

Table of Contents

VISION & MISSION OF THE UNIVERSITY (UHS)	6
<i>Vision</i>	6
<i>Mission</i>	6
<i>Objectives</i>	6
<i>Values :</i>	6
<i>Section 1</i>	7
SECTION 1	8
OVERVIEW OF QUALITY ASSURANCE	<i>Error! Bookmark not defined.</i>
Quality Assurance Committee	8
<i>Section 2</i>	9
PRINCIPLES OF QUALITY ASSURANCE	10
Goal	10
Objectives	10
TORs:	13
<i>Students selection and support</i>	13
<i>Academic and supporting staff</i>	13
<i>Educational resources</i>	13
<i>Program evaluation</i>	13
<i>Governance and administration</i>	14
<i>Continuous renewal</i>	14
<i>Section 3</i>	15
FRAMEWORK OF QA	16
Outline Plan	16
Budget	16
Faculty Reviewing	16
Professional Accreditation	17
Planning, Reviewing Educational Programme	17
Faculty Performance	17
Administrative Performance	17

Student Performance	17
SECTION 4	18
REVIEW OF QA	19
References:	20
SECTION 5	21
APPENDIX.....	22
PROFORMA 1	22
Students Course Evaluation Questionnaire.....	22
(To be filled by each Student at time of Course Completion of each Term)	22
PROFORMA 2	25
Faculty Course Review Report	25
(To be filled by each teacher at the time of course Completion).....	25
PROFORMA 3 Survey of Graduating Students	27
PROFORMA 4	29
Faculty Survey.....	29
PROFORMA 5	31
Alumni Survey.....	31
PROFORMA 6	32
Employer Survey	32
PROFORMA 7	33
Faculty Resume	33
PROFORMA 8	35
Teacher Evaluation Form	35
PROFORMA 9	37
Performance evaluation report for teaching staff.....	37
PROFORMA1 Monthly Teaching ReportBasicSciences Department	39
PROFORMA 11 Monthly Teaching Report Clinical Department	40
PROFORMA 12 IT Services Evaluation	41
PROFORMA 13 Transport Services Evaluation	42
PROFORMA 14 Campus Security Evaluation	43
PROFORMA 15 Hostel Security Evaluation.....	44
PROFORMA 16 Quarterly Student Feedback Form (MBBS).....	45

PROFORMA 17	Faculty Evaluation Form	47
PROFORMA 18	College Cafeteria Evaluation Form	50
PROFORMA 19	College Hostel Evaluation form.....	52

ABBREVIATIONS

HEC	Higher Education Commission
PM&DC	Pakistan Medical & Dental Council
PRCMC	Pak Red Crescent Medical College
QA	Quality Assurance
QAC	Quality Assurance Committee
WFME	World Federation of Medical Education
WHO	World Health Organization

FOREWORD

Pak red crescent medical and dental college (PRCM& DC) was established in September 2011. It is the first ever college in Pakistan established by Red Crescent Society, Punjab branch. It is registered with University of Health Sciences (UHS) as well as listed in International Medical Education Directory. The college is located at Dina Nath, 48km from Lahore on Multan Road in District Kasur. A well designed campus sprawling over 5 acres, coupled with futuristic equipment and infrastructure provides a congenial and conducive learning environment. Location of a medical college and its affiliated hospital has been chosen, at a place where no government or semi government hospital exist in a radius of around 50 km. Our catchment area includes huge number of villages and a lot of industrial units.

Here at PRCMC & DC we are following the guidelines of WFME, that enables Institution not only to meet the standards at a basic level but also to further develop their quality according to international acceptability regarding best practices. The institution utilizes these operational guidelines to measure itself. The areas covered by these guidelines are same as the international standards, namely :

- Mission and objectives
- Educational programme
- Student assessments
- Student selection and support
- Academic and supporting staff
- Educational resources
- Programme evaluation
- Governance and administration
- Continuous renewal

VISION & MISSION OF THE UNIVERSITY (UHS)

Qualitative and Quantitative Revolution in Medical Education and Research through Evolution and thereby improve Health Care delivery to Population.UHS shall be innovative global center of excellence in learning and research,supporting a community of scholars and professionals committed to serving society,promoting the development of students to reach their true potential in becoming competent,ethical,caring and inquiring health professionals for the benefit of the country and the wider world.

Vision

Aspire to become the centre of excellence in the field of medical sciences, focusing on research, character building and professional development.

Mission

To produce competent and professionally sound medical graduates, equipped with ethical and moral values, committed to serve the community.

Objectives

To offer program approved and accredited by University of Health Sciences Lahore,that accede to PM&DC and international standards.To provide conducive environment for learning and skill development.To equip the medical students with medical knowledge based on critical judgement,evidence and community experience.To inculcate professionalism,vigor and ethical values in students,thus enabling them to heal the ailing community with compassion.To transform students into lifelong learners with an attitude essential for continuous medical education and continuous professional development.To prepare the students for disaster management in case of natural calamities at national level.

