



## **QUETTA COLLEGE OF DENTISTRY**

### **Local Quality Enhancement cell**

#### **SOPs**

Quetta College of Dentistry  
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Ltr. No. 01/ QCD/L-QEC  
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In order to take meaningful input from stakeholders for quality improvement. Enhancement is a process of improvement in relation to higher education quality, enhancement may refer to:

1. Individual learners when it means improvement of the attribute, knowledge, ability, skills and potential of learners.
2. The improvement in quality of an institution or study programme.

#### **SELF APPRAISAL REPORT**

The L- QEC department compiles SAR at the end of each academic year. It collects the following data at the end of each academic year.

1. Evidence of management session
2. Evidence of curriculum organization and curriculum management session.
3. Evidence of infrastructure tour.
4. Evidence of biomedical equipment tour.
5. Evidence of medical college safety tour.
6. Evidence of student session.
7. Faculty session
8. Evidence of medical college facilities tour.
9. Evidence of hospital facilities and safety tour.
10. Evidence of hospital clinical tour.

In order to prepare an annual self-appraisal report, following steps need to be followed:

1. After collection of documents from concerned department, L-QEC reviews those documents according to SAR standards.
2. A self-appraisal report for annual accreditation shall be prepared by the L-QEC as per NAF 2024 using the consolidated feedback report.
3. After proper scrutiny at our level, L-QEC shall forward the SAR to NUMS QA Dte. Within one month of completion of annual session for scrutiny as per NAF 2024 requirements
4. If SAR needs revision it shall be sent back to the institution through L-QEDC, the revised report shall be returned NUMS QA-Dte within two weeks.

### **EVALUATION AND FEEDBACK**

1. L-QEC collects feedback after completion each block/module of the BDS program from students about course/ curriculum and faculty, and from faculty about the courses they taught and curriculum.
2. L-QEC also collects feedback from faculty members, this feedback includes 3 proformas' i.e. (evaluation of module, faculty satisfaction survey and faculty resume).
3. L-QEC shall perform analysis of the feedback reports. Student feedback will be shared with the faculty and faculty feedback with the program heads. Overall report will be prepared. Any improvement points can be shared with program heads for taking necessary action if needed.
4. By the end of the year, all the feedback reports taken after 3 Blocks/ modules will be consolidated by the L-QEC. (This includes both from The faculty and the students)

Mechanism of conducting evaluation is attached with documents.

### **SELF ASSESSMENT REPORT**

(if required by NUMS QA directorate)

1. L-QEC will review the self-assessment report after the completion of Academic year prepared by the program team (PT) under the supervision of departmental HOD as per national accreditation framework (NAF 2024) using the consolidated feedback report to be submitted in L-QEC.

2. After proper scrutiny at local level L-QEC, shall forward the self-assessment report to NUMS QA Dte, within one month of the completion of annual session for analysis as per PMC NAF 2024 requirements.
3. If self-assessment report needs revision, it shall be sent to the respective intuition from QA NUMS. This will be circulated to concerned departments by L-QEC. The revised report shall be returned to NUMS QA Dte within two weeks.
4. Internal annual inspection of the college/institute by NUMS inspection during 3<sup>rd</sup> /4<sup>th</sup> month after the completion of annual session (covering first-final year batches) according to the inspection plan shared by NUMS QA Dte, after mutual agreement with L-QEC. The inspection team shall forward visit report to NUMS QA Dte. within two weeks of the visit.
5. After receipt of the internal inspection report QA Dte. shall send it to head L-QEC within two weeks for any required improvement and head L-QEC shall share back the compliance report/implementation plan within two weeks.
6. The final annual self-assessment report (SAR) shall be dispatched to PMDC by NUMS QA Dte. within one to two weeks. QA dte shall coordinate between the college/institute for the conduct of accreditation visit of college / institute by PMDC.
7. Upon receipt of the accreditation report the L-QEC shall follow up on the compliance of the recommendations of the PMDC accreditation team and update NUMS QA dte for the appraisal of the final report by PMDC.

**Core standard of L-QEC.**

Program evaluation and respective progress

Note: SOP is subject to amendment as per diversity /development in this rapidly changing world.

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