



# Quetta College of Dentistry

Quetta College of Dentistry

Tel:081-2882980, Mil-36112

QCD/DDE

29<sup>th</sup> sept. 2024

## SOPs for Workshop / Symposium / Learning Activity

1. Quetta college of dentistry will provide different training activities for its faculty. Lot of indigenous and national / international workshops and symposia will be conducted in a state of the Art environment throughout academic calendar.
2. To have a smooth flow of training activates following SOP is evolved:
  - a. **No workshop / Symposium or any other activity** will be allowed without formal approval through proper channel. i.e. **DDE, Dean, Principal/ Comdt. and Vice Principal.**
  - b. Request for conduct of workshop/ Seminar / Symposium/ Course / Conference should reach the office **one month before** workshop.
  - c. Following may be clearly indicated:
    - (1) Name of workshop or training activity
    - (2) Date and time of workshop / Symposia
    - (3) Name of sponsor individual / company if any
    - (4) Name and detail of organizer
    - (5) Name and detail of focal person
    - (6) Target audience (who will attend)
    - (7) Name of speaker / facilitator / Moderator
    - (8) Sequence of events (Program to be attached)
    - (9) Name and detail of chief guest
  - d. Request when approved will be deposited for issuance of permission letter for activity well in time.
  - e. In-case the event is postponed next date will only be adjusted if feasible.
  - f. Feedback of Workshop will be intimated at the end of training activity.
  - g. Forwarded for strict compliance please.



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## OCD CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM Workshop Schedule for the year 2024

<b>Sr#</b>	<b>Date/day/time</b>	<b>Topic</b>	<b>Facilitator</b>
a.	Mon 7 <sup>th</sup> Oct. 24 11-12:00 pm	How to make learning outcomes	Dr. Tooba Masood
b.	Tues 8 <sup>th</sup> Oct. 24 11-12: 00 pm	Learning style of students	Ms. Yasmeen Jomezai
c.	Wed 9 <sup>th</sup> Oct. 24 11-12:00 pm	Medical Ethic	Brig. Faisal Hanif
d.	Thur 10 <sup>th</sup> Oct. 24 11-12:00 pm	Best way to teach medical students & evidence based review	Brig. Imran Ahmed
e.	Fri 11 <sup>th</sup> Oct. 24 11- 12: 00 pm	Professionalism	Prof. Dr. Rukhsana Majid
f.	Mon 14 <sup>th</sup> Oct.24 10: 00 am onward	How to construct study guide in integrated curriculum	Sr. Saman Mehmood
g.	Fri 1 <sup>st</sup> Nov. 24 11- 12: 00 pm	Pre & post HOC Analysis	Dr. Nigarish Javaid
h.	Wed 6 <sup>th</sup> Nov 24 10:00 am	Blue print and Assessment	Dr. Summayyah
i.	Fri 15 <sup>th</sup> Nov 24 10: 00 am onward	Constructing written test questions/ MCQs	Dr. Saman Mehmood
j.	Mon 2 <sup>nd</sup> Dec 24 11- 12 00 pm	How to conduct PBLs/CBLs	Dr. Iqra Kamal
k.	Fri 14 <sup>th</sup> Feb 25 10:00 am onwards	Outcome based medical education	Dr. Nigarish Javaid
l.	Thu 27 <sup>th</sup> Feb 25 11- 12:00 pm	Internal assessment	Dr. Summayyah
m	Thu 6 <sup>th</sup> Mar 25 11-12:00 pm	Presentation skills in teaching	Dr. Huma Imran



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n.	Tue. 17 <sup>th</sup> Mar 25 11-12:00 pm	Use of artificial intelligence in Research	Dr. Iqra Kamal
o.	Fri 25 <sup>th</sup> Oct. 25 10:00 pm onwards	Empowering medical teachers with essential leadership skills	Dr. Ramsha Akhtar

**Distributed to:**

All Depts.  
All HoDs

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Dean/Comdt  
Quetta College of Dentistry  
**(Brig. Muzammil Jamil Ahmed Rana)**