Values :

- Integrity
- Transparency
- Quality
- Excellence
- Team Work
- ProfessionalismCompassion



Section 1

INTRODUCTION

In 2005, Pakistan was struck by an earthquake, Pak Red Crescent Society faced a lot of problems managing medical personnel's for disaster management. The scarcity of Medical Professionals to manage this kind of disaster was badly felt. This incidence gave an idea of building a medical college of PRCS so that in calamities, we have our own dedicated teams. This manual will be a guideline for all those involved directly or indirectly in medical education, thereby, enhancing "Quality Culture in PRCM&DC".

Quality Assurance Committee

Considering the serious issue of quality of education in Pakistan with respect to International standards, one must conform to provide QA to come up to mark globally, With high hopes of surviving in the worldwide competition of offering high quality education, PRCM&DC is set on course by producing this manual of QA. To look into the wide issues of QA, the visionary Principal of PRCM&DC, Professor Dr. Javid Rabbani constituted the Quality Assurance Committee (QAC). This committee is chaired by the Principal and comprises of members listed below:

- Prof. Dr. Arif Hussain
- Prof. Dr. Waseem Iqbal
- Prof. Dr. Nayla Tariq
- Prof. Dr. Kishwar Naheed
- Prof. Dr. Navid Qureshi
- Prof. Dr. Muhammad Akhlaq
- Prof. Dr. Javed Chaudhry
- Dr. Syed Hussain Raza Zaidi

The QAC will operate on regular basis to develop this manual by consultation. In future, regular meetings will be held to ensure follow up, convey transparent information to the stakeholders and incorporate their feedback.



Section 2

DEFINITION OF QUALITY ASSURANCE

Quality is defined within the context that it is to be given. Specifically for medical education quality is defined as a “High level of value or excellence or a high standard”. Assurance is defined as “Something that inspires or tends to inspire confidence”. Quality Assurance is defined as “A program for the systematic monitoring and evaluation of the various aspects of a project, service, or facility to ensure that standards of quality are being met”.

PRINCIPLES OF QUALITY ASSURANCE

The principles of QA include its goal and objectives which depict standards required to maintain high quality of education.

Goal

The goal of QAC will be to work systematically towards the fulfillment of the institution i.e. To produce competent and professionally sound medical graduates, equipped with ethical and moral values, committed to serve the community. A team of dedicated professionals is committed to achieve the goals.

Objectives

For fulfillment of the goal, QAC will meet the following objectives:

1. QAC will facilitate in developing written policies for all academic and administrative activities.
2. QAC will develop quality assurance processes and methods of evaluation to make sure that effective teaching and learning practices are consistently being carried out.
3. QAC will define clear and explicit standards as points of reference to the reviews to be carried out.
4. QAC will assure that all quality indicators are in line with specifications given by HEC and PMC.
5. QAC will oversee/evaluate effective capacity building and faculty training programmes being run at the institution.
6. QAC will develop procedures for the following:
 - a. Improvement of existing programmes and approval of new programmes
 - b. Regular monitoring and evaluation including program monitoring, faculty assessment and students' perception.

- c. Developing an open data source for accurate information accessible to all stake holders.
- d. Review of departmental activities
- e. Student feedback
- f. Employee feedback
- g. Employer feedback
- h. Annual academic and institutional audit
- i. Overall quality improvement in institutional leadership and management

STANDARDS OF QUALITY ASSURANCE

In accordance with the precise goal and specific objectives at Pak Red Crscent Medical and Dental College,Dina Nath, the standards must be clearly defined, should be transparent and aligned with national and international needs and priorities.

The goal of QA is projected into specific objectives which permeated standards,defined as follows:

Main Standards

- Mission and outcomes
- Educational programs
- Assessment of students
- Students selection and support
- Academic and supporting staff
- Educational resources
- Program evaluation
- Governance and administration
- Continous renewal

➤ Mission

- Mission should explain vision
- Medical school includes affiliated hospital and health care facilities
- Academic freedom
- Intended educational outcomes
- Student conduct

➤ Outcomes

Application of knowledge

- Apply biomedical scientific principles,methods and knowledge to medical practice and integrate these into patient care and clinical decision-making.

- Apply their knowledge and skills in a competent,ethical,and professional manner and taking responsibility for their own actions in complex and uncertain situations.

Communication and interpersonal skills

- Communicate effectively,openly and honestly with patients,their relatives,and with colleagues.
- Carry out an effective consultation with a patient.

Diagnosis and medical management

- Perform a range of diagnostic,therapeutic and practical procedures safely and effectively, and identify,according to their level of skill and experience ,the procedures for which they need supervision to ensure patient safety.
- Prescribe medications safety,appropriately,effectively and economically and be aware of the common causes and consequences of prescribing errors.

Teamwork and collaboration

- Work collaboratively with patients and colleagues to diagnose and manage clinical presentations safely in community,primary and secondary care settings and in patients' homes.

Health promotion and illness prevention

- Apply the principles,methods and knowledge of population health and the improvement of health and sustainable healthcare to medical practice.

Clinical research and scholarship

- Apply scientific method and approaches to medical and research and integrate these with a range of sources of information used to make decisions for care.

