Sharif Medical & Dental College, Lahore

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## Terms of Reference (TORs) for the Postgraduate Curriculum Committee of Sharif Postgraduate Medical Institute (SPGMI)

### 1. Purpose

The Postgraduate Curriculum Committee (PGCC) at Sharif Postgraduate Medical Institute (SPGMI) is established to ensure the academic integrity, quality, and continuous improvement of postgraduate programs. The committee is responsible for overseeing the design, implementation, evaluation, and revision of the postgraduate curriculum in accordance with academic standards, institutional goals, and regulatory requirements.

### 2. Objectives

- The objectives of the Postgraduate Curriculum Committee are to:
- Develop, review, and approve the curriculum for postgraduate programs offered at SPGMI.
- Ensure the curriculum aligns with national and international standards, regulatory bodies, and the evolving needs of healthcare education.
- Monitor the effectiveness of the curriculum, teaching methods, and learning resources.
- Facilitate continuous improvement through regular assessments, feedback, and updates to the curriculum.
- Collaborate with faculty, students, and external stakeholders to enhance the quality of postgraduate education.
- Ensure the curriculum supports the professional development of postgraduate students, fostering their academic, clinical, and research skills.

### 3. Composition

- The committee shall be composed of the following members:
- Chairperson: Dean or Senior Academic Leader (appointed by the institution)

#### Members:

- Heads of Postgraduate Departments (e.g., Anatomy, Surgery, Medicine, etc.)
- Senior Faculty Members from Various Disciplines
- Director of Postgraduate Programs
- A Representative of the Student Body (Postgraduate)
- Leadership from relevant departments

### 4. Roles and Responsibilities

- The Postgraduate Curriculum Committee shall:
- Curriculum Design and Approval:
- Review and approve the design and structure of new postgraduate programs or any major changes to existing ones.
- Ensure that the curriculum aligns with the mission, vision, and academic standards of SPGMI and meets the requirements of national accrediting bodies.

#### Curriculum Evaluation and Revision:

- Conduct periodic reviews of the curriculum to assess its relevance, effectiveness, and alignment with emerging trends in medical education and healthcare.
- Analyze feedback from faculty, students, and external stakeholders to identify areas for improvement and make necessary revisions.

**Quality Assurance and Accreditation:**

- Ensure the curriculum adheres to the standards set by accrediting bodies (e.g., Pakistan Medical and Dental Council, UHS, etc.).
- Collaborate with the institutional quality assurance committee to conduct regular internal audits and accreditation reviews.

**Teaching Methodologies and Resources:**

- Approve and recommend appropriate teaching methodologies, including the use of technology, clinical placements, and research opportunities.
- Ensure that the necessary resources (faculty, infrastructure, learning materials) are available for effective delivery of the curriculum.

**Assessment and Evaluation:**

- Develop and approve policies for student assessments, examinations, and evaluation methods.
- Regularly review and update assessment tools to ensure they measure the appropriate learning outcomes.

**Student Support and Feedback:**

- Ensure the curriculum provides adequate support to postgraduate students, including academic advising, counseling, and professional development opportunities.
- Regularly review student feedback on the curriculum and take corrective actions where necessary.

**Research Integration:**

- Encourage the integration of research and evidence-based practices within the curriculum to foster critical thinking and research skills in students.
- Facilitate research-oriented projects and collaboration with other institutions.

**5. Meetings**

- The Postgraduate Curriculum Committee shall meet at least once every semester, or more frequently if required.
- The Chairperson may call emergency meetings as needed to address urgent issues related to the curriculum.
- A quorum for decision-making shall be at least half of the committee members, including the Chairperson.

**6. Decision-Making**

- Decisions of the committee shall be made by consensus. In case of a deadlock, the Chairperson shall have the casting vote.
- Decisions and recommendations of the committee will be documented in meeting minutes and communicated to relevant stakeholders for implementation.

**7. Reporting and Accountability**

- The committee shall report to the Board of Governors or Academic Council at SPGMI regarding the status of curriculum development, review, and updates.
- Annual reports on the progress of postgraduate curriculum development and quality assurance will be submitted to the academic leadership.

**8. Confidentiality**

Members of the Postgraduate Curriculum Committee are expected to maintain the confidentiality of discussions, especially regarding academic, institutional, and personal matters of students or faculty.

**9. Review of Terms of Reference (TORs)**

The TORs for the committee shall be reviewed every two years or whenever significant changes in the curriculum or academic policy occur. The revised TORs will be submitted for approval by the Academic Council or relevant governing body.

**Principal**

Sharif Medical & Dental College