



**LAHORE
MEDICAL & DENTAL
COLLEGE**

QUALITY ASSURANCE MANUAL

LAHORE MEDICAL AND DENTAL COLLEGE



Lahore Medical & Dental College
Canal Bank North, Tulsipura, Lahore-53400
Contact No: +923464418891-98
No. LMDC/FD/ /26 dated

NOTICE

In pursuance of the institutional commitment to continuous quality improvement, academic excellence, patient safety, and compliance with the standards of the **Punjab Healthcare Commission (PHC)**, the following **Quality Assurance Committee** is hereby constituted for Dental College, LMDC with immediate effect.

Quality Assurance Committee

- | | |
|---|----------|
| 1. Prof. Junaid Israr, Professor of Orthodontics | Convener |
| 2. Prof. Dr. Nighat Zahid, Professor, Clinical Incharge, OMFS | Member |
| 3. Dr. Rummana Aqeel, Associate Prof., Oral Pathology | Member |
| 4. Dr. Syed Ibrar Hussain Humayun, Asst. Prof., Periodontics | Member |
| 5. Dr. Asad ur Rehman, Asst. Prof. Orthodontics | Member |
| 6. Dr. Momina Khalid, Asst. Prof., Oral Biology | Member |
| 7. Advocate Ashfaq Ahmed Malik | Advisor |

The Committee shall be responsible for planning, implementing, monitoring, and evaluating quality assurance activities across all academic, clinical, administrative, and support departments of the College.

Terms of Reference (TORs)

The Quality Assurance Committee shall:

1. Develop, implement, and periodically review quality assurance policies, procedures, and standard operating procedures (SOPs).
2. Monitor compliance with PHC, PMDC and institutional quality standards.
3. Conduct regular internal quality audits and departmental inspections.
4. Identify quality gaps and recommend corrective and preventive actions.
5. Monitor patient safety, infection prevention and control, and risk management practices.
6. Ensure proper documentation and maintenance of quality records.

7. Coordinate quality improvement activities with all academic and clinical departments.
8. Submit periodic quality assurance reports and recommendations to the Principal.

All Heads of Departments, faculty members, administrative staff, and supporting staff shall extend full cooperation to the Quality Assurance Committee in the discharge of its responsibilities. Departmental compliance reports shall be submitted to the Committee as and when required.



PRINCIPAL/DEAN
PROF. DR. AQIB SOHAIL
DENTAL COLLEGE, LMDC

No. Ref: No. LM&DC/FD/2888-2906
Copy for information to:

/2026 dated: 03-08-2026

1. Chief Administrative Officer, LMDC
2. Director Administration, LMDC.
3. All Clinical Heads of department, Dental College, LMDC.
4. Officer concerned.

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ABBREVIATIONS

HEC	Higher Education Commission
PM&DC	Pakistan Medical & Dental Council
LMDC	Lahore Medical and Dental College
QA	Quality Assurance
QAC	Quality Assurance Committee
WFME	World Federation of Medical Education
WHO	World Health Organization

FOREWORD

College of Dentistry, LMDC has developed policy and procedures which sets benchmarks as to what quality to expect and how to assure it. This manual is undertaken to outline the institution's expected quality of education and ways to ensure it, thus, documenting a framework of quality assurance system which will lead to strategies for quality improvement. External review can then be carried out to comply with ISO 9001:2015 standards.

The manual has been developed by the QAC and comprises of sections pertaining to areas which need to be covered under the banner of QA. Section one gives an introduction of QA with definitions and rationale. Section two covers the overview of QA as per guidelines of HEC, WFME AND WHO. Section three describes the principles of QA as in goal, objectives and standards. Section four covers the QA outline framework and section five gives the review in time as per QAC decision

Prof. Dr. Junaid Israr
Professor of Orthodontics
Convener, Quality Assurance Committee



SECTION 1

1. INTRODUCTION

1.1 DEFINITIONS OF QUALITY ASSURANCE

Quality is defined within the context that it is to be given. Specifically for dental education quality is defined as a “high level of value or excellence or a high standard” ¹

Assurance is defined as “something that inspires or tends to inspire confidence”. ¹

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”. ¹

Quality may seem to be an absolute term, but it has subjective annotations and dynamism which ensures the best and excellence of what is measured, which in our context is the educational programme of medicine.