➤ Educational program

- Implementation of curriculum as specified by PMDC and UHS,Lahore
- Program management
- Assessment of students
- Develop the principles and methods of assessment
- Assessment must be aligned with educational outcomes
- Assessment must cover knowledge, skills, and attitude
- Avoidance of conflicts of interest
- System of appeals

➤ **TORs:**

- Establishment of examination department
- Establishment of pool bank for MCQS,SEQS,Ospe and OSCE
- Question paper will be sent from respective Head of Department to examination cell and all photocopies will be done in examination department and will be handed over to the respective department before exam date.
- Infrastructure of examination cell in allocated space.

➤ **Students selection and support**

- Clear and transparent admission policy (including disabled and transferred/migrated students)
- Periodical review of admission policy, as per PMC guidelines
- System of appeals
- Size of intake, as per PMC approval
- Student counseling and support (personal & career)

➤ **Academic and supporting staff**

- Recruitment and selection policy (with a balance between teaching , research and administrative/services functions)
- Balance between academic and non - academic staff
- Teacher-student ratio as per PMC regulations
- Teacher training ,support, development and evaluation

➤ **Educational resources**

- Physical facilities includes lecture theaters,laboratories,Demonstration room.
- Safe learning environment
- Clinical training resources
 - Includes Hospitals,skill labs, library.
- Information technology (ethical and judicious use)
 - Includes library
- Research and scholarship
- Access to educational expertise
- Collaboration and educational exchanges

➤ **Program evaluation**

- Continuous monitoring
- Periodic evaluation
- Includes Teacher evaluation.

- Systemic gathering, analysis and response to feedback(teacher and students) -Clinical wards,classes before term test.

➤ **Governance and administration**

- Structure and functions of governance
- Transparency in the work of governing body
- Academic leadership
- Educational budget and resource allocation
- Interaction with health sector(regulatory and degree awarding bodies, other public/private institutions)

➤ **Continuous renewal**

- Policy and procedures
- Resource allocation
- Documentation and rectification of identified deficiencies
- Prospective studies



Section 3

FRAMEWORK OF QUALITY ASSURANCE

Quality assurance guidelines have been developed for our own environmental context of PRCMDC. The basis of QA will be planning, implementing and with time reviewing with a view to improve. The framework includes:

- Outline plan
- Budget
- Faculty reviewing
- Professional accreditation
- Planning, reviewing educational programme
- Faculty performance
- Administrative performance
- Student performance

Outline Plan

This will consist of the college mission with objectives on which the policy and procedures are based and will help in developing the QA framework, with predefined benchmarks of quality in various areas of medical education. These parameters will be in accordance with national international standards. In addition it will incorporate:

WHO: the faculty concerned with development of QA manual and carrying out further processes in relation to QA e.g. implementing, reviewing and evaluating

What: the activities that affect quality

When: specified timelines when activities will be carried for QA, reviewing and external evaluation

How: planning and implementation to achieve quality

Budget

With development of QA manual, budget provision as required should be predetermined.

Faculty Reviewing

Quality requirement coming from different sources for same product may vary but at least the founding aspect of it should be same for all.

Professional Accreditation

This assures external bodies' accreditation that PRCM&DC graduates meet the required professional standard.

Planning, Reviewing Educational Programme

This manual outlines the presented and thereby reviewed curriculum, academic plans, teaching and learning strategies with resources and assessments.

Faculty Performance

The quality are set of entire activities of faculty as in teaching learning and performance for the educational programme . The head of department will submit annual performance report of all staff in their respective departments. All heads of departments will be evaluated for their performance by the Principal

Administrative Performance

The QAC will oversee the performance of all relevant administrative i.e. IT, transport and college security etc.

Student Performance

The students' academic progress as well as assessment results and attendance issues will be under scrutiny of QA.



SECTION 4

REVIEW OF QA

Periodic review will be carried out as per decision of QAC: according to QA processes and report will be communicated to stakeholders.

References:

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3. Batool Z, Qureshi RH, Quality assurance manual for higher education in Pakistan.Higher Education Commission , Pakistan,2007.
4. Joshi ,M.A. (2012).Quality assurance in medical education. Indian Journal of Pharmacology,44(3),285-287.<http://doi.org/10.4103/0253-7613.96295>



SECTION 5

APPENDIX

PROFORMA 1

Students annual Course Feedback

(To be filled by each Student at time of Course Completion)

Year of Study: 2ndyr / 3rdyr / 4thyr / final yr

Scession _____

Please give us your view so that course quality can be improved. You are encouraged to be frank and constructive in your comments

CORE QUESTIONS

Course Content and Organization	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1. The course objectives were clear					
2. The course workload was manageable					
3. The course was well organized (e.g., timely access to materials, notification of changes. Etc.)					
4. Comments					

Student Contribution					
1. Your perception regarding your own attendance during the whole course	20%	21-40%	41-60%	61-80%	81-100%
	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
2. I participated actively in the course					
3. I Think I have made progress in the course					
4. Comments					

