



**OFFICE OF THE REGISTRAR
NISHTAR MEDICAL UNIVERSITY, MULTAN**

email: registrar@nmu.edu.pk

No: 1275-77 /NMU-Reg,

Dated: 13-09- /2025

To

1. The Deans of all the Faculties,
 2. The Principals of all the constituent Colleges,
 3. All the Program Directors
- Nishtar Medical University, Multan**

Subject: **GUIDELINES FOR CURRICULUM PREPARATION AND APPROVAL AT
NISHTAR MEDICAL UNIVERSITY, MULTAN**

The office of the Registrar is pleased to circulate the comprehensive guidelines/ Standard Operating Procedures (SOPs) for the preparation, revision, and approval of curricula. These guidelines have been developed to ensure a standardized, transparent, and quality-driven process across all departments, in strict compliance with the Higher Education Commission (HEC) guidelines and the Nishtar Medical University (NMU) Act, 2017.

This document provides a clear roadmap for departments to align their curricula with national and international standards, ensuring the highest quality of education for our students. In this regard following documents are being circulated for guidance and compliance;

1. **Components and Order of Curriculum Document (Copy attached)**
2. **Standard Operating Procedures (SOPs) for Curriculum Approval from Statutory Bodies (Copy attached)**
3. **Template/ sample Curriculum (Editable Soft Copy)**

All the departments are requested to strictly adhere to the attached SOPs for all new curriculum proposals and revisions. Please use the sample curriculum as a template to ensure all necessary components are included in the correct format. For any questions or clarification, please contact the Registrar's office.


**REGISTRAR
NISHTAR MEDICAL UNIVERSITY
MULTAN**

No. / _____ /NMU-REG Multan dated Multan the _____ 2025

Copy forwarded for information and necessary action to: -

1. The Vice Chancellor, Nishtar Medical University, Multan


**REGISTRAR
NISHTAR MEDICAL UNIVERSITY
MULTAN**



OFFICE OF THE REGISTRAR NISHTAR MEDICAL UNIVERSITY, MULTAN

Standard Operating Procedures (SOPs) for Curriculum Approval from Statutory Bodies

Statutory Body	Task	Procedure	Forwarded To	Forwarding Documents
Board of Studies ↓	Preparation & Approval of Curriculum	- Curriculum prepared and approved in BOS meeting. - Minutes signed by all members. - HOD will sign all pages of curriculum. - HOD will sign the Certificate of Approvals	Dean of Faculty	- Covering letter - Curriculum document - Minutes of BOS meeting
Board of Faculty ↓	Approval of Curriculum	- Dean convenes meeting of BOF. - Minutes signed by all members. - Dean will sign all pages of curriculum. - Dean will sign the Certificate of Approvals	Curriculum Committee	- Covering letter - Curriculum document - Minutes of BOF meeting
Curriculum Committee ↓	Approval of Curriculum	- Chairman calls meeting. - Curriculum approved. - Chairman will sign all pages of curriculum. - Chairman Curriculum Committee will sign the Certificate of Approvals	Registrar For presentation to BASR	- Covering Letter - Curriculum document - Minutes of Curriculum Committee meeting
Board of Advanced Studies and Research (BASR) ↓	Approval of Curriculum	- Registrar presents Undergraduate curricula directly to Academic Council. Postgraduate curricula presented first to BASR, then to Academic Council. - Chairman (VC) BASR will sign the Certificate of Approvals	Academic Council	- Curriculum document - Minutes of BASR
Academic Council ↓	Approval of Curriculum	- Academic Council reviews and approves curricula (UG & PG). - Secretary Academic Council (Registrar) will sign the Certificate of Approvals	Syndicate	- Approved Curriculum document - Minutes of Academic Council meeting
Syndicate	Final Approval & Notification	- Syndicate grants final approval. - Secretary (Registrar) will sign the Certificate of Approvals - Curriculum will be notified by the Registrar office	- Concerned Department - Controller of Examinations - NMU Official Website - Registrar Office Record	Notification of Approved Curriculum from Registrar Office

Prof. Dr. Syed Ahmer Hussain

Registrar

Nishtar Medical University Multan



OFFICE OF THE REGISTRAR, NISHTAR MEDICAL UNIVERSITY, MULTAN

COMPONENTS AND ORDER OF CURRICULUM DOCUMENT

Component	Details
Title Page	As provided (Color Print)
Logo	NMU Logo on Title Page
Font Style	Calibri
Font Size	Page Heading: 16 Bold Sub Heading: 14 Bold Content: 12
Tape Binding	Basic Sciences Green Medicine & Allied Blue Surgical & Allied Black Nursing Red Allied Health Sciences Silver Pharmacy Grey Dental Sciences Red
Page Numbering	At Left Corner on bottom of Page
Header of each Page	"Curriculum of MD Paediatric Medicine 2025"
Footer of each Page	"Department of Pediatric Medicine Nishtar Medical University, Multan"
	Title Page (Color Print)
Page No. 1	Table of Contents
Page No. 2	Check List
Page No. 3	Certificate of Curriculum Approvals
Page No. 4	Board of Studies
Page No. 5	Aknowledgment by HOD
Page No. 6	Introduction of Nishtar Medical University, Multan
Page No. 7	Vision Statement of the University
Page No. 8	Mission Statement of the University
Page No. 9	Nomenclature of Program Abbreviation Level of Program System of Program
Page No. 10	Objectives of Program
Page No. 11	Program Rationale Including Need and justification, Relevance to national/ International priorities & SDGs, Alignment with university mission, employability and career prospects

Page No. 12	Scope of Program (Further studies, Market, Social & Employment)
Page No. 13	Program System & Duration
Page No. 14	No of Credit Hours of Program Details of Credit Hours
Page No. 15	Eligibility Criteria
Page No. 16	Admission Criteria
Page No. 17	Research Policy
Page No. 18	Comprehensive Examination Policy including Internal assessment (assignments, quizzes, logbooks), Exam eligibility criteria Exam structure (written, viva, clinical), Grading policy, Passing criteria, Thesis evaluation
Page No. 19	Thesis Evaluation Policy including Requirement including Research methodology Proposal submission Thesis/dissertation requirements Thesis evaluation
Page No. 20	Anti-Plagiarism Policy
Page No. 21	Recommended Books
Page No. 22	Details of Departmental Library
Page No. 23	List and Details of Faculty Members
Page No. 24 (Onwards)	Course Outlines including Logbook, clinical hours & rotations, Workshops
Page No. XX	Table of Specifications (TOS)
Page No. YY	List of Internal Examiners
Page No. ZZ	List of External Examiners

1. Print the curriculum according to the given order.
2. Tape binding with transparent sheet as mentioned.
3. Provide 03 Hard Copies and Soft Copy (USB) of the curriculum to the Registrar office
4. Attach copies of following documents with the curriculum
 - a. Notification of Departmental Board of Studies
 - b. Forwarding Letter of HOD to Dean of Faculty
 - c. Recommendation Letter from Dean of Faculty


Prof. Dr. Syed Ahmer Hussain
 Registrar
 Nishtar Medical University, Multan