1.1 RATIONALE

College of Dentistry, LMDC is one of the pioneers private dental college in Punjab, striving to keep flourishing and improving on itself over the years. Now time has come to fully document the assurance of the quality education offered by the institution. The stakeholders as administration, faculty, staff, and students, national and international accrediting bodies need to be taken onboard by a transparent QA. This manual underlies specific policy and procedures of educational

programme that plays pivotal role in QA. The manual will be a guideline for all those involved directly or indirectly in dental education, thereby, enhancing “*Quality Culture*” in LMDC.

LMDC

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SECTION 2

2. OVERVIEW OF QUALITY ASSURANCE

2.1 Term of Reference of 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, College of Dentistry, LMDC is set on course by producing this manual of QA. To achieve these goals, the Quality Assurance Committee (QAC) was constituted in the year 2017, which currently comprises of;

Prof. Dr. Aqib Sohail	(Patron)
Prof. Dr. Junaaid Israr Ahmed Khan	(Convener)
Prof. Dr. Nighat Zahid	(Member)
Dr. Rummana Aqeel (Assoc. Prof, Oral Pathology)	(Member)
Dr. Asad Ur Rehman (Asst Prof, Orthodontics)	(Member)
Dr. Ibrar Humayun (Asst Prof, Periodontology)	(Member)
Dr Momina Khalid, (Asst. Prof, Oral Biology)	(Member)
Dr. Nuaira Ijaz Butt (Manager Private Clinic)	(Member)
Advocate Ashfaq Ahmed Malik	(Member)

2.2 Meetings quorum is maintained with 60% attendance of committee members.

2.3 The committee will meet at least six monthly, or earlier in case of necessity.

LIVDOC

2.4 The committee meetings are convened as required discussing issues pertaining to planning, implementation, continual improvement of the quality within PMDC guidelines etc.

2.5 The committee provides guidance and support on matters relating to the quality, and convey transparent information to stakeholders in addition to their feedback.

2.6 To follow up, review with advice on other policy matters pertaining to quality culture.

2.7 With assistance from members, faculty and students to provide information on how the quality is monitored and evaluated.

2.8 The minutes of meetings will be circulated to committee and Principal, College of Dentistry LMDC via email/ hardcopy.

2.9 Thus to keep QA of dental education practices within the guidelines of WFME, ² that enables the 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.

Whatever maybe the dental education system of a college, the institution can utilize these operational guidelines to measure itself. The areas covered by these guidelines are same as the international standards, namely:

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

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SECTION 3

3. PRINCIPLES OF QA

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

3.1 GOAL

The goal of QAC will be to work systematically towards the fulfillment of the mission of the institution i.e. “To train future leaders of medicine and dentistry who set new standards in knowledge, care and compassion”. The well qualified and experienced faculty is committed to provide combination of nurturing support and challenges to the students to reach their maximum potential.

3.2 OBJECTIVES

For fulfillment of the goal, QAC will meet the following objectives: ³

1. Facilitate in developing written policies for all academic and administrative activities.
2. Develop quality assurance processes and methods of evaluation to make sure that effective teaching and learning practices are consistently being carried out.
3. Define clear and explicit standards as points of reference to the reviews to be carried out.
4. Assure that all quality indicators are in line with specifications given by HEC and PM&DC.