Learning Environment and Teaching Methods	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1. I think the Course was well structured to achieve the learning outcomes (there was a good balance of lectures, tutorials, practical etc.)					
2. The learning and teaching methods encouraged participation					
3. The overall environment in the class was conducive to learning					
4. Classrooms were satisfactory					
5. Comments					

Learning Recourses	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
Learning materials (Lesson plans. Course Notes etc.) were relevant and useful.					
Recommended reading books etc. were relevant and appropriate					
The provision of learning resources in the library was adequate and appropriate					
The provision of learning resources on the Web Portal (Online) was adequate and appropriate					
Comments					

Quality of Delivery	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
The course stimulated my interest and thought on the subject area					
The pace of the course was appropriate					
Ideas and concepts were presented clearly					

Comments	
----------	--

Assessment	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
The method of Assessment were reasonable					
Feedback on assessment was timely					
Feedback on assessment was helpful					
Comments					

Additional Core Questions

Instructor / Teaching Evaluation	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
I understood the Lectures					
The material was well organized and presented					
The instructor was responsive to student needs and problems					
Had the instructor been regular throughout the course?					

Tutorial / SGD	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
The material in the Tutorial was useful					
I was happy with the amount of work needed for tutorial					
The tutor dealt effectively with my problems					
Practical	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
The material in the Practical was useful					
The Demonstrators dealt effectively with my problems					

<p>Overall Feedback</p> <ul style="list-style-type: none"> The best features of the course were _____ <p>_____</p> <p>_____</p> <p>_____</p>

- The course could have been improved by _____

Equal Opportunities Monitoring

- All the students are offered equal oppotunitis.

PROFORMA 2
Faculty Course Review Report
 (To be filled by each teacher at the time of course Completion)

For completion by the course instructor and transmission to Office of Director Medical Education together with copies of the course syllabus outline.

Year: 1 st / 2 nd / 3 rd / 4 th / Final yr	Name			
Department		Designation		
Total number of Students contact Hours in one year(Lectures + Practicals + Assessment)			Lecture	Tutorial / SGD
			Ward	Practical
			Seminars	Other (Please State)
Assessment Methods: Give Precise details (no & Length of assignments, exams, weightings etc.)				

Distribution of Send-up Grade/Marks and other outcomes: (adopt the grading system as required)

Undergraduate	Originally Registered	%Grade A	%Grade B	%Grade C	D	E	F	No Grade	Withdrawal	Total
No. of Students										

Overview/Evaluation (Course Co-coordinator's Comments)

Feedback: first summarize, and then comment on feedback received from

1) Students (Course Evaluation) Questionnaires
2) External Examiners or Moderators (If any)

3) Curriculum Committee (CC) or equivalent. (If any)
--

4) Curriculum: comment on the continuing appropriateness of the course curriculum in relation to the intended learning outcomes (course objective) and its compliance with the Approved/Revised UHSCurriculum Guidelines

5) Assessment: comment on the continuing effectiveness of methods of assessment in relation to the intended learning outcomes (Course objectives)
--

6) Enhancement: comment on the implementation of changes proposed in earlier Faculty Course Review Reports
--

7) Outline any changes in the future delivery or structure of the course that this semester/Terms experience may prompt.
--

Name _____ Date _____ Course Instructor
Name _____ Date _____ Head of Department

PROFORMA 3

Survey of Graduating Students

(To be filled out by graduating Student in last semester/year before the award of degree)

The survey seeks graduating students' input on the quality of education they received in their program and the level of preparation they had at college. The purpose of this survey is to assess the quality of the academic programs. We seek your help in completing this survey.

A: Very satisfied B: Satisfied C: Uncertain D: Dissatisfied E: Very dissatisfied

1) The work in the program is educative

A		B		C		D		E
---	--	---	--	---	--	---	--	---

2) The program is effective in enhancing team-working abilities

A		B		C		D		E
---	--	---	--	---	--	---	--	---

3) The program administration is effective in supporting learning.

A		B		C		D		E
---	--	---	--	---	--	---	--	---

4) The program is effective in developing analytical and problem-solving skills

A		B		C		D		E
---	--	---	--	---	--	---	--	---

5) The program is effective in developing independent thinking

A B C D E

6) The program is effective in developing written communication skills

A B C D E

7) The program is effective in developing planning abilities.

A B C D E

8) The objectives of the program have been fully achieved

A B C D E

9) Whether the contents of curriculum are advanced and meet program objective

A B C D E

10) Faculty was able to meet the program objectives

A B C D E

11) Environment was conducive for learning

A B C D E

12) Whether the infrastructure of the department was good

A B C D E

13) Whether the program was comprised of co-curricular and extra-curricular activities

A B C D E

14) Whether Scholarship/grants were available to students in case of hardship

A B C D E

Answer question 9 if applicable.

