

ACADEMIC COMMITTEE MEETING **CIRCULAR**

DATE: 18/04/2026

Date: To be conducted on 20/04/2026, Monday

Time: 3.30pm

Chairperson: Prof. (Dr.) Rashid Qazi

Venue: Seminar hall

AGENDA OF THE MEETING

1. Confirmation of minutes of previous meeting
2. Review of implementation of previous decisions
3. Curriculum and teaching plan updates
4. Time table review and adjustments
5. Integrated teaching activities
6. Student logbook and teacher diary monitoring
7. Any other matter with permission to chair

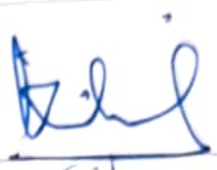
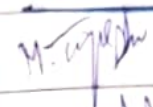
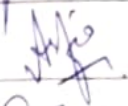
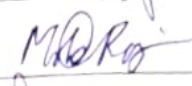
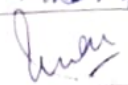

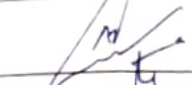
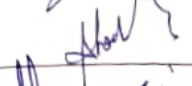
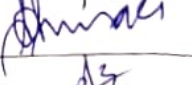
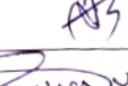
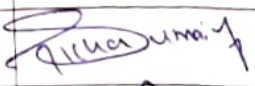
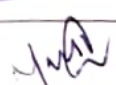
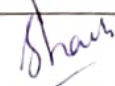
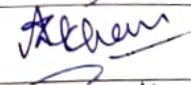
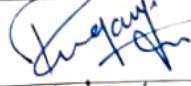
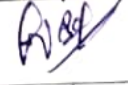

NEXT MEETING:

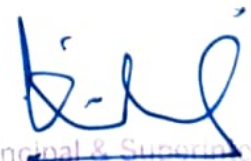
Last week of June 2026



Principal & Superintendent
Al's DR. M. J. TIBBIA UNANI MED
COLLEGE & HAJIA R. K. HOSPITAL
60, Yari Road, Wazirpur, Faisalabad-38000, Pakistan

Dated: 18/04/26

Sr.No	Name of the Faculty	Designation	Signature
1	Prof. (Dr.) Rashid Qazi, Principal & Superintendent. (HOD, ENT)	Chairperson	
2	Dr. Tarique Ahsan	Co-ordinator	
3	Dr. Asfia Farrannum	Co-ordinator	
4	Dr. Mohd. Rizwan	Member	
5	Dr. Niyazi Usmani	Member	
6	Dr. Faizan-e-Elahi	Member	
7	Dr. Asif Ali Chaudhary	Member	
8	Dr. Shadab Jamal	Member	
9	Dr. Humaira Ansari	Member	
10	Dr. Imran Shaikh	Member	
11	Dr. Sumayya Khan	Member	
12	Dr. Mushir Ansari	Member	
13	Dr. Shaila Khan	Member	
14	Dr. Zeeshan Khan	Member	
15	Dr. Baig Ruqaiya	Member	
16	Dr Wazeef Momin	Member	
17	Dr. Tanzim Qadri	Member	


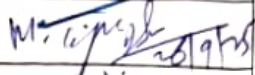

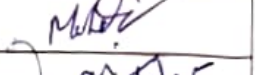
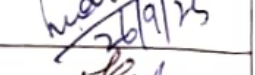
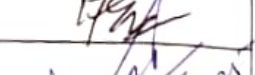
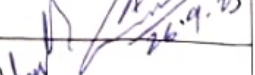

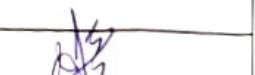
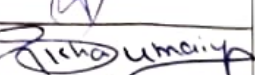
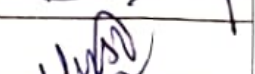
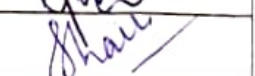
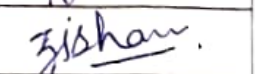
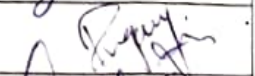
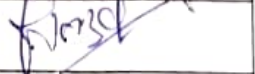
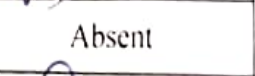


Principal & Superintendent,
A/1's DR. M. I. TIBBIA UNANI MEDICAL
COLLEGE & LAJJA R. K. HOSPITAL
C/O. V.P. Road, D. S. Road, D. S. Road, D. S. Road

Minutes of the meeting

Minutes of the meeting of academic committee held under the chairmanship of the Principal on 11/9/25 at 3.30 pm in the conference hall.

Members present

Sr. No.	Members	Designation	Sign
1	Prof.(Dr.) Rashid Qazi	Chairperson	
2	Dr. Trique Ahsan	Co-ordinator	 26/9/25
3	Dr. Asfia Tarannum	Co-ordinator	
4	Dr. Mohd. Rizwan	Member	
5	Dr. Niyazi Usmani	Member	 26/9/25
6	Dr. Faizan Ilahi	Member	
7	Dr. Asif Chaudhary	Member	 26.9.25
8	Dr. Shadab Jamal	Member	
9	Dr. Humaira Ansari	Member	
10	Dr. Imran Shaikh	Member	
11	Dr. Sumaiya Khan	Member	
12	Dr. Mushir Ansari	Member	
13	Dr. Shaila khan	Member	
14	Dr.zeeshan khan	Member	
15	Dr. Baig Ruqaiya	Member	
16	Dr. Wazeef Momin	Member	
17	Dr. Tanzim Qadri	Member	Absent
18	Dr. Tuba Hanif	Member	

Members Absent: 01

QUORUM Chairman took the chair and declared that the required quorum was present to convene the meeting.

