



# Suleman Roshan Medical College

## Quality Enhancement Cell



### Program Evaluation Policy (Aligned with PMDC & HEC Standards)

Date: 30<sup>th</sup> .03.22

#### **1. Purpose:**

This Program Evaluation Policy ensures that the MBBS program at Suleman Roshan Medical College is regularly and systematically evaluated in accordance with Pakistan Medical & Dental Council (PMDC) Accreditation Standards and Higher Education Commission (HEC) Quality Assurance Framework.

#### **2. Scope:**

This policy applies to:

- MBBS program
- All teaching departments
- Clinical training sites
- Assessment and Examination units
- Faculty and Administrative staff
- Quality Enhancement Cell (QEC)

#### **3. Regulatory Alignment:**

This policy complies with:

- PMDC Accreditation Standards.
- PMDC Quality Assurance & Program Evaluation Standard.
- HEC Self-Assessment Report (SAR) Guidelines.
- HEC Institutional Performance Evaluation (IPE) criteria.

#### **4. Components of Program Evaluation**

##### **4.1 Curriculum Evaluation:**

- Alignment with PMDC-required competencies.
- Review of vertical and horizontal integration.
- Annual curriculum review meetings.

##### **4.2 Teaching and Learning Evaluation:**

- Yearly course evaluations.
- Classroom and clinical teaching audits.
- Monitoring teaching load and faculty–student ratios.



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#### **4.3 Assessment Evaluation:**

- Blueprinting and mapping with learning outcomes.
- Validity, reliability, and fairness evaluation.
- OSCE/OSPE quality checks and external moderation.
- Annual exam performance analysis.

#### **4.4 Clinical Training Evaluation:**

- Adequacy of clinical exposure in OPD, Wards, OT, ER, and skills lab.
- Logbook and procedure tracking.
- Rotation evaluations by students and supervisors.

#### **4.5 Faculty Performance Evaluation:**

- Annual appraisal and peer observation.
- Student feedback.
- Faculty Development Program (FDP) participation records.

#### **4.6 Learning Environment Evaluation:**

- DREEM survey or equivalent after completion of 2 MBBS Batches graduated on Semester/Modular System.
- Library, IT, skills lab, and campus environment review.
- Student support and welfare assessment.

#### **4.7 Program Outcomes Evaluation:**

- Annual pass/fail trends.
- Graduate tracer studies.
- Employer competency feedback.

### **5. Evaluation Processes:**

Annual Program Evaluation Report prepared by QEC.

- Internal mock PMDC inspection after 2 MBBS Batches are pass out/graduated.
- Yearly monitoring of teaching, assessment, and clinical training and student feedback compilation.
- Graduate and employer feedback surveys.



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#### **6. Quality Enhancement Cell (QEC) Role & Tasks:**

The QEC is responsible for overseeing, implementing, and monitoring all program evaluation activities in compliance with PMDC standards.

##### **6.1 Planning:**

- Develop Program Evaluation Plans:

| Program | Time   | Activity               |
|---------|--|------------------------|
| MBBS    | After completion of 2 MBBS Batches graduated on Semester/Modular System. | Self-Assessment Report |

- Define objectives, scope, and schedule.
- Assign responsibilities to departments, committees, and staff.

##### **6.2 Data Collection & Documentation:**

- Collect curriculum, teaching, assessment, clinical, faculty, student, and graduate data.
- Maintain centralized records for audits and PMDC inspection.

##### **6.3 Analysis & Reporting:**

- Analyze data to identify strengths, gaps, and compliance issues.
- Prepare Comprehensive Program Evaluation Reports (CPEP).
- Submit reports to Academic Council, Dean/Principal, Governing Body, and PMDC inspectors.

##### **6.4 Continuous Quality Improvement (CQI)**

- Develop Corrective Action Plans (CAPs) based on findings.
- Monitor implementation of improvement measures.
- Track progress quarterly and report back to management.



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#### **6.5 Student & Stakeholder Engagement:**

- Collect student course and teaching evaluations.
- Conduct graduate tracer studies and employer feedback surveys biennially.
- Use feedback to inform program improvement.

#### **6.6 Policy Review:**

- Lead review of Program Evaluation Policy after completion of 2 MBBS Batches on Semester and Modular System.