1. The Internship experience is effective in enhancing

a. Ability to work in teams	A	B	C	D	E
b. Independent thinking	A	B	C	D	E
c. Appreciation of ethical values	A	B	C	D	E
d. Professional development	A	B	C	D	E
e. Time management skills	A	B	C	D	E
f. Judgment	A	B	C	D	E
g. Discipline	A	B	C	D	E
h. The link between theory and practice	A	B	C	D	E

2. What are the best aspects of your program?

3. What aspects of your program could be improved?

PROFORMA 4
Faculty Survey

(To be filled up by each faculty member)

The purpose of this survey is to assess faculty members, satisfaction level and the effectiveness of programs in place to help them progress and excel in their profession. We seek your help in completing this survey and the information provided will be kept in confidence.

How satisfied are you with each of the following?

A: very satisfied B: Satisfied C: Neutral D: Dissatisfied E: Very dissatisfied

I. Your mix of research, teaching, and community service

A B C D

2. The intellectual stimulation of your work.

A B C D

3. Type of teaching /research you currently do.

A B C D

4. Your interaction with students.

A B C D

5. Cooperation you receive from colleagues

A B C D

6. The mentoring available to you.

A B C D

7. Administrative support from the department

A B C D

8. Providing clarity about the faculty promotion process.

A B C D

9. Your prospects for advancement and progress through ranks

A B C D

10. Salary and compensation package.

A B C D

11. Job security and stability at the department.

A B C D

12. Amount of time you have for yourself and family.

A B C D

13. The overall climate at the department.

A B C D

14. Whether the department is utilizing your experience and knowledge

A B C D

What are the best programs/Factors currently available in your department that enhance your motivation and job satisfaction?

Suggest programs / factors that could improve your motivation and job satisfaction?

Information about faculty member.

1. Academic rank
2. A: Professor B: Associate Professor C: Assistant Professor D: Senior Registrar E:
Demonstrator
3. Total Years of teaching experience
A: 1-5 B: 6-10 C: 11-15 D: 16-20 E: >20

Name: _____ Signature: _____ Date: _____

PROFORMA 5
Alumni Survey

(To be filled by Alumni – after the completion of each academic year)

The purpose of this survey is to obtain Alumni input on the quality of education they received and the level of preparation they had at college. The purpose of this survey is to assess the quality of the academic program. We seek your help in completing this survey.

A: Excellent B: Very good C: Good D: Fair C: Poor

1. Knowledge

- i. Clinical Sciences, Humanities, and professional discipline. (A) (B) (C) (D) (E)
- ii. Problem formulation and solving skills (A) (B) (C) (D) (E)
- iii. Collecting and analyzing appropriate data (A) (B) (C) (D) (E)
- iv. Ability to link theory to practice (A) (B) (C) (D) (E)
- v. Ability to prescribe appropriate treatment (A) (B) (C) (D) (E)
- vi. IT Knowledge (A) (B) (C) (D) (E)

2. Communication skills

- i. Oral communication (A) (B) (C) (D) (E)
- ii. Report writing (A) (B) (C) (D) (E)
- iii. Presentation skills (A) (B) (C) (D) (E)

3. Interpersonal skills

- i. Ability to work in teams. (A) (B) (C) (D) (E)
- ii. Ability to work in arduous /challenging situation (A) (B) (C) (D) (E)
- iii. Independent thinking (A) (B) (C) (D) (E)
- iv. Appreciation of ethical values (A) (B) (C) (D) (E)

4. Management / Leadership skills

- i. Resource and Time management skills (A) (B) (C) (D) (E)
- ii. Judgment (A) (B) (C) (D) (E)
- iii. Discipline (A) (B) (C) (D) (E)

iv. General Comments

Please make any additional comments or suggestions, which you think would help strengthen our programs. (New course that you would recommend and courses that you did not gain much form)

College Status

- i. Infrastructure (A) (B) (C) (D) (E)
- ii. Faculty (A) (B) (C) (D) (E)
- iii. Repute at national level (A) (B) (C) (D) (E)
- iv. Repute at international level (A) (B) (C) (D) (E)

• Alumni Information

- i. Name _____
- ii. Name of organization where you are currently employed

- iii. Position in organization _____

PROFORMA 6

Employer Survey

(To be filled by Employer – after the completion of each academic year)

The purpose of this survey is to obtain employers 'input on the quality of education Pak Red Crescent Medical & Dental College is providing and to assess the quality of the academic program. The survey is with regard to Pak Red Crescent Medical & Dental College graduates employed at your organization. We seek your help in completing this survey.

A: Excellent B: Very good C: Good D: Fair C: Poor

Knowledge

- i. Clinical Sciences, Humanities and professional discipline. (A) (B) (C) (D) (E)
- ii. Problem formulation and solving skills (A) (B) (C) (D) (E)
- iii. Collecting and analyzing appropriate data (A) (B) (C) (D) (E)
- iv. Ability to link theory to practice (A) (B) (C) (D) (E)
- v. Ability to design a system component or process (A) (B) (C) (D) (E)
- vi. Computer knowledge (A) (B) (C) (D) (E)

Communication skills

- iv. Oral communication (A) (B) (C) (D) (E)
- v. Report writing (A) (B) (C) (D) (E)
- vi. Presentation skills (A) (B) (C) (D) (E)

Interpersonal skills

- i. Ability to work in team (A) (B) (C) (D) (E)