Agenda of the meeting :

1. To assign the role and responsibilities to the members
2. To discuss and finalize the curriculum and teaching plan format
3. To review the time table and to prepare the individual time table.
4. To discuss and implement the horizontal and vertical integration of CBDC.
5. To discuss the format of students logbook and teacher's diary.

Proceedings of the meeting

Agenda 1: Assigning responsibilities to the members.

Discussion: It was discussed that all the members present from each department in the meeting will update the Proceedings to the other members of their department and provide the academic committee with the curriculum plan and teaching plan from all the teachers of the respective department.

Resolution: Members responsible and their departments are as follows

1. Dr. Niyazi Usmani - Department of Kulliyat
2. Dr. Faizan Ilahi - Department of Munafeul Aaza
3. Dr. Wazeef Momin - Department of Tashreehul Badan
4. Dr. Humaira Ansari - Department of TST
5. Dr. Mushir Ansari - Department of Ilmul Advia
6. Dr. Baig Ruqaiya - Department of Saidla
7. Dr. Imran Shaikh - Department of Mahayatul Amraz
8. Dr. Asif Chaudhary - Department of Moalajat
9. Dr. Shadab Jamal - Department of Amraz e Atfal
10. Dr. Sumaiya Khan - Department of Ain , Uzn, Anaf , Halaq Wa Asnan
11. Dr. Shaila Khan - Department of Ilmul Jarahat
12. Dr. Zeeshan Khan - Department of Ilmul Qabalat Wa Niswan
13. Dr. Tanzim Qadri - Department of Ilaj Bit Tadbeer
14. Dr. Tuba Hanif - Department of Amraz e Jild Wa Tazeeniyat

Agenda 2: Discussion and formatting of curriculum and teaching plan.

Discussion: Format of curriculum and teaching plan was given to the members by Dr. Asfia for finalizing it as per the competency based curriculum by NCISM so that it should be uniform to all departments. The various heads of this plan were discussed and finalized.

Resolution: All the members agreed upon the format of curriculum and teaching plan and will submit the same for the academic year 2024-25 to the academic committee on or before the next committee meeting.

Agenda 3: Review of time table and preparation of individual time table

Discussion: The time table for final year as discussed and agreed by all the final year members was reviewed and to be implemented after the 1st internal assessment of the final year.

Resolution: An individual faculty wise time table is to be prepared and submitted to the academic committee in the next committee meeting .

Agenda 4: Implementation of integration of subjects

Discussion: It was discussed that it was important on the part of each department to identify the vertical and horizontal integration with other departments .

Resolution: All members should submit the topics of integration along with the names of the Department with which there is integration.

Agenda 5: Discussion on format of student's logbook and teacher's diary

Discussion: Format of student's logbook and teacher's diary was discussed. It was also discussed that the teachers should check the log book of students of their respective subjects regularly.

Resolution: Members were asked to review the student logbook and teacher's diary and propose a better format to be approved in the next meeting

Action points:

1. Distribution of curriculum and teaching plan format to all members.
2. Distribution of time table to final year members.
3. Preparation of integrated teaching session calendar.

Meeting Concluded at 5.00pm

Next meeting Scheduled on: **08/10/2025**

Prepared by: **Dr. Asfia Tarannum**

Co-ordinator academic committee



Approved by: **Prof. (Dr.) Rashid Qazi**

Chairperson academic committee



Anjuman-I-Islam's

**DR. M. ISHAQ JAMKHANAWALA TIBBIA UNANI MEDICAL
COLLEGE & HAJI A. R. KALSEKAR TIBBIA HOSPITAL**

B.P.T. Regd. No. F-1752(Bom) & S Regd. No. 28/68 - GBBSO

Anjuman-I-Islam Complex, 60 Fisheries University Rd. Versova, Andher (W) Mumbai 400 061

Tel: (Office) 2632 1032 / 2632 0569 (Hospital) 2631 2429 Fax: 2634 2300 Email: tibbi@mumbai@hotmail.com



Ref. No.

Date

Proposed Teaching Plan of the year First Prof. / Second Prof. / Third Year / Fourth Year BUMS

Class:

Course:

Course Code:

Teacher name:

Duration: 1.5 year/Months

Learning objective:

- 1.
- 2.
- 3.

Weekly Breakdown and Term wise: First Term

Week	Topic to be covered of first term
Weeks 1-4	
Weeks 5-9	
Weeks 10-13	
Weeks 13-16	
Weeks 17-20	
Weeks	
Assessment	periodic and term assessment

Weekly Breakdown and Term wise: Second Term

Week	Topic to be covered second term
Weeks 20-24	
Weeks 25-28	
Weeks 29-32	
Weeks 33-36	
Weeks 37-40	
Weeks	
Assessment	periodic and term assessment

Weekly Breakdown and Term wise: Third Term

Week	Topic to be covered third term
Weeks 41-44	
Weeks 45-48	
Weeks 49-52	
Weeks 53-56	
Weeks 57-60	
Weeks	
Assessment	periodic and term assessment

• **General Assessments and Activities: ----**

• **Resources and Materials**

Books/ Lab Equipment/Online Resources/Field Visits etc