Baqai Medical University

SOPs on Feedback Evaluation Proformas

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FEEDBACK EVALUATION PROFORMAS

OBJECTIVE:

Baqai Medical University will provide a wide range of opportunities for students, faculty and staff to provide feedback at different stages of student's learning journey, quality of teaching, resources and support services available for them at the Institution.

The feedback procedures are designed to ensure openness, anonymity comprehensiveness in the collection, processing, reporting and adding value to quality of education at Baqai Medical University.

PURPOSE:

The purposes of these SOPs are:

- Establish structured mechanism to implement feedback forms for all the programs offered.
- Facilitate the constituent Institutions / Departments to identify areas of improvement.
- Develop an effective system for rectification of deficiencies identified and to ensure compliance with Internal Quality Assurance mechanism of Baqai Medical University.

SCOPE:

- This procedure is applicable to all the Academic Programs offered at Baqai Medical University. Through these systematic procedures the Quality of Education and support services are evaluated for improvements.
- This SOP will stay in place for all future opportunities offered to the students and faculty.
- All Deans/Principals / Directors / Head of constituent Institutions/ Teaching Departments are responsible for implementing the following feedback forms where applicable in-coordination with QEC as per defined SOPs for each.

Proforma 1: Course Evaluation through Students

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Responsibility:

This questionnaire will be filled by the students at the time of course/ module/ subject completion. For the Undergraduate programs Principals/Directors/Head of Departments and for Postgraduate programs Concerned Deans/ Directors / Program Directors are responsible for data collection and analysis in-coordination with QEC.

Reporting:

For Undergraduate programs, the Evaluation Reports with recommendations / deliverables are generated by the Evaluation Teams / Committees of the programs. However if there are resources constraint, QEC will be responsible to share the evaluation reports (if requested). The final report will be submitted to Principals/Directors/Head of Departments to consider areas identified for improvement and prepare corrective actions for them.

For Postgraduate programs, Evaluation Reports with recommendations/deliverables are generated by QEC and shared with the Concerned Deans/ Directors / Program Directors to consider areas identified for improvement and prepare corrective actions for them.

Minimum response rate:

To observe the validity of the evaluation process, minimum 80% response rate is required.

Proforma 2: Faculty Course Review

Responsibility:

This questionnaire will be filled by each teacher at the time of Course Completion. For the Undergraduate programs Principals/Directors/Head of Departments and for Postgraduate programs Concerned Deans/ Directors / Program Directors are responsible for data collection and analysis in-coordination with QEC.

Reporting:

For Undergraduate programs, the Evaluation Reports with recommendations / deliverables are generated by the Evaluation Teams / Committees of the program. However if there are resources constraint, QEC will be responsible to share the evaluation reports (if requested). The final report will be submitted to Principals/Directors/Head of Departments to consider areas identified for improvement and prepare corrective actions for them.

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For Postgraduate programs, Evaluation Reports with recommendations / deliverables are generated by QEC and shared with the Concerned Deans/ Directors / Program Directors to consider areas identified for improvement and prepare corrective actions for them.

Minimum response rate:

To observe the validity of the evaluation process, minimum 80% response rate is required.

Proforma 3: Survey for Graduating Students

Responsibility: This questionnaire will be filled by the graduating students before the end of Academic Year. For the Undergraduate programs Principals/Directors/Head of Departments and for Postgraduate programs Concerned Deans/ Directors / Program Directors are responsible for data collection, analysis in-coordination with QEC.

Reporting:

For the Undergraduate programs, the Evaluation Reports with recommendation / deliverables are generated by the Evaluation Teams / Committees of the programs. However if there are resources constraint, QEC will be responsible to share the Evaluation Reports (if requested). The final report will be submitted to Concerned Principals/Directors/Head of Departments to consider areas identified for improvement and prepare corrective actions for them.

For Postgraduate programs, Evaluation Reports with recommendations/ deliverables are generated by QEC and shared with the Concerned Deans/ Directors/ Program Directors to consider areas identified for improvement and prepare corrective actions for them.

Minimum response rate:

To observe the validity of the evaluation process, minimum 80% response rate is required.