- ii. Leadership (A) (B) (C) (D) (E)
- iii. Independent thinking (A) (B) (C) (D) (E)
- iv. Motivation (A) (B) (C) (D) (E)
- v. Reliability (A) (B) (C) (D) (E)
- vi. Appreciation of ethical values (A) (B) (C) (D) (E)

Work skills

- i. Time management skills (A) (B) (C) (D) (E)
- ii. Judgment (A) (B) (C) (D) (E)
- iii. Discipline (A) (B) (C) (D) (E)

General Comments

Please make any additional comments or suggestions, which you think would help strengthen our programs. (New course that you would recommend and courses that you did not gain much form)

Information about Organization

- i. Organization Name _____
- ii. Type of organization: Public / Private / Medical College / Teaching Hospital / Other _____
- iii. Number of Graduates (specify the program) in your organization _____

PROFORMA 7
Faculty Resume

Name	
Personal	May include address(s) and phone number(s) and other personal information that the candidate feels is pertinent.
Experience	List current appointment first, each entry as follows: Date, Title, institution.
Honor and Awards	List honors or awards for scholarship or professional activity.
Memberships	List memberships in professional and learned societies, Indicating offices held, committees, or other specific Assignments.

Graduate students Postdocs Undergraduate Students Honor Students	List supervision of graduate students, post docs and Undergraduate honors theses showing: YearsDegreeName Show other information as appropriate and list membership on graduate degree committees.
Service Activity	List University and public service activities.
Brief statements of Research Interest	May be as brief as a sentence or contain additional details Up to one page in length.

Publications	List publications in standard bibliographic format with earliest date first. <ul style="list-style-type: none"> ○ Manuscripts accepted for publication should be included under appropriate category as “in press;” ○ Segment the list under the following standard headings: <ul style="list-style-type: none"> ● Articles published by refereed journals. ● Books ● Scholarly and/ or creative activity published through a refereed electronic venue. ● Contribution to edited volumes. ● Papers published in refereed conference proceedings. ● Paper or extended abstracts published in conference proceedings. (Refereed on the basis of abstract) ● Articles published in popular press. ● Articles appearing in in-house organs. ● Research reports submitted to sponsors. ● Articles published in non-refereed journals. ● Manuscripts submitted for publication. (Include where and when submitted).
Research Grants and Contracts.	Entries should include: <p>Date Title Agency / Organization Total Award Amount</p> Segment the list under following headings: <ul style="list-style-type: none"> ● Completed ● Funded and in progress ● In review
Other Research or Creative Accomplishments	List patents, software, new products developed, etc.

PROFORMA 8
Teacher Feedback
 (To be filled by the student)

Name of Instructor: _____

Department: _____

Use the scale to answer the following questions below and make comments

A: Strongly Agree B: Agree C: Uncertain D: Disagree E: Strongly Disagree

Instructor					
The Instructor is prepared for the lesson	A	B	C	D	E
The Instructor demonstrates Knowledge of the subject	A	B	C	D	E
The Instructor has completed the whole course	A	B	C	D	E
The Instructor provides additional material apart from the textbook	A	B	C	D	E
The Instructor gives citation regarding current situations with reference to Pakistani context	A	B	C	D	E
The Instructor communicates the subject matter effectively	A	B	C	D	E
The Instructor shows respect towards students and encourage class participation	A	B	C	D	E
The Instructor maintains an environment that is conducive to learning	A	B	C	D	E

The Instructor arrives on time	A	B	C	D	E
The Instructor leaves on time	A	B	C	D	E
The Instructor is fair in examination	A	B	C	D	E
The Instructor was available during the specified office hours and for after class consultation	A	B	C	D	E
Course:	A	B	C	D	E
The subject matter presented in the course has increased your knowledge of subject	A	B	C	D	E
The syllabus clearly states course objectives requirements, procedures, and grading criteria	A	B	C	D	E
The course integrates theoretical course concepts with real-world applicants	A	B	C	D	E
The assignments and exams covered the materials presented in the course	A	B	C	D	E
The course material is modern and updated	A	B	C	D	E

Comments:

Regarding Instructor:

Regarding Course:

PROFORMA 9

Performance evaluation report for teaching staff

(For the period from _____ to _____)

Name: _____ Father's Name _____

Date of Birth: _____ Designation: _____

Academic Qualification: _____ Date of Appointment: _____

1. Personal Qualities and attitude	Very Good	Good	Average	Below Average
i. Punctuality				
ii. Devotion to Duty				
iii. Acceptance of responsibilities				
iv. Relation with other staff				
v. Behavior with students				
vi. Behavior with patients				
vii. Amenability to discipline				
viii. Personality (grooming)				
2. JOB PROFICIENCY				
i. Up-to-date knowledge of subject				
ii. Supervision and Guidance				
iii. Quality of work including teaching skills and facilitation				
iv. Ability to take decision				
3. Overall Grading of Performance				
<p>4. Pen Picture mentioning any other traits not covered above like additional qualification acquired, course/workshop attend and other significant observation including efforts made and steps taken to improve academics leading to better college results:-</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Reporting officer</p> <p style="text-align: right;">Name, Designation and signature with date</p>				

