	REHMAN MEDICAL COLLEGE	Document Number: RMI-RMC-DWP-026
	Standard Operating Procedure	Issue #: 01
	Feedback from students faculty RMC	Issue Date:01-01-2021

1.0 PURPOSE


- 1.1** Feedback as an important component of curriculum development process as it provides triggers for growth and improvements of existing educational practices in educational institute. RMC has an inbuilt system of feedback through DME and QEC that work in collaboration with each other. The feedback obtained is periodically incorporated in the curriculum of MBBS. The SOP is subject to yearly or need based review/change by concerned authorities. Final copy shall be distributed to all concerned after approval by Principal office.

2.0 SCOPE

- 2.1** Feedback is an essential component of curriculum development process and successful implementation and evaluation of curriculum. Feedback ensures the improvement of the quality of education in an institution and is pivotal in effective learning and teaching (Qureshi 2017). Rehman medical college had indulged its students in feedback processes throughout the academic sessions and with time the process became more organized and structure.
- 3.0** All students, faculty, DME, curriculum development committees and QEC department of RMC.

3.0 PROCEDURE

- 3.1** All students and faculty shall be informed about the process of feedback in college and time and space is provided for ensuring effective feedback.
- 3.2** Periodic feedback shall be obtained from students and faculty at the start, during and at the end of sessions.
- 3.3** The feedback forms shall be developed by department of medical education and distributed during feedback sessions to students.
- 3.4** The feedback forms shall have sections for instruction, instructors, resources, infrastructure, equipment and assessment.
- 3.5** The faculty feedback forms shall be distributed to departments and collected on completion by DME.
- 3.6** The modular timetables shall have two slots for feedback on instruction and assessment from students at the beginning and towards the end of the module so that feedback can be provided regularly about the educational program.
- 3.7** The clinical rotation feedback forms shall be developed separately and administered to students in class sessions (evidence in modules timetables).
- 3.8** The filled forms shall be analyzed by DME and reports shared with faculty for incorporation / modifications in curriculum considering student feedback.
- 3.9** Changes shall be incorporated either immediately or reserved for next session if not feasible.
- 4.0** The DME feedback shall be shared with QEC for final yearly surveys of faculty and students.

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4.0 ANNEXURES

4.1 NIL

5.0 REFERENCE





5.1 NIL

6.0 AMENDMENT HISTORY

Version	Date of Revision	Amendment Description (Compared to Previous Version)	Pages Affected

The changes are highlighted in the policy by yellow color for easy recognition

7.0 APPROVAL SHEET

Prepared by	
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