Proforma 4: Student's Research Progress Review Forms

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(For Postgraduate Students)

Responsibility:

This questionnaire will be filled by the Masters/M.Phil./Ph.D. research students on 6 monthly basis. Concerned Deans/ Directors / Program Directors are responsible for data collection.

Reporting:

Analysis & Evaluation Reports with recommendations / deliverables will be shared by QEC with the concerned Deans; BASR & Vice Chancellor Secretariat to consider areas identified for improvement and prepare corrective actions for them.

Minimum response rate:

To observe the validity of the evaluation process, minimum 80% response rate is required.

Proforma 5: Faculty Satisfaction Survey

Responsibility:

This questionnaire will be filled by each faculty member Annually. Deans/Principals/Directors/Head of Institution are responsible for data collection.

Reporting:

After analysis, the Evaluation reports with recommendations/deliverables are generated by QEC and shared with the Vice Chancellor Secretariat to consider areas identified for improvement.

Minimum response rate:

To observe the validity of the evaluation process minimum 80% response rate is required.

Proforma 6: Survey of Department offering Postgraduate Programs

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Responsibility:

This questionnaire will be filled by each department where Ph.D. programs are offered. Deans/ Directors/Program Directors are responsible for data collection.

Reporting:

The Evaluation reports with recommendations are generated by QEC and shared with the Vice Chancellor Secretariat to consider areas identified for improvement.

Minimum response rate:

To observe the validity of the evaluation process minimum 80% response rate is required.

Proforma 7: Alumni Survey

Responsibility:

This questionnaire will be filled Annually by the Alumni of the Baqai Medical University. Deans/Principals/Directors/Alumni Association Office are responsible for data collection & analysis in-coordination with QEC.

Reporting:

The Evaluation reports with recommendations/deliverables are shared by QEC with the Vice Chancellor Secretariat to consider areas identified for improvement and taking appropriate corrective actions for them.

Minimum response rate:

To observe the validity of the evaluation process, minimum 20-25% response rate is required.

Proforma 8: Employer Survey

Responsibility:

This questionnaire will be filled by the employers on the Quality of Education provided to the Graduates of Baqai Medical University employed at their organizations.

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Department of Student's Affair / Alumni Association Office are responsible for data collection & analysis in–coordination with QEC.

Reporting:

The Evaluation reports with recommendations are shared by QEC with the Vice Chancellor Secretariat to consider areas identified for improvement and taking appropriate corrective actions for them.

Minimum response rate:

To observe the validity of the evaluation process, minimum 20% response rate is required.

Proforma 9: Faculty Resume

Responsibility:

The updated Faculty Resume on the prescribed template will be filled annually by each faculty member. The collected data/ records are retained in the Offices of Heads of the Institutions and may be shared with other office bearers of the University as deemed necessary.

Proforma 10: Teacher's Evaluation by Students

Responsibility:

This questionnaire will be filled by students at the time of course/ module/ subject completion. For the Undergraduate programs Principals/Directors/Head of Departments and for Postgraduate programs Concerned Deans/ Directors / Program Directors are responsible for data collection & analysis in-coordination with QEC.

Reporting:

For Undergraduate programs, the Evaluation Reports with recommendation / deliverables are generated by the Evaluation Teams / Committees of the programs. However, if there is resources constraint, QEC will be responsible to share the Evaluation Reports (if requested). The final report will be submitted to Principals/Directors/Head of Departments to consider areas identified for improvement and taking appropriate corrective actions for them.

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For Postgraduate programs, the Evaluation Reports with recommendations/deliverables are generated by QEC and shared with the Concerned Deans/ Directors/ Program Directors to consider areas identified for improvement and taking appropriate corrective actions for them.

Minimum response rate:

To observe the validity of the evaluation process minimum 80% response rate is required.

Proforma 11: University Experience Feedback Form

This questionnaire will be filled by the students after completion of each Academic Year. Deans/Principals/Directors/ Head of Departments/ Program Directors are responsible for data collection.

Reporting:

After analysis, the Evaluation Reports with recommendations / deliverables will be shared by QEC with the Vice Chancellor Secretariat to consider areas identified for improvement and taking appropriate corrective actions for them.

Minimum response rate:

To observe the validity of the evaluation process minimum 80% response rate is required.

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