Remarks by Countersigning Officer

Grade	Very Good	Good	Average	Below Average
Overall assessment of performance				

Pen Picture: In the light of performance report. Personal assessment and efforts made, and steps taken to improve the academics leading to better college results and pass% in UHS Annual Examination in his/her subject and any other significant observation:

Countersigning Officer
Name, Designation and signature with date

Remarks by Chief Executive Officer (in the light of reports of Reporting Officers and Countersigning Officer and his own assessments predominantly based on the pass% in his/her subject in university annual examination)

Principal

PROFORMA10

Monthly Teaching Report Basic Sciences Department

Department: _____

Date: From _____ to:

Facilitator		Class: MBBS / Allied Health Sciences	Number of Lectures	Number of Tutorial/ Demonstrator	Number of Practical	Signature of Teacher
Name	Designation					

HOD Signature

PROFORMA 11
Monthly Teaching Report Clinical Department

Department: _____

Date: From _____ to:

Date/Day	Class MBBS/Allied Health Sciences	Facilitator / Teacher	Designation	Batch	No. of Student	Topic	Venue OPD/ICU/Indoor/ OT	Duration		Signature (facilitator)	Signature
								From	To		

HOD Signature

PROFORMA 12
IT Services Evaluation
Student / Faculty

Gender: Male / Female Age:

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I have easy access to a computer on campus					
I have easy access to internet on college computers connected with wired network.					
I have easy access to WiFi on campus					
I have access to Broadband internet on campus					
I have easy access to internet on my devices in the college hostel					
I can easily take prints of reading material on campus					

PROFORMA 13
Transport Services Evaluation

Student / Faculty

Gender: Male / Female

Age:

Transport – Student	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
I have easy access to college transport					
The transport service charges are justified					
The procedure for paying the transport fee is easy					
In the morning the college transport picks me up from the pickup point on time					
In the afternoon the college transport drops me off at the drop off point on time					
The seating condition of the vehicle is good					
The air conditioner in the vehicle works adequately					
Behavior of the transport staff is good					

PROFORMA 14
Campus Security Evaluation

Gender: Male / Female

Age:

Security – Students - campus	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
I feel secure when I am within college campus					
I feel there are adequate security measures in place on campus					
I feel the security personale on our campus are vigilant					

PROFORMA 15
Hostel Security Evaluation

Gender: Male / Female

Age:

Security – Students - Hostel	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
I feel secure when I am within college hostel					
I feel there are adequate security measures in place within college hostel					
I feel the security personale in our college hostel are vigilant					

PROFORMA 16
Quarterly Student Feedback Form (MBBS)

Year: _____

Subject: _____

Dated: _____

Scale: 1- Unsatisfactory 2- Fair (satisfactory) 3-Good: 4 – Excellent

Please tick one option	1	2	3	4
Learning was facilitated in the lectures				
The Basic course was integrated with clinical scenarios				
The teacher demonstrated in depth knowledge of the subject				
The internal assessment system was aligned with the subject				
The presentation slides material was appropriate / relevant				
The additional source materials were relevant (reading and handouts digital library)				
The teacher treated students with respect				
The teacher used a variety of instruction method to reach the course objectives (e.g. Group discussions, student presentations, etc.)				
The teacher effectively encourage students of ask questions				
Format of teaching methods (lecture, discussion) was helpful to the way of learning.				
Learning was better when the teacher summarize key ideas in a class session				
Online teaching experience was:				

Online teaching interaction with teacher was:				
Online teaching timing was appropriate				

16. Comments/Suggestions (Teaching and Learning);

PROFORMA 17
Faculty Evaluation Form

Date:	Click here to enter a date.
Course/Class Observed:	
Instructor Name:	
Observer Name:	

Instructional Staff/Faculty Factors		
Appraise employees for performance during the review period. Consider each factor based on consistent standards. Any rating of an <i>Exceeds Expectations, Partially Meets/Needs Improvement</i> or <i>Does Not Meet</i> requires comments/justification in the Comments section.		
		Rating
Competency:		
1. Presentation Skills/Content Delivery	Organizes presentation in a clear, concise, and logical manner. Demonstrates effective communication skills relative to the delivery method. Projects enthusiasm in his/her presentation. Utilizes effective, transparent course design and uses technology effectively. Provides relevant examples and links new material to previous topics. Is aware of and responsive to individual personality and learning-style differences of the students.	Choose a Rating:
<u>Comment(s):</u> Click here to enter text.		
2. Physical Appearance and Mannerisms	Dresses appropriately for the learning environment. Uses body language effectively to communicate ideas. Uses interactive strategies to enhance the effectiveness of the presentation. Moves throughout the classroom to actively engage and/or assess student understanding.	Choose a Rating:
<u>Comment(s):</u> Click here to enter text.		