5. Oversee/evaluate effective capacity building and faculty training programs being run at the institution.
6. Develop procedures for the following:
 - a. Improvement of existing programs and approval of new programs
 - 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 stakeholders
 - 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

3.3 STANDARDS OF QUALITY ASSURANCE

In accordance with the precise goal and specific objectives at Lahore Medical & Dental College, Lahore, 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: ^{2, 3}

3.3.1 MAIN STANDARDS

1. Mission and outcomes
2. Educational programs
3. Assessment of students
4. Students selection & support
5. Academic and supporting staff
6. Educational resources
7. Program evaluation
8. Governance and administration
9. Continuous renewal

3.3.1.1. Mission and outcomes

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

3.3.1.2. Educational program

- Implementation of curriculum as specified by PM&DC and UHS, Lahore
- Program management

3.3.1.3. 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

3.3.1.4. Students selection and support

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

3.3.1.5. 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 PM&DC regulations
- Teacher training, support, development and evaluation

3.3.1.6. Educational resources

- Physical facilities
- Safe learning environment
- Clinical training resources
- Information technology (ethical and judicious use)
- Research and scholarship
- Access to educational expertise
- Collaboration and educational exchanges

3.3.1.7. Program evaluation

- Continuous monitoring
- Periodic evaluation
- Systematic gathering, analysis and response to feedback (teachers and students)
- Performance of students and graduates
- Involvement of principal stakeholders

3.3.1.8. Governance& 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)

3.3.1.9. Continuous renewal

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

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SECTION 4

4. FRAMEWORK OF QA⁴

On these lines a QA manual has been developed for our own environmental context of LMDC. 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 program
- Faculty performance
- Administrative performance
- Student performance

4.1 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 and 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

4.2 BUDGET

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

4.3 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.

4.4 PROFESSIONAL ACCREDITATION

This assures external bodies' accreditation that LMDC graduates meet the required professional standard.

4.5 PLANNING, REVIEWING EDUCATIONAL PROGRAMME

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

4.6 FACULTY PERFORMANCE

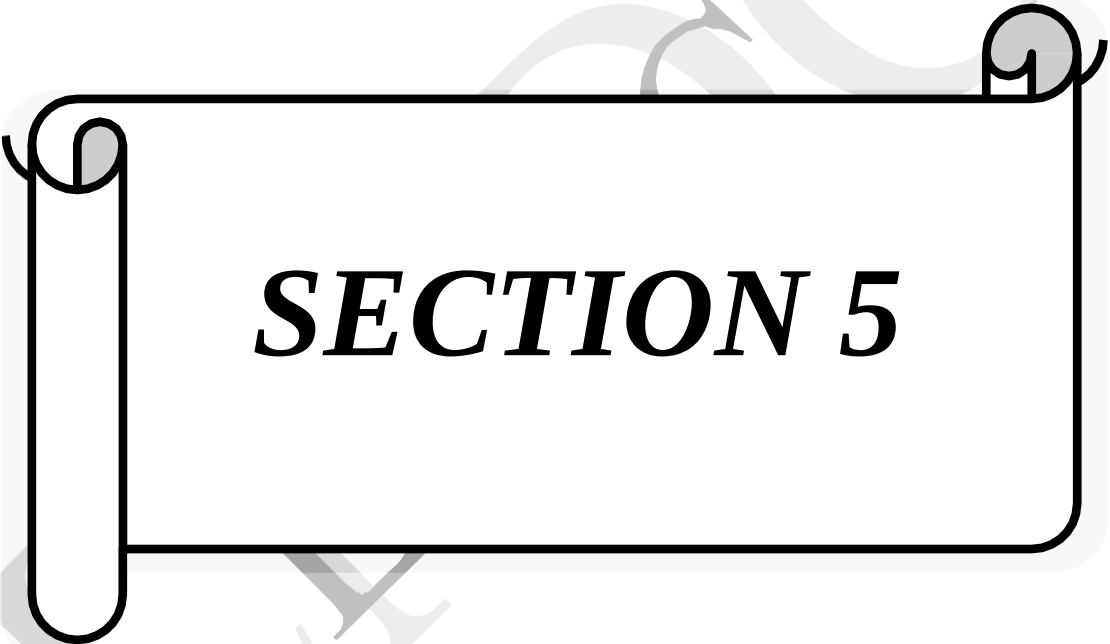
The quality standards are set of entire activities of faculty as in teaching learning and performance for the educational programme. The head of department will submit annual performance report of all staff in their respective departments. All heads of departments will be evaluated for their performance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

4.7 ADMINISTRATIVE PERFORMANCE

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

4.8 STUDENT PERFORMANCE

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

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SECTION 5

5. 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

1. "Quality". Merriam-Webster.com. Merriam-Webster.n.d Web. 24th May, 2017
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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>

