FRONTIER MEDICAL & DENTAL COLLEGE

ABBOTTABAD

DEPARTMENT OF MEDICAL EDUCATION

MODULE PLANNING COMMITTEE (MPC)

Session 2025-26

Department of Medical Education				
MODULE PLANNING COMMITTEE (MPC)				
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Introduction

The Module Planning Committee (MPC) is a standing academic committee established to support the effective planning, implementation, monitoring, and review of MBBS modules. The committee ensures that all modules are delivered in accordance with the Bahria University curriculum, PMDC requirements, and institutional academic policies. The MPC serves as the primary forum for academic coordination among departments involved in module delivery.

Composition

The MPC comprises key faculty members responsible for curriculum implementation and module management. Members are nominated by the institution and participate in planning and review activities throughout the academic year.

The Committee consists of:

- Dean FMDC/Director Medical Education / Year Coordinator (Chairperson)
- Module Coordinator
- Representative of Examination Cell
- Relevant Heads of Departments
- Co-opted faculty members, where required

Module Coordinators (Academic Session 2025-26)

Module Coordinators are responsible for coordinating the academic and administrative activities of their assigned modules for the academic session 2025-26. They work closely with the Department of Medical Education, Examination Cell, and concerned departments to ensure smooth module implementation.

- ✓ **1st Year MBBS**
  Module I – Dr. Arooba
  Module II – Dr. Hussam Qazi
  Module III – Mrs. Mehwish

- ✓ **2nd Year MBBS**
  Module IV – Dr. Muhammad Adeel
  Module V – Dr. Hussam Qazi
  Module VI – Dr. Khizer Naveed

- ✓ **3rd Year MBBS**
  Module VII – Dr. Khizer Naveed
  Module VIII – Mrs. Ossama Mehboob
  Module IX – Dr. Kiran

Functions of the MPC

The Committee performs a central role in ensuring effective module delivery, curriculum implementation, and quality assurance. It provides a platform for academic planning, assessment coordination, module monitoring, and continuous curricular improvement. The Module Planning

Committee serves as the primary operational mechanism for curricular review by systematically evaluating module performance, learning outcome achievement, assessment data, integration effectiveness, stakeholder feedback, and compliance with PMDC requirements. Through annual module reviews and evidence-based recommendations, the MPC contributes to the continuous enhancement of the MBBS curriculum and supports the achievement of curricular and program outcomes.The functions of the MPC include:

1. To review and finalize module learning objectives and ensure their alignment with the Bahria University curriculum.
2. To develop and approve integrated module timetables, teaching schedules, and learning activities in coordination with all concerned departments.
3. To coordinate formative and summative assessment planning, including assessment blueprints, examination schedules, and assessment implementation.
4. To review module implementation, analyze student and faculty feedback, and recommend improvements for subsequent modules.
5. To review the curriculum against PMDC 2024 MBBS criteria and present annual review report.

Meetings

Regular meetings are conducted to ensure timely planning and review of modules. These meetings provide an opportunity for coordination among departments and facilitate the resolution of academic issues before module implementation.

The MPC shall:

- Conduct a planning meeting before the commencement of each module.
- Hold additional meetings when required.
- Maintain official minutes of all meetings through the Department of Medical Education.
- Present annual module review recommendations to the Curriculum Committee.

Responsibilities of the Module Coordinator

The Module Coordinator serves as the focal person for module management and implementation. The coordinator ensures effective communication among departments and oversees the academic progress of the module.

The Module Coordinator shall:

- Coordinate module planning activities.
- Facilitate timetable preparation.
- Coordinate teaching activities among departments.
- Assist in assessment planning.
- Monitor module implementation.
- Present module-related concerns to the MPC.

Assessment Responsibilities

Assessment planning is an important responsibility of the MPC. The Committee ensures that assessments are aligned with learning objectives and institutional assessment policies.