#### **7. Data Collection & Documentation:**

- Course files, lesson plans, and teaching logs.
- Exam blueprints, question banks, and statistical analysis.
- Clinical exposure data and rotation reports.
- Faculty profiles and records.
- Meeting minutes and compliance checklists.



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#### 8. Reporting Structure:

- Departments submit self-assessment reports to QEC after completion of 2 MBBS Batches on Semester and Modular System.

| S. No. | Program Team Member                 | Department         | Designation         |
|--------|-------------------------------------|--------------------|---------------------|
| 1.     | Prof. Dr. Fareedullah Alvi          | Anatomy            | Professor           |
| 2.     | Prof. Dr. Sana Naz                  | Anatomy            | Professor           |
| 3.     | Prof. Dr. Mevo Khan Zardari         | Physiology         | Professor           |
| 4.     | Prof. Dr. M. Muqeem Mangi           | Physiology         | Professor           |
| 5.     | Prof. Dr. Muhammad Atif Ata         | Biochemistry       | Professor           |
| 6.     | Prof. Dr. Muhammad Yousif Memon     | Biochemistry       | Professor           |
| 7.     | Prof. Dr. Syed Qaiser Hussain Naqvi | Pathology          | Professor           |
| 8.     | Prof. Dr. Qurban Ali                | Pathology          | Professor           |
| 9.     | Prof. Dr. Kashif Rasheed Shaikh     | Pharmacology       | Professor           |
| 10.    | Prof. Dr. Jawad                     | Pharmacology       | Professor           |
| 11.    | Prof. Dr. Zawar Hussain             | Forensic Medicine  | Professor           |
| 12.    | Dr. Muhammad Qasim                  | Forensic Medicine  | Assistant Professor |
| 13.    | Prof. Dr. Abdul Hakeem Johio        | Community Medicine | Professor           |
| 14.    | Prof. Dr. Atta M. Chandio           | Community Medicine | Professor           |
| 15.    | Prof. Mushtaque Ali                 | ENT                | Professor           |
| 16.    | Prof. Dr. M. Iqbal Rajput           | ENT                | Professor           |
| 17.    | Prof. Dr. Khan M. Nangrejo          | Ophthalmology      | Professor           |
| 18.    | Dr. Jamshed Ahmed                   | Ophthalmology      | Assistant Professor |
| 19.    | Prof. Dr. Akbar Hussain Yousfani    | Medicine           | Professor           |
| 20.    | Prof. Dr. Shamsuddin Shaikh         | Medicine           | Professor           |
| 21.    | Prof. Dr. Abdul Razaque Qazi        | Surgery            | Professor           |
| 22.    | Prof. Dr. Rafique Ahmed Sahito      | Surgery            | Professor           |
| 23.    | Prof. Dr. Razia Tariq Qureshi       | Gynae/OBS          | Professor           |
| 24.    | Prof. Dr. Seema Bibi Qureshi        | Gynae/OBS          | Professor           |
| 25.    | Dr. Tasneem Kousar                  | Pediatrics         | Assistant Professor |
| 26.    | Dr. Imran Ahmed                     | Pediatrics         | Assistant Professor |

Assessment Team/ Program Evaluators Name to be decided upon assessment time after completion of SAR Report by QEC for Internal and External Program Evaluation.

- QEC submits an executive summary to the Academic Council and Governing body.
- Department Prepares Implementation Plan.
- Follow up of the Implementation Plan by QEC.
- Documentation must be available for PMDC/HEC review after completion of 2 MBBS Batches on Semester and Modular System.



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#### **9. Continuous Quality Improvement (CQI):**

- Corrective Action Plans (CAPs) for identified gaps.
- Quarterly progress review.
- Tracking improvements from previous evaluations.

#### **10. Roles & Responsibilities:**

##### **QEC:**

- Lead evaluations and maintain PMDC compliance data.

##### **Departments:**

- Conduct course reviews and maintain documentation.

##### **Assessment Committee:**

- Ensure exam quality and compliance with PMDC standards.

##### **Faculty:**

- Participate in evaluations, feedback, and FDP activities.

##### **Dean/Principal:**

- Approve reports, allocate resources, and enforce implementation.

#### **11. Review of Policy:**

This policy will be reviewed after completion of 2 MBBS Batches on Semester and Modular System or earlier if PMDC updates standards.