Appendix

***PROFORMAE
OF QA
PROCESSES***

PROFORMA 1

Student Course Evaluation Questionnaire³ (To be filled by each Student at the time of Course Completion)

Department _____ Course No _____

Course Title _____ Teacher Name: _____

Year of Study _____ Semester / Term _____

Please give us your views 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	☐ <20%	☐ 21-40%	☐ 41-60%	☐ 61-80%	☐ >81%
	Strongly Agree	Agree	uncertain	Disagree	Strongly Disagree
5. Approximate level of your own attendance during the whole Course	☐	☐	☐	☐	☐
6. I participated actively in the Course	☐	☐	☐	☐	☐
7. I think I have made progress in this Course	☐	☐	☐	☐	☐
8. Comments					

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

Learning Resources	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
14. Learning materials (Lesson Plans, Course Notes etc.) were relevant and useful.	☐	☐	☐	☐	☐
15. Recommended reading Books etc. were relevant and appropriate	☐	☐	☐	☐	☐
16. The provision of learning resources in the library was adequate and appropriate	☐	☐	☐	☐	☐
17. The provision of learning resources on the Web was adequate and appropriate (if relevant)	☐	☐	☐	☐	☐
18 Comments					

Quality of Delivery	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
19. The Course stimulated my interest and thought on the subject area	☐	☐	☐	☐	☐
20. The pace of the Course was appropriate	☐	☐	☐	☐	☐
21. Ideas and concepts were presented clearly	☐	☐	☐	☐	☐
22. Comments					

Assessment	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
23. The method of assessment were reasonable	☐	☐	☐	☐	☐
24. Feedback on assessment was timely	☐	☐	☐	☐	☐
25. Feedback on assessment was helpful	☐	☐	☐	☐	☐
26. Comments					

Additional Core Questions

Instructor / Teaching Assistant Evaluation	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
27. I understood the lectures	☐	☐	☐	☐	☐
28. The material was well organized and presented	☐	☐	☐	☐	☐
29. The instructor was responsive to student needs and problems	☐	☐	☐	☐	☐
30. Had the instructor been regular throughout the course?	☐	☐	☐	☐	☐

Tutorial	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
30. The material in the tutorials was useful	☐	☐	☐	☐	☐
31. I was happy with the amount of work needed for tutorials	☐	☐	☐	☐	☐
32. The tutor dealt effectively with my problems	☐	☐	☐	☐	☐

Practical	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
33. The material in the practical's was useful	☐	☐	☐	☐	☐
34. The demonstrators dealt effectively with my problems.	☐	☐	☐	☐	☐

Overall Evaluation
35. The best features of the Course were:
36. The Course could have been improved by:

Equal Opportunities Monitoring (Optional)
37. The University does not tolerate discrimination on any irrelevant distinction (e.g. race, age, gender) and is committed to work with diversity in a wholly positive way. Please indicate below anything in relation to this Course which may run counter to this objective:

Demographic Information: (Optional)
38. Full/part time study: Full Time ☐ Part Time ☐
39. Do you consider yourself to be disabled: Yes ☐ No ☐
40. Domicile:
41. Gender: Male ☐ Female ☐
42. Age Group: less than 22 ☐ 22-29 ☐ over 29 ☐
43. Campus: Distance Learning/ Collaborative ☐

Faculty Course Review Report³

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

Department:		Faculty:	
Course Code:		Title:	
Session:		Semester:	Autumn ☐ Spring ☐ Summer ☐
Credit Value:		Level:	Prerequisites:
Name of Course Instructor:		No. of Lectures	Other (Please State)
		Contact Hours	
Assessment give precise details (no & length of assignments, exams, weightings etc.)	Methods:		

[illegible]

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

Feedback: first summarize, and then comment on feedback received from: (These boxes will expand as you type in your answer.)