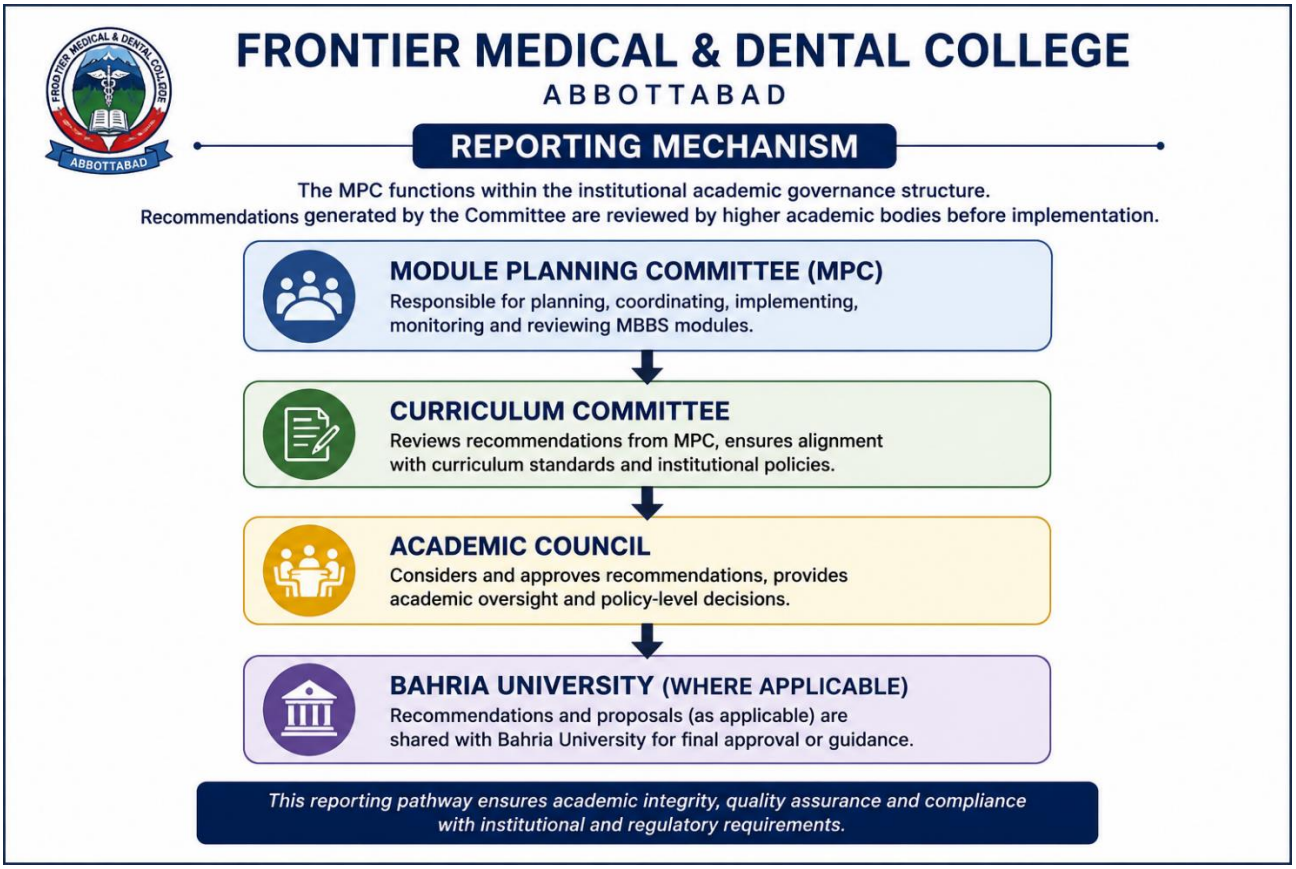
The MPC shall:

- Review assessment blueprints.
- Ensure assessment alignment with learning objectives.
- Coordinate with the Examination Cell.
- Review formative assessment plans.
- Review end-of-module assessment plans.
- Monitor assessment quality and fairness.

Reporting Mechanism

The MPC functions within the institutional academic governance structure. Recommendations generated by the Committee are reviewed by higher academic bodies before implementation.

Reporting pathway:



Curriculum Review and Quality Improvement

The MPC is pivotal in the curricular review of MBBS program by providing input to the curricular committee. The Curriculum Committee then serves as the principal body responsible for reviewing and improving the MBBS curriculum. The Committee receives annual reports from MPC, which is

based on input from different stakeholders, and evaluates their implications for curriculum quality and effectiveness.

The Curriculum Committee particularly reviews:

- Teaching and learning activities across modules.
- Integration and sequencing of curriculum content.
- Assessment practices and feedback mechanisms.
- Student performance and stakeholder feedback.
- Challenges encountered during curriculum implementation.
- Compliance with PMDC requirements and institutional policies.

Based on its review, the Committee formulates recommendations for curriculum enhancement and submits them to the Academic Council for consideration and approval. Where required, curriculum-related suggestions may also be communicated to Bahria University through the appropriate institutional channels.

The MPC and Curricular Committee promotes continuous quality improvement by ensuring that curriculum decisions are evidence-based, stakeholder-informed, and aligned with the mission of the institution and the requirements of PMDC and Bahria University.

Effective Date

This guidebook has been developed to support implementation of the approved MPC SOPs and shall remain applicable unless revised by the academic council.

Prepared By
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