



**TOR OF CURRICULUM COMMITTEE**  
**LIAQUAT INSTITUTE OF MEDICAL & HEALTH AND SCIENCES, LIMHS, THATTA**

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**TERMS OF REFERENCE (TORs) CURRICULUM COMMITTEE AT  
LIMHS THATTA**

**Introduction:**

The Curriculum Committee is a vital component of the academic council at Liaquat Institute of Medical and Health Sciences Thatta (LIMHS). Comprising faculty members and student representatives, the committee is responsible for overseeing the development, implementation, and review of the curriculum in alignment with the guidelines of LUMHS and PMDC. Its mission is to ensure that the MBBS program at LIMHS reflects the institution's mission and vision, meeting and exceeding accreditation standards. The Chair, Principal, reports the committee's decisions and recommendations regularly to the Principal and the Academic Council.

**Membership of The Curriculum Committee:**

**Chair of Committee:**

- Principal

**Co Chair of committee:**

- Vice-Principal

**Coordinators:**

- Coordinator, Basic Sciences Department
- Coordinator, Clinical Sciences Department

**Members:**

- Heads of All Departments of Basic Sciences



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- Heads of All Departments of Clinical Sciences
- Head of Medical Education Department
- Student representatives (one from each class)

**Structure:**

To enhance efficiency and specificity to LIMHS Thatta, the Curriculum Committee is thoughtfully divided into two sub-committees:

- Basic Sciences Committee
- Clinical Sciences Committee

**Roles & Responsibilities:**

***Chair of the Curriculum Committee:***

- Oversee the meticulous implementation of the curriculum.
- Preside over the Committee meetings with a keen eye on the unique needs of the Institute
- Effectively communicate curriculum-related matters with the esteemed head of the institution.
- Vigilantly represent Institute at LUMHS curricular Task force meetings.
- Provide constructive feedback on all issues pertinent to the implementation and delivery of the curriculum, aligning with LUMHS guidelines.
- Direct Coordinators to review curricula with respective HODs and Committee chairpersons, considering the specific context of Institute.
- Regularly inform the Academic Council about Committee decisions, ensuring alignment with the institution's distinctive context.
- Make insightful recommendations to the Academic Council on Curriculum matters, customizing them to cater to the unique characteristics of the Institute.



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***Year Coordinators:***

- Keep the Committee head informed about Curriculum progress at the Institute
- Skillfully supervise Committee in-charges, taking into account the specific needs of the institution.
- Hold regular meetings for curriculum delivery review, considering the distinctive aspects of the Institute.
- Diligently monitor Committee activities, ensuring seamless integration with the institution's ethos.

**Working Functions of the Curriculum Committee:**

- Develop, maintain, and evaluate a curriculum specifically tailored to meet the standards of WFME & PMDC at the Institute.
- Thoughtfully review and modify goals and objectives, ensuring alignment with outcome measures unique to the Institute.
- Establish a logical sequencing and integration of the curriculum within academic periods, resonating with the specific context of Institute.
- Formulate and modify the academic calendar, considering the specific needs of the Institute.
- Monitor and evaluate module and Housejob quality, ensuring they align with the distinctive characteristics of the Institute.
- Ensure effective pedagogy and assessment methods, tailored to the unique requirements of the Institute.
- Promote educational innovation and scholarship, considering the specific context of the Institute.
- Oversee curriculum delivery at all sites, taking into account the distinctive features of the Institute.

**Chairperson:**

- Supervise relevant curriculum module at the Institute.



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- Communicate with Committee head on academic matters, ensuring alignment with the unique context of the Institute.
- Keep Committee head informed about module progress at the Institute.
- Supervise in-charge for module, considering the specific needs of the Institute.

**In-charge:**

- Ensure Module/Term structure aligns with guidelines, customizing them to fit the unique context of the Institute.
- Arrange pre-module meetings and meetings during the module, ensuring they cater to the unique needs of the Institute.
- Actively liaise with the Chairperson and committee members, taking into account the specific context of the Institute.
- Compile and prepare Module/Term Document, customizing it to meet the unique requirements of the Institute
- Get approval from the Committee and disseminate it to Heads of concerned departments, ensuring alignment with the distinctive characteristics of the Institute.

**Members:**

- Represent respective departments, ensuring alignment with the unique needs of the Institute.
- Review subject content and submit updates, considering the specific context of the institute.
- Attend all module/term meetings, ensuring they are tailored to meet the unique requirements of the Institute.
- Provide weekly timetables, customized to the distinctive features of the institute.
- Maintain analysis of assessments, taking into account the specific context of the Institute.
- Finalize module document for respective departments, customizing it to meet the unique requirements of the Institute.



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**Medical Educationist:**

- Be an active member of the committee at the Institute.
- Attend meetings as DME representative, considering the specific context of the Institute.
- Review final documents and suggest improvements, ensuring alignment with the unique characteristics of the Institute.
- Develop a study guide for the module, customizing it to meet the unique requirements of the Institute.
- Ensure teaching aligns with learning objectives, resonating with the specific context of the Institute.
- Monitor teaching and assessment methods, ensuring they cater to the unique needs of the Institute.

**Meetings:**

A quarterly/six monthly Committee meeting will be held, and emergency meetings may be called. Call letters and minutes will be issued by DME, considering the specific context of the Institute.

**Reporting Mechanism:**

The Principal will keep the Vice-Chancellor updated about the progress made in the committee. This will be done by emailing the VC the relevant documents.

**Deliverables:**

- i. MINUTES OF MEETINGS
- ii. COURSE FILES
- iii. COURSE/MODULE EVALUATION REPORTS



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**Principal**  
**Liaquat Institute of Medical**  
**& Health Sciences, Thatta**