1) Student (Course Evaluation) Questionnaires

2) External Examiners or Moderators (if any)

3) Student /staff Consultative Committee (SSCC) or equivalent, (if any)

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

5) Assessment: comment on the continuing effectiveness of method(s) 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/term's experience may prompt

Name: _____
(Course Instructor)

Date: _____

Name: _____
(Head of Department)

Date: _____

Survey of graduating students³

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

1. The work in the program is educative.

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

3. The program administration is effective in supporting learning.

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

5. The program is effective in developing independent thinking.

6. The program is effective in developing written communication skills.

7. The program is effective in developing planning abilities.

8. The objectives of the program have been fully achieved

9. Whether the contents of curriculum are advanced and meet program objectives

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 scholarships/ grants were available to students in case of hardship				

	A	B	C	D	E
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Answer question 9 if applicable.

9.	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)

10. What are the best aspects of your program?

11. What aspects of your program could be improved?

PROFORMA 4

PERFORMANCE APPRAISAL-FACULTY, LMDC

Employee Name	
Employee Code	
Department	
Designation	
Date of Joining	
Grade	
Period of Evaluation	

SUMMARY OF THE PERFORMANCE AGAINST EACH KPI:

Sr.	KPI	Max.Marks	Marks Obtained
1	Regularity, punctuality & discipline (to be filled by HR/IT/QEC)	30	
2	Faculty evaluation by students (to be filled by HR/IT/QEC)	20	
3	Faculty evaluation by experts (to be filled by HoD/Pr/Dean)	10	
4	Administrative burden/student elfare/ethical condut(to be filled by HoD/Pr/Dean)	10	
5	Research publication (to be filled by HR/IT/QEC)	10	
6	Annual/semester results (to be filled by HoD/Pr/Dean)	20	
	Total	100	

Additional Qualification/Training/ Course/Workshops Conducted.	Additional Responsibilities.

REMARKS & RECOMMENDATIONS:

Head of Department

Prof. Dr. Aqib Sohail
Principal Dental College

Mr. Asad Ahmed Khan
DF&A/CS, LMDC

Prof.Dr. Javaid Asgher
Chief Executive Officer

LMDC

PROFORMA 5

Faculty Survey³

(To be submitted on annual basis 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. **Indicate how satisfied are you with each of the following aspects of your situation at your department?**

1. Name: _____ Department: _____ Date: _____

2. Academic Rank/Designation:

A: Professor B: Associate Professor C: Assistant Professor D: Lecturer

3. Years of Service:

A: 1-5 B: 6-10 C: 11-15 D: 16-20 E: >20

Scale: A: Very Satisfied; B: Satisfied; C: Dissatisfied; D: Very Dissatisfied

(Please tick one option)	A	B	C	D
1. Your blend of research, teaching	☐	☐	☐	☐
2. The intellectual stimulation of your work	☐	☐	☐	☐
3. Type of teaching /research you currently do	☐	☐	☐	☐
4. Your interaction with students	☐	☐	☐	☐
5. Cooperation you receive from colleagues	☐	☐	☐	☐
6. The mentoring available to you	☐	☐	☐	☐
7. Administrative support from the department	☐	☐	☐	☐
8. Providing clarity about the faculty promotion process	☐	☐	☐	☐

9. Your prospects for advancement and progress through ranks	☐	☐	☐	☐
10. Salary and compensation package	☐	☐	☐	☐

CONFIDENTIAL

11. Job security and stability at the department	☐	☐	☐	☐
12. Amount of time you have for yourself and family	☐	☐	☐	☐
13. The overall climate at the department	☐	☐	☐	☐

14. What are the best programs/course factors currently available in your department that enhance your motivation and job satisfaction?

