

**MEDICAL TEACHING INSTITUTION
BACHA KHAN MEDICAL COLLEGE MARDAN**



Prof. Jawad Ahmed
CEO / Dean

No. 2380 /BKMC
Date: 06/04/2026.

MBBS CURRICULUM & MODULAR COMMITTEES

1. INSTITUTIONAL CURRICULUM COMMITTEE (ICC)

Standard Operating Procedures (SOPs) & Terms of Reference (TORs)

1.1 Title: Institutional Curriculum Committee (ICC)

1.2 Purpose: To implement, monitor, and continuously improve an integrated, organ-system-based, student-centered MBBS curriculum aligned with:

- PMDC regulations
- Khyber Medical University (KMU) guidelines
- Institutional learning outcomes
- International best practices in medical education

1.3 Composition

Sr.	Position	Designation
1	Chairman Curriculum Committee	Prof. Dr. Usman Ali
2	Chairperson Department of Medical Education	Dr. Mahreen Lajbar
3	Assistant Professor Medical Education	Dr. Imtiaz Uddin
4	Module Coordinators	All Professional Years
5	Faculty Representatives	Basic & Clinical Sciences
6	Behavioral Sciences Representative	Nominated Faculty
7	Community Medicine Representative	Nominated Faculty
8	Student Representatives	CRs of Each Professional Year
9	Secretary Examination/Curriculum	Mr. Rifaq Hussain

1.4 Terms of Reference (TORs)

The ICC shall:

1. Oversee curriculum planning, implementation, and evaluation.
2. Ensure vertical and horizontal integration of disciplines.
3. Approve study guides, blueprints, and assessment frameworks.
4. Review module feedback and QEC reports.
5. Approve innovations in teaching-learning strategies.
6. Ensure compliance with PMDC/KMU policies.
7. Conduct regular meetings (minimum quarterly).
8. Review assessment results and item analysis.
9. Forward major policy decisions to KMU through DME & Dean.
10. Ensure documentation and archiving of all curriculum activities.

1.5 Meetings

- **Frequency:** Quarterly or as required.
- **Quorum:** 50% + 1 of total members.
- **Documentation:** Minutes recorded and circulated within 7 working days.
- **Action Tracking:** Follow-up report in next ICC meeting.

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2. MODULE COMMITTEES – GENERAL SOPs

2.1 Purpose: To plan, execute, monitor, and evaluate individual modules under ICC supervision.

2.2 Composition of Module Committee

Each Module Committee shall include:

Position	Description
Module Coordinator	Senior Faculty Member
Module Members	Faculty from relevant disciplines
Student Representative	CR / GR (Topper)
Secretary	Assigned Clerk

2.3 Responsibilities of Module Coordinator

The Coordinator shall:

1. Prepare integrated weekly timetables.
2. Develop module study guide including:
 - o Learning outcomes & Specific learning objectives
 - o Table of specifications
 - o Instructional strategies
 - o Assessment blueprint
 - o Learning resources
3. Conduct Pre-module planning meeting.
4. Conduct Post-assessment review meeting.
5. Supervise MCQs, SEQs, OSPE/OSCE.
6. Maintain complete module file containing:
 - o Academic calendar
 - o Proposed vs. achieved teaching hours
 - o Attendance record
 - o Assessment analysis
7. Submit file to Chairman ICC / DME.
8. Address student grievances.
9. Ensure QEC feedback submission.

2.4 Assessment Policy

Each module assessment shall include:

- MCQs & SEQs
- OSPE/OSCE (where applicable)

Item analysis must be conducted and documented.

2.5 Feedback Mechanism

- Written student feedback mandatory.
- Faculty feedback mandatory.
- QEC ensures timely submission to DME.
- Major curricular changes escalated to ICC.
- If unresolved, forwarded to KMU.

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3. MODULAR COMMITTEES (PROPER TABLE FORMAT)

FIRST PROFESSIONAL MBBS

Block A: Foundation + Blood

Role	Department	Name	Designation
Coordinator	Anatomy	Dr. Summaya	Demonstrator
Member	Biochemistry	Dr. Momina	Demonstrator
Member	Physiology	Dr. Rashid Shah	Demonstrator
Member	PRIME/Research	Dr. Adnan	Demonstrator
Member	Pharmacology	Dr. Fazal Rabi	Demonstrator
Member	Pathology	Dr. Zahir Shah	Demonstrator
Member	Community Medicine	Dr. Ishtiaq	Demonstrator
Member	Forensic Medicine	Dr. Zaheer	Demonstrator
Student Rep	1st Year MBBS	CR/GR	Student
Secretary	Anatomy	Mr. Nasir Shah	Junior Clerk