3. Content Mastery	Projects confidence in his/her ability and knowledge. Exhibits sound understanding and familiarity with subject matter being taught. Establishes learning objectives that address content mastery, critical thinking and core competencies.	Choose a Rating:
<u>Comment(s):</u> Click here to enter text.		
4. Student Engagement/ Student Involvement	Encourages student participation. Stimulates and encourages class participation and maintains students' attention. Interacts with students in a respectful, approachable manner. Uses questions to develop student knowledge, identify weaknesses, and build confidence. Initiates interventions that support student retention. Is available to students during office hours or by appointment via email, telephone, video chat, Collaborate, etc.	Choose a Rating:
<u>Comment(s):</u> Click here to enter text.		
5. Selection and Use of Instructional Materials	Utilizes visual aids that are clear, well-organized, and can be easily seen and read. Provides attractive, organized, and meaningful outlines/handouts. Instructional media and/or materials support stated student learning outcomes.	Choose a Rating:
<u>Comment(s):</u> Click here to enter text.		
6. Classroom Management	Begins and ends class on time, and arranges for coverage if absent. Uses instructional time effectively. Sets and enforces clear standards for student behavior. Manages non-participants, disruptive activities, and code of conduct violations appropriately.	Choose a Rating:
<u>Comment(s):</u> Click here to enter text.		

Current year of study

1styr b) 2ndyr c) 3rdyr d) 4thyr 5) Final yr

7. Course Assessment	Establishes and reinforces existing measurable learning outcomes. Returns student work in a timely manner with individualized feedback that identifies strengths and weaknessesfeedback. Assesses effectiveness of instruction, makes quality improvements, and submits data, as requested. Assigns grades based on rubrics or other criteria. Grades and Moodle grade book follow Method of Evaluation as stated in syllabus.	Choose a Rating:
<u>Comment(s):</u> Click here to enter text.		

Employee's Comments:
Click here to enter text.
Observer's Comments:
Click here to enter text.

Employee Signature:		Date:	Click here to enter a date.
Observer's Signature:		Date:	Click here to enter a date.

PROFORMA 18
College Cafeteria Evaluation Form

Current year of study
1 st yr b) 2 nd yr c) 3 rd yr d) 4 th yr 5) Final yr
Gender
a) Male b) Female
Age:
Day scholar / Hostel Resident
a) Day scholar b) Hostel resident
Meals Consumed at college cafeteria
a) Yes b) No
Snacks Consumed at college cafeteria
a) Yes b) No
Cold drinks Consumed at college cafeteria
a) Yes b) No
Hot drinks Consumed at college cafeteria
a) Yes b) No
Daily expense on food at Cafeteria
a) Less than 100 Rs. b) 101 to 250 Rs. c) 251 to 500 Rs. d) more than 500 Rs.

Would you recommend cafeteria food to other college fellows
a) Yes b) No Poor = 0, Average = 1, Fair = 2, Good = 3, Very Good = 4, Excellent = 5
Quality of Food
0,1,2,3,4,5
Cost of food
0,1,2,3,4,5
Atmosphere at Cafeteria
0,1,2,3,4,5
Cleanliness of Cafeteria
0,1,2,3,4,5
Cleanliness of Cafeteria Staff
0,1,2,3,4,5
Attitude of Cafeteria Staff
0,1,2,3,4,5
Waiting Time
0,1,2,3,4,5

PROFORMA 19
College Hostel Evaluation form

Name: _____

Age: _____ Gender: Male / Female

Year of Study: 1styr, 2ndyr, 3rdyr, 4thyr, Final yr.

Room No: _____ Floor: _____

Period of stay from _____ to _____

Dear Student,

You are requested to give your frank and objective opinion about the facilities on undermentioned points. It will help us to improve and maintain quality of living. Your response will be kept confidential.

Section A: Hostel Facilities	Very Poor	Poor	Average	Good	Very Good
Room Hygiene					
Furniture Availability (e.g., Almirah, Cots, ...)					
Corridor Arrangements (e.g., Lighting, Cleaning...)					
Bathrooms (e.g., Light, Water,)					
Recreational Facilities (TV)					

Library (e.g., Newspaper, Magazine)					
Hostel Surroundings (e.g., Security, Hygiene)					
Internet Facilities					
Overall Living Facilities					

Section B: Mess Facilities	Very Poor	Poor	Average	Good	Very Good
Service by Staff					
Quality of Food					
Kitchen and Dining Hall Hygiene					
Variety in Meals					
Drinking Water Quality					
Timings of Mess					
Seating Arrangement					
Insects' removal arrangements					
Overall Mess Facilities					

Section C: Staff & Management	Very Poor	Poor	Average	Good	Very Good
Attention on Problems					
Accessibility					
Behavior of Hostel Staff					
Overall Rating					

Section D: Hostel Facilities

Best person to approach to resolve your problems: _____

Our Strength: _____

Our Weakness:

Other Comments/Suggestions:

Section E: Mess Facilities

Best person to approach to resolve your problems: _____

Our Strength: _____

Our Weakness:

Other Comments/Suggestions:

Section F: Staff & Management

Best person to approach to resolve your problems: _____

Our Strength: _____

Our Weakness:

Other Comments/Suggestions:

Section G: Overall Feedback

Other

Comments/Suggestions: _____
