

Department of Medical Education & Research

Women Dental College Abbottabad

Ref# WDC/DME/26/820

Dated: 23/09/26

Implementation of BDS Curriculum Policy

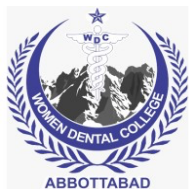
Standard Operating Procedure (SOP)

Purpose

To ensure the effective planning, implementation, monitoring, evaluation, and continuous improvement of the BDS curriculum in accordance with PM&DC, KMU, and WDC Curriculum Policy.

Implementation Process

Step	Activity	Responsible Person/Committee	Required Records/Evidence
1. Curriculum Planning	Develop course overview, module study guides, learning outcomes, teaching schedules, assessment plans, learning & teaching activities, assessments and integration maps before module commencement.	Central Curriculum Committee (CCC), Institutional Curriculum Committee (ICC), and Module Curriculum Committee (MCC)	Course Overview, Learning Outcomes, Study Guides, Logbooks, Portfolios, Timetable, Assessment Blueprint etc.
2. Review & Approval	Review and approve curriculum implementation plans and schedules.	CCC, and ICC	CCC & ICC Meeting Minutes, Approved Plans etc.
3. Curriculum Delivery	Deliver curriculum using lectures, PBL, CBL, TBL, SGDs, simulation, clinical rotations, community activities, and e-learning.	MCC, concerned departments & faculty	Attendance Records, Teaching Materials etc.
4. Assessment Implementation	Conduct formative and summative assessments according to approved blueprint and academic calendar.	Examination Committee, MCC, concerned departments & faculty	Assessment Tools, Results, Item Analysis, Meeting Minutes etc.
5. Monitoring & Documentation	Monitor teaching activities, attendance, assessment compliance, and curriculum integration.	Quality Enhancement Cell (QEC), MCC & concerned department heads	Module Files, Attendance Sheets, Reports etc.



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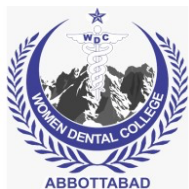
6. Feedback Collection	Collect student and faculty feedback at the end of each module/academic year.	QEC, DMER, MCC & concerned students and faculty	Feedback Forms, Survey Reports etc.
7. Evaluation & Review	Review assessment outcomes, module reports, stakeholder feedback, and quality indicators.	MCC, ICC, CCC, DMER & QEC	Module Evaluation Reports, Action Plans etc.
8. Continuous Improvement	Implement approved recommendations and monitor corrective actions in subsequent modules.	CCC, ICC, MCC, DMER & QEC	Reports, Revised Plans etc.

Key Performance Indicators (KPIs)

Indicator	Target
Approved Course Overview, Study Guides, Logbooks / Portfolios etc. Before Module Start	100%
Curriculum Delivered as Scheduled	≥95%
Student Feedback Collection	100% Modules
Curriculum Committee Meetings	As per Schedule
Assessment Blueprint Compliance	100%
Documentation Completion	100%
Corrective Actions Implemented	Evidence Available

Records Retention

Document/Record	Custodian
Study Guides & Timetables	CCC/ICC/MCC/DMER
Assessment Blueprints & Reports	CCC/Examination Cell
Attendance Records	IT/Concerned Departments
Feedback Reports	QEC/DMER



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ICC & MCC Minutes	DMER
Curriculum Evaluation Reports	ICC/DMER/QEC
Corrective Action Plans	QEC/ICC/Concerned Departments

SOP Flow: Plan → Approve → Deliver → Assess → Monitor → Feedback → Review → Improve.

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Copy to:

- Principal & Vice Principals WDC
- All HODs WDC
- Curriculum Lead WDC
- Controller Examinations WDC
- Manager QEC WDC
- LMS Manager (to upload on LMS)
- Website Developer (to upload on website under policies)
- Office copy