

RAHBAR COLLEGE OF DENTISTRY
TERMS OF REFERENCE (TOR) FOR INSTITUTIONAL CURRICULUM COMMITTEE



**RAHBAR COLLEGE
OF DENTISTRY**

**PRINCIPAL
PROF. DR. MUHAMMAD NASIR SALEEM
RAHBAR COLLEGE OF DENTISTRY**

Prof. Dr. Muhammad Nasir Saleem
BDS (Hons), FCPS, MSc, ICMT,
FDS RCPSCG, PhD (Scholar),
Principal
HOD Operative Dentistry,
Rahbar College of Dentistry, Lahore

No.102/RCoD/ 204/9/ Dated: 21/9/2024

To: Director Admin

Info: Medical Br

The guidelines outlining the role and functions of an Institutional Curriculum Committee (ICC) are as follows:

1. Curriculum Planning

- **Curriculum Committee:** The curriculum committee will coordinate and assign responsibilities to ensure that curriculum planning aligns with the standards of the affiliated university.
- **Faculty Involvement:** Outline the responsibilities of faculty members in teaching, mentoring, and evaluating students
- **Approve Curriculum Changes:** Review and approve changes to curriculum, course content, and teaching methodologies and forward major changes to the academic council.
- **Encourage Innovation:** Promote and support innovative teaching and learning while planning and implementing curriculum initiatives that align with educational standards. Use feedback to enhance learning outcomes and foster a culture of continuous improvement.
- **Core Subjects:** List and describe core subjects and modules, including basic sciences, clinical dentistry, and public health.
- **Integration:** Detail how horizontal (across the same year) and vertical (across different years) integration will be implemented to enhance learning.
- **Assessment:** Specify methods of assessment and evaluation, including formative and summative assessments, practical examinations, and clinical evaluations.

2. Implementation

- **Timeline:** Provide a timeline for the planning, approval, and implementation phases of the curriculum.
- **Resources:** Identify the resources required for effective curriculum delivery, including textbooks, technology, and clinical facilities.
- **Training:** Outline any training or professional development needed for faculty to effectively deliver the curriculum.

3. Evaluation

- **Feedback:** Collaborate with the Quality Assurance Cell to gather and assess feedback from students and faculty regarding the curriculum.
- **Continuous Improvement:** Incorporate the feedback from stakeholders and make informed decisions ensuring that curricular changes enhance educational quality.

4. Development of Educational Programs

- Develop tools that outline the scope, objectives, and expectations of the project to serve as a guiding framework for stakeholders involved in the development process.

5. Identification of Educational Resources

- Assess the curriculum needs and learning objectives, review existing materials for relevance and explore databases, libraries, and educational websites

6. Policy Development and Oversight

- **Formulate Academic Policies:** Oversee and review policies related to academic programs, assessment standards, and student conduct.
- **Approve Academic Programs:** Evaluate new programs, and courses. Ensure they align with institutional goals and accreditation requirements.
- **Review and Revise Policies:** Regularly assess and update existing policies to reflect changes in educational standards, regulations, and institutional needs.

7. Support and Development

- **Faculty Development:** Support faculty development initiatives and professional growth opportunities.
- **Student Support:** Ensure academic policies support student success and address student needs effectively.

8. Research and Innovation:

- **Promote Research:** Encourage research activities and innovation within the college, supporting faculty and students in their research endeavors.
- **Integrate Findings:** Ensure that research findings are integrated into the curriculum and academic practices where applicable.

9. Communication and Transparency

- **Ensure Transparency:** Maintain transparency in decision-making processes and communicate effectively with all stakeholders.
- **Report Findings:** Provide regular reports on academic affairs and decisions to the academic council.

The Institutional Curriculum Committee will be scheduled quarterly and will systematically forward all relevant information to the Academic Council, the committee plays a vital role in maintaining transparency and coherence in curricular matters. Major decisions regarding curriculum changes, approvals, and innovations are submitted to the Academic Council for review and approval, ensuring that all educational initiatives uphold the highest standards of quality and academic excellence.