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

16. What aspects of your program could be improved?

PROFORMA 6

Lahore Medical and Dental College

Patient Satisfaction Survey

Patient Name: _____

Gender: _____

NIC: _____

Age: _____

1. For how long have you been visiting/seeking dental treatment at dental college LMDC?

2. Was the dental hospital easily accessible?

☐

Yes

☐

No

3. Was the waiting time appropriate?

☐

Yes

☐

No

4. Was there seating arrangement in waiting area?

☐

Yes

☐

No

5. Were facilities of drinking water, washrooms and fans provided?

☐

Yes

☐

No

6. Were you called into the respective departments for treatment to your turn in queue?

☐

Yes

☐

No

7. Was the attitude of the staff appropriate?

☐

Yes

☐

No

8. Was the attitude of the doctor that examined/treated you appropriate?

☐

Yes

☐

No

9. Which department are you getting your treatment from?

☐

Oral Diagnosis

☐

Oral Surgery

☐

Operative

☐

Periodontology

☐

Private Clinic

☐

Paediatric

☐

Postodontics

☐

Orthodontics

10. Are you satisfied with the treatment that you were provided?

☐

Yes

☐

No

11. Was the cost of the treatment appropriate?

☐

Yes

☐

No

12. Would you recommend Dental Hospital, LMDC to others for their treatment?

☐

Yes

☐

No

13. Suggestions for improvement

PROFORMA 7

Alumni Survey³

(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 University. 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 E: Poor

1. Knowledge

- | | | | | | |
|---|-----|-----|-----|-----|-----|
| 1. Math, Science, Humanities and professional discipline, (if applicable) | (A) | | | | |
| | (B) | (C) | (D) | (E) | |
| 2. Problem formulation and solving skills | (A) | (B) | (C) | (D) | (E) |
| 3. Collecting and analyzing appropriate data | (A) | (B) | (C) | (D) | (E) |
| 4. Ability to link theory to practice. | (A) | (B) | (C) | (D) | (E) |
| 5. Ability to design a system component or process | (A) | (B) | (C) | (D) | (E) |
| 6. IT knowledge | (A) | (B) | (C) | (D) | (E) |

II Communications Skills

- | | | | | | |
|------------------------|-----|-----|-----|-----|-----|
| 1. Oral communication | (A) | (B) | (C) | (D) | (E) |
| 2. Report writing | (A) | (B) | (C) | (D) | (E) |
| 3. Presentation skills | (A) | (B) | (C) | (D) | (E) |

III Interpersonal Skills

- | | | | | | |
|--|-----|-----|-----|-----|-----|
| 1. Ability to work in teams. | (A) | (B) | (C) | (D) | (E) |
| 2. Ability to work in arduous /Challenging situation | | | | | |
| 3. Independent thinking | (A) | (B) | (C) | (D) | (E) |
| 4. Appreciation of ethical Values | (A) | (B) | (C) | (D) | (E) |

IV Management /leadership Skills

- | | | | | | |
|--|-----|-----|-----|-----|-----|
| 1. Resource and Time management skills | (A) | (B) | (C) | (D) | (E) |
| 2. Judgment | (A) | (B) | (C) | (D) | (E) |
| 3. Discipline | (A) | (B) | (C) | (D) | (E) |

V General Comments

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

VI. Career Opportunities

VII. Department Status

- | | | | | | |
|----------------------------------|-----|-----|-----|-----|-----|
| 1. Infrastructure | (A) | (B) | (C) | (D) | (E) |
| 2. Faculty | (A) | (B) | (C) | (D) | (E) |
| 3. Repute at National level | (A) | (B) | (C) | (D) | (E) |
| 4. Repute at international level | (A) | (B) | (C) | (D) | (E) |

VIII Alumni Information

1. Name (Optional)_____
2. Name of organization_____
3. Position in organization_____
4. Year of graduation_____

PROFORMA 8

Employer Survey³

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

The purpose of this survey is to obtain employers' input on the quality of education University of _____ is providing and to assess the quality of the academic program. The survey is with regard to University of _____ graduates employed at your organization. We seek your help in completing this survey.