Block B: MSK

Role	Department	Name	Designation
Coordinator	Physiology	Dr. Abbas	
Member	Biochemistry	Dr. Hurriya Khan	Demonstrator
Member	Anatomy	Dr. Sumayya	Demonstrator
Member	PRIME	Dr. Mahreen Lajber	Assistant Professor
Member	Pharmacology	Dr. Waqas Khan	Demonstrator
Member	Pathology	Dr. Zainab Zia	Demonstrator
Member	Community Medicine	Dr. Ishtiaq Ahmad	Demonstrator
Student Rep	1st Year MBBS	CR/GR	Student
Secretary	Physiology	Saddam Hussain	Junior Clerk

Block C: CVS + Respiration

Role	Department	Name	Designation
Coordinator	Biochemistry	Dr. Muhammad Israr	Assistant Professor
Member	Physiology	Dr. Shandana	Demonstrator
Member	Biochemistry	Dr. Mansoor Ahmad	Demonstrator
Member	Anatomy	Dr. Jamil Anwar	Demonstrator
Member	Pharmacology	Dr. Waqas Khan	Demonstrator
Member	Pathology	Dr. Zainab Zia	Demonstrator
Member	Community Medicine	Dr. Fatima Lajbar	Demonstrator
Member	Forensic Medicine	Dr. Muhammad Zaheer	Demonstrator
Student Rep	1st Year MBBS	CR/GR	Student
Secretary	Biochemistry	Mr. Pir Fazal Shah	Junior Clerk

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SECOND PROFESSIONAL MBBS**Block D: Neurosciences**

Role	Department	Name	Designation
Coordinator	Anatomy	Dr. Amna Halima	Assistant Professor
Member	Physiology	Dr. Jamil Khan	Assistant Professor
Member	Biochemistry	Dr. Mujeeb	Assistant Professor
Member	Anatomy	Dr. Beenish	Demonstrator
Member	PRIME	Dr. Adnan	Demonstrator
Member	Medicine	Dr. Hameed Ullah	Assistant Professor
Student Rep	2nd Year	CR/GR	Student
Secretary	Anatomy	Mr. Nasir Shah	Junior Clerk

SECOND PROFESSIONAL MBBS**Block E: GIT + Renal**

Role	Department	Name	Designation
Coordinator	Physiology	Dr. Zarqa Sarwar	Assistant Professor
Member	Biochemistry	Dr. Atia	Demonstrator
Member	Physiology	Dr. Miraj	Senior Lecturer
Member	Anatomy	Dr. Kiran	Demonstrator
Member	PRIME	Dr. Adnan	Demonstrator
Member	Medicine	Dr. Faheem	Assistant Professor
Member	Pharmacology	Dr. Fazli Rabi	Demonstrator
Member	Pathology	Dr. Jawad Ahmad	Demonstrator
Member	Community Medicine	Dr. Huma Habib	Demonstrator
Member	Paediatrics	Dr. Khalil Ahmad	Assistant Professor
Student Rep.	2nd Year MBBS	CR/GR (Topper)	Student
Secretary	Physiology	Mr. Saddam Hussain	Junior Clerk

Block F: Endocrinology + Reproduction

Role	Department	Name	Designation
Coordinator	Biochemistry	Dr. Chamman Gul	Associate Professor
Member	Physiology	Dr. Rafia	Assistant Professor
Member	Biochemistry	Dr. Asad	Demonstrator
Member	Anatomy	Dr. Beenish	Demonstrator
Member	PRIME	Dr. Mahreen Lajbar	Assistant Professor
Member	Medicine	Dr. Manzoor	Demonstrator
Member	Pharmacology	Dr. Waqas Khan	Demonstrator
Member	Community Medicine	Dr. Ishtiaq Ahmad	Demonstrator
Member	Forensic Medicine	Dr. Muhammad Zaheer	Demonstrator
Student Rep	2nd Year MBBS	CR/GR (Topper)	Student
Secretary	Biochemistry	Mr. Pir Fazal Shah	Junior Clerk

