

## **POLICIES FOR FEEDBACK ON CURRICULUM AND ASSESSMENT FROM STUDENTS**

The undergraduate medical curriculum needs revision periodically, for which students feedback regarding module is mandatory and the changes suggested by students should be considered.

The role of the Medical Education Department is to ensure that high standards and good practice within the teaching, learning and assessment processes for undergraduate medical programme are recognized and problems are rapidly identified and addressed.

Medical Education Department is responsible for the overview of academic standards and enhancement processes within the Medical institution and for the development of policy and practice in relation to such processes.

The outline of policy of module feedback is as under

1. Feedback will be collected via student course evaluation questionnaire (modified and recommended by KMU), which students will be asked to complete at the end of each taught module/clinical placement/academic year.
2. Feedback from students will be communicated to Dean, associate dean and all Heads of department in writing.
3. Any suggestions /recommendations/grievances given by students for a specific subject will be duly discussed with respective head and module committee member of respective department.
4. The minutes along with the suggested actions will be forwarded to Dean KGMC.
5. Failure to comply with the agreed upon actions with respective head of department by any personnel will subsequently be duly reported to the Dean KGMC.
6. Any suggestions /recommendations/grievances given by students for a change in curriculum contents and assessment, if not resolved at institutional level, will be forwarded to Khyber Medical University through Dean Khyber Girls Medical

College after taking consensus from relevant committee members and Head of relevant department.

### **Term of Reference**

#### **Responsible personnel for taking feedback from students on curriculum and assessment**

1. Dr Naheed Mahsood Asst Professor Department of Medical education will be responsible for overall supervision of module feedback.
2. Dr Naveed Afzal Lecture Department of Medical education will be responsible for data collection from students on feedback proforma.
3. Miss Afshan Ahsan academic curriculum coordinator will be responsible for data analysis and report writing.
4. Dr Fawad Rahim Assistant Professor Medicine HMC

**DEAN**

Khyber Girls Medical College,  
Peshawar