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

I. Knowledge.

1. Math, Science, Humanities and professional discipline, (if applicable)
(A) (B) (C) (D) (E)
2. Problem formulation and solving skills (A) (B) (C) (D) (E)
3. Collecting and analyzing appropriate data (A) (B) (C) (D) (E)
4. Ability to link theory to Practice (A) (B) (C) (D) (E)
5. Ability to design a system component or process (A) (B) (C) (D) (E)
6. Computer knowledge. (A) (B) (C) (D) (E)

II. Communication Skills

1. Oral communication (A) (B) (C) (D) (E)
2. Report writing (A) (B) (C) (D) (E)
3. Presentation skills (A) (B) (C) (D) (E)

III. Interpersonal Skills

1. Ability to work in teams (A) (B) (C) (D) (E)
2. Leadership (A) (B) (C) (D) (E)
3. Independent thinking (A) (B) (C) (D) (E)
4. Motivation (A) (B) (C) (D) (E)
5. Reliability (A) (B) (C) (D) (E)
6. Appreciation of ethical values (A) (B) (C) (D) (E)

IV. Work skills

1. Time management skills (A) (B) (C) (D) (E)
2. Judgment (A) (B) (C) (D) (E)
3. Discipline (A) (B) (C) (D) (E)

V. General Comments

Please make any additional comments or suggestions, which you think would help strengthen our programs for the preparation of graduates who will enter your field. Did you know as to what to expect from graduates?

VI. Information About Organization

1. Organization Name_____
2. Type of Business_____
3. Number of Graduates (specify the program) in your Organization:

PROFORMA 9

Faculty Resume³

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 Honour Students	List supervision of graduate students, post docs and undergraduate honors theses showing: <table border="0"> <thead> <tr> <th>Years</th> <th>Degree</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td colspan="3">Show other information as appropriate and list membership on graduate degree committees.</td> </tr> </tbody> </table>	Years	Degree	Name	Show other information as appropriate and list membership on graduate degree committees.		
Years	Degree	Name					
Show other information as appropriate and list membership on graduate degree committees.							
Service Activity	List University and public service activities.						
Brief Statement 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. ○ Manuscripts accepted for publication should be included under appropriate category as “in press;” ○ Segment the list under the following standard headings: • 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: <table><tr><td>Date</td><td>Title</td><td>Agency / Organization</td><td>Total Award Amount</td></tr></table> Segment the list under following headings: • Completed • Funded and in progress • In review	Date	Title	Agency / Organization	Total Award Amount
Date	Title	Agency / Organization	Total Award Amount		
Other Research or Creative Accomplishments	List patents, software, new products developed, etc.				
Selected Professional Presentations					

PROFORMA 10

Teacher Evaluation Form (Student Rating Form)³

(To be filled by the student)

(Part – I)

Year: _____ Subject: _____ Date: _____

SCALE (1 5; 1=FAIR; 5=EXCELLENT)

(Please tick one option)	1	2	3	4	5
1. Teacher maintains discipline in the lecture/demonstration	☐	☐	☐	☐	☐
2. Teacher comes well prepared in the lecture/demonstration	☐	☐	☐	☐	☐
3. Teacher clearly states the objectives of the session/lectures to the students	☐	☐	☐	☐	☐
4. Teacher motivates students and maintains interest in the lecture/demonstration	☐	☐	☐	☐	☐
5. Teacher makes effective use of audio visuals/white board to explain difficult concepts	☐	☐	☐	☐	☐
6. Teacher relates in class the practical aspects of the subject in context of clinical scenarios	☐	☐	☐	☐	☐
7. Teacher makes use of questions to stimulate creative thinking	☐	☐	☐	☐	☐
8. The subject matter presented in the course has increased your knowledge of the subject	☐	☐	☐	☐	☐
9. Teacher summarizes the topic at the end	☐	☐	☐	☐	☐
10. Teacher maintains a respectful teacher-student relationship	☐	☐	☐	☐	☐

Feedback on Assessment (Part – II)

Year: _____ Subject: _____ Date: _____

SCALE (1 5; WHERE 1=FAIR; 5=EXCELLENT)

(Please tick one option)	1	2	3	4	5
1. Timing of conducting assessment was well-planned	☐	☐	☐	☐	☐
2. Time given for assessment was appropriate	☐	☐	☐	☐	☐
3. Course content taught was aligned with assessment	☐	☐	☐	☐	☐
4. MCQ & SAQ were well-matched with course content	☐	☐	☐	☐	☐
5. Information regarding assessment was communicated timely	☐	☐	☐	☐	☐
6. Assessment pattern was well matched with university professional exam pattern	☐	☐	☐	☐	☐
7. Feedback of Assessment was timely provided	☐	☐	☐	☐	☐