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THIRD PROFESSIONAL MBBS

Block G: Foundation-II, Infection & Inflammation-I

Role	Department	Name	Designation
Coordinator	Pathology	Dr. Khalida	Assistant Professor
Member	Forensic Medicine	Dr. Abdullah	Assistant Professor
Member	Pharmacology	Dr. Fazl E Rabi	Demonstrator
Member	Community Medicine	Dr. Huma Habib	Demonstrator
Member	ENT	Dr. Haider Zaman	Demonstrator
Member	Eye	Dr. Hamza	Assistant Professor
Member	Research	Dr. Naeem Khattak	Demonstrator
Member	PRIME	Dr. Mahreen	Assistant Professor
Member	Medicine	Dr. Murad Ali	Assistant Professor
Member	Surgery	Dr. Abbas Raza	Assistant Professor
Member	Gynaecology	Dr. Nabila Khan	Associate Professor
Member	Paediatrics	Dr. Khalil Ahmad	Assistant Professor
Student Rep.	3rd Year MBBS	CR/GR (Topper)	Student
Secretary	Pathology	Mr. Arif	Junior Clerk

Block H: Multisystem, Blood & MSK

Role	Department	Name	Designation
Coordinator	Forensic Medicine	Dr. Shahid Iqbal	Assistant Professor
Member	Pathology	Dr. Komal	Assistant Professor
Member	Pharmacology	Dr. Somia Afzal	Demonstrator
Member	Community Medicine	Dr. Fatima	Demonstrator
Member	ENT	Dr. Mubashir Ullah Jan	Assistant Professor
Member	Eye	Dr. Muhammad Bilal	Assistant Professor
Member	PRIME	Dr. Mahreen Lajbar	Assistant Professor
Member	Research	Dr. Naeem Khattak	Demonstrator
Member	Medicine	Dr. Murad Ali	Assistant Professor
Member	Orthopedics	Dr. Zahir Khan	Assistant Professor
Member	Paediatrics	Dr. Khalil Ahmad	Assistant Professor
Student Rep	3rd Year MBBS	CR/GR (Topper)	Student
Secretary	Forensic Medicine	Mr. Shoab	Junior Clerk

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Block I: CVS & Respiratory

Role	Department	Name	Designation
Coordinator	Forensic Medicine	Dr. Abdullah	Assistant Professor
Member	Pathology	Dr. Jawad	Demonstrator
Member	Pharmacology	Dr. Waqas Khan	Demonstrator
Member	Community Medicine	Dr. Fatima	Demonstrator
Member	ENT	Dr. Haider Zaman	Assistant Professor
Member	PRIME	Dr. Mahreen Lajbar	Assistant Professor
Member	Research	Dr. Iftikhar ud Din	Assistant Professor
Member	Medicine	Dr. Nabi Rehman	Assistant Professor
Member	Paediatrics	Dr. Khalil Ahmad	Assistant Professor
Member	Anatomy	Dr. Jamil Anwar	S. Demonstrator
Member	Physiology	Dr. Muhammad Jamil	S. Demonstrator
Member	Biochemistry	Dr. Mansoor	Demonstrator
Student Rep	3rd Year MBBS	CR/GR (Topper)	Student
Secretary	Forensic Medicine	Mr. Shoaib	Junior Clerk

FOURTH PROFESSIONAL MBBS**Block J: Neurosciences-II**

Role	Department	Name	Designation
Coordinator	Pharmacology	Dr. Haleema Sadia	Associate Professor
Member	Pathology	Dr. Zainab Zia	Demonstrator
Member	Forensic Medicine	Dr. Zaheer Muhammad	S. Demonstrator
Member	Community Medicine	Dr. Huma	Demonstrator
Member	PRIME	Dr. Mahreen Lajbar	Demonstrator
Member	Medicine	Dr. Hameed Ullah	Demonstrator
Member	Psychiatry	Dr. Ejaz Gul	Assistant Professor
Member	Neurosurgery	Dr. Asghar Ali Safi	Assistant Professor
Member	Paediatrics	Dr. Khalil Ahmad	Assistant Professor
Member	Anesthesia	Dr. Salman Malik	Assistant Professor
Secretary	Pharmacology	Mr. Nasir Shah	Junior Clerk

Block K: GIT & Hepatobiliary

Role	Department	Name	Designation
Coordinator	Pathology	Dr. Komal	Assistant Professor
Member	Forensic Medicine	Dr. Shahid	Assistant Professor
Member	Pharmacology	Dr. Waqas	Demonstrator
Member	Community Medicine	Dr. Ishtaiq	Demonstrator
Member	PRIME	Dr. Mahreen Lajbar	Demonstrator
Member	Medicine (GIT Examination)	Dr. Farman	Assistant Professor
Member	Surgery (GIT/Local Exam)	Dr. Abbas Ali Raza	Assistant Professor
Member	Paediatrics	Dr. Khalil Ahmad	Assistant Professor
Member	Family Medicine	Dr. Murad Ali	Assistant Professor
Secretary	Pathology	Mr. Arif	Junior Clerk

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Block L: Renal, Reproductive & Endocrine

Role	Department	Name	Designation
Coordinator	Community Medicine	Dr. Shahana Nisar	Assistant Professor
Member	Forensic Medicine	Dr. Abdullah	Assistant Professor
Member	Pharmacology	Dr. Somia Afzal	S. Demonstrator
Member	Pathology	Dr. Khalida	Assistant Professor
Member	Surgery	Dr. Abbas Ali Raza	Assistant Professor
Member	Gynecology	Dr. Nabila Khan	Assistant Professor
Member	Medicine	Dr. Murad Ali	Assistant Professor
Member	Paediatrics	Dr. Khalil Ahmad	Assistant Professor
Secretary	Community Medicine	Mr. Ijaz Khan	Computer Operator

Block M1&M2: ENT & Eye

Role	Department	Name	Designation
Coordinator	Eye	Dr. Shafqat Ali Shah	Associate Professor
Member	ENT	Dr. Syed M. Muddasir	Assistant Professor
Secretary	Eye & ENT	Mr. Majid	Junior Clerk

FINAL PROFESSIONAL MBBS**Block N: Foundation-III, Blood-III, MSK-III (06 Weeks)**

Role	Department	Name	Designation
Coordinator	Surgery	Dr. Saad Ali Shah	Assistant Professor
Member	Medicine	Dr. Muhammad Sohrab Khan	Assistant Professor
Member	Gynecology/Obstetrics	Dr. Maryam Badshah	Assistant Professor
Member	Paediatrics	Dr. Kiramat Ullah	Assistant Professor
Member	Orthopedics	Dr. Muhammad Tariq	Assistant Professor
Member	Radiology	Dr. Laila Khan	Assistant Professor
Member	Psychiatry	Dr. Aizaz Jamal	Assistant Professor
Member	Medical Education/PRIME	Dr. Mehreen Lajbar	Assistant Professor
Secretary	Associate Dean (Clinical)	Mr. Kamran Khan	Junior Clerk

Block O: Cardiopulmonary-III (06 Weeks)

Role	Department	Name	Designation
Coordinator	Medicine	Dr. Muhammad Sohrab Khan	Assistant Professor
Member	Cardiology	Dr. Shafiq Alam	Assistant Professor
Member	Pulmonology	Dr. Sajjad Ali	Associate Professor
Member	Surgery	Dr. Saad Ali Shah	Assistant Professor
Member	Paediatrics	Dr. Kiramat Ullah	Assistant Professor
Secretary	Associate Dean (Clinical)	Mr. Kamran Khan	Junior Clerk


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Block P: Renal-III, Endocrine & Reproduction-III (06 Weeks)

Role	Department	Name	Designation
Coordinator	Gynecology	Dr. Maryam Badshah	Assistant Professor
Member	Nephrology/Urology	Dr. Zafar Ali	Assistant Professor
Member	Paediatrics	Dr. Kiramat Ullah	Associate Professor
Member	Medicine	Dr. Muhammad Sohrab Khan	Assistant Professor
Member	Surgery	Dr. Saad Ali Shah	Assistant Professor
Secretary	Associate Dean (Clinical)	Mr. Kamran Khan	Junior Clerk

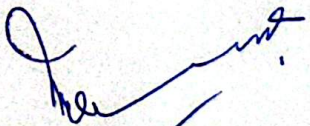
Block Q: Nervous System-III, GIT-III & Multisystem-III (07 Weeks)

Role	Department	Name	Designation
Coordinator	Paediatrics	Dr. Kiramat Ullah	Assistant Professor
Member	Medicine	Dr. Muhammad Sohrab Khan	Assistant Professor
Member	Psychiatry	Dr. Aizaz Jamal	Assistant Professor
Member	Surgery	Dr. Saad Ali Shah	Assistant Professor
Member	Orthopedics	Dr. Muhammad Tariq	Assistant Professor
Member	Gynecology	Dr. Maryam Badshah	Assistant Professor
Secretary	Associate Dean (Clinical)	Mr. Kamran Khan	Junior Clerk


DEAN/CEO
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Copy for information & necessary action to:

1. Associate Dean BKMC, MTI, Mardan.
2. Associate Dean Clinical BKMC, MTI, Mardan.
3. Chairman & Members of ICC BKMC, MTI, Mardan.
4. All Concerned Coordinator & Member of Modular Committees.
5. In-Charge IT Department BKMC, MTI, Mardan.
6. Office Copy.


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