8. Comments / Suggestion:

PROFORMA 11

Student Feedback Form BDS, LMDC 2023 (Basic Sciences Demonstrators)

As per instruction from the Principal/Dean of the Dental College, the Dental Education department is allowed to take feedback from the Students. Kindly comply with the feedback on time.
Last date:

Demonstrator's Name:
Department:

Instruction:

1. Kindly Fill in all sections.
2. Read the Questions carefully.
3. Give your fair feedback.
4. Refrain from giving personal comments

* Required

* This form will record your name, please fill your name.

1. Available during scheduled Practicle sessions

Disagree

☐

Neutral

☐

Agree

☐

2. Clearly communicates the objectives of Practical demonstration

Disagee

☐

Neutral

☐

Agree

☐

3. Provide additional reading material apart from textbook to improve performance

Disgree

☐

Neutral

☐

Agree

☐

4. Communicates subject knowledge/concept effectively with relevant examples to develop interest

Disagree

☐

Neutral

☐

Agree

☐

5. Incite critical thinking

Disagree

☐

Neutral

☐

Agree

☐

6. Identify individual learning need to improve performance

Disagree

☐

Neutral

☐

Agree

☐

7. Encourages class participation

Disagree

☐

Neutral

☐

Agree

☐

8. Maintain conducive learning environment during the demonstration session

Disagree

☐

Neutral

☐

Agree

☐

9. Comments and suggestions *

PROFORMA 12

Student Feedback Form BDS, LMDC 2023

As per Instruction from the Principal/Dean of the Dental College, the Dental Education department is allowed to take Feedback from the Students. Kindly comply with the feedback on time.
Last date:

Demonstrator's Name:
Department:

Instruction:

- 1. Kindly Fill in all sections.
- 2. Read the Questions carefully.
- 3. Give your fair feedback.
- 4. Refrain from giving personal comments

* Required

* This form will record your name, please fill your name.

1. Starts and finishes class on time

Disagree

Neutral

Agree

☐

☐

☐

2. Clearly communicates objectives of each lecture/practical

Disagree

Neutral

Agree

☐

☐

☐

3. Provide additional reading material apart from textbook to improve performance

Disagree

Neutral

Agree

☐

☐

☐



4. Communicates subject knowledge/concept effectively with relevant examples to develop interest

Disagree

☐

Neutral

☐

Agree

☐

5. Incite critical thinking

Disagree

☐

Neutral

☐

Agree

☐

6. Identify individual learning need to improve performance

Disagree

☐

Neutral

☐

Agree

☐

7. Complete the whole course in time

Disagree

☐

Neutral

☐

Agree

☐

8. Apply appropriate teaching methodology with effective use of audiovisual aids

Disagree

☐

Neutral

☐

Agree

☐

9. Encourages class participation

Disagree

☐

Neutral

☐

Agree

☐

10. Maintain conducive learning environment in class/clinic

Disagree

☐

Neutral

☐

Agree

☐

11. Returns the graded scripts for feedback in a reasonable time.

Disagree

☐

Neutral

☐

Agree

☐

12. Is fair in exams and grading

Disagree

☐

Neutral

☐

Agree

☐

13. MCQs and SEQs aligned with University Pattern

Disagree

☐

Neutral

☐

Agree

☐

14. Comments and suggestions *

PROFORMA 13

Student Feedback Form BDS, LMDC 2023 (Clinical Sciences Demonstrators)

As per instruction from the Principal/Dean of the Dental College, the Dental Education department is allowed to take feedback from the Students. Kindly comply with the feedback on time.

Last date:

Demonstrator's Name:

Department:

Instruction:

1. Kindly Fill in all sections.
2. Read the Questions carefully.
3. Give your fair feedback.
4. Refrain from giving personal comments

* Required

* This form will record your name, please fill your name.

1. Available during scheduled clinical sessions

Disagree

☐

Neutral

☐

Agree

☐

2. Clearly communicates the objectives of clinical demonstration

Disagree

Neutral

Agree

LINDC