Self-Assessment Report

SAR2020-202



*Quality*

*Assurance*

*Directorate,*

**QUALITY ENHANCEMENT CELL, SZABMU**

Program:

**SHAHEED ZULFIQAR ALI BHUTTO MEDICAL UNIVERSITY**

**Declaration**

We undertake that this Self-Assessment Report (SAR) is prepared by Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, SARs Committee constituted of the following members, who contributed in its preparation. This report is based on the data of Semester/Annual 2021 to 2022.

|  |  |  |  |
| --- | --- | --- | --- |
| S.no. | Name | Designation | Committee member |
| 1. |  |  | Convener |
| 2. |  |  | Member |
| 3. |  |  | Member |
| 4. |  |  | Member |
| 5. |  |  | Member |
| 6. |  |  | Member |
| 7. |  |  | Member |
| 8. |  |  | Member |
| 9. |  |  | Member |
| 10. |  |  | Member |
| 11. |  |  | Member |

**Assessment Team Members: (To be filled by QEC)**

1.

2.

3.

4.

**Verified by:**

**(To be filled by QEC)**

Name:

Designation:

Signature and Stamp:

Date:

**Table of Contents**

**Contents Pages**

1. Executive Summary

2. **Criterion 1: Program Mission, Objectives & Outcomes**

3. Standard 1–1

4. Standard 1–2

5. Standard 1–3

6. Standard 1–4

7. **Criterion 2: Curriculum Design & Organization**

8. Standard 2–1

9. Standard 2–2

10.Standard 2–3

11.Standard 2–4

12.Standard 2–5

13.Standard 2–6

14.Standard 2–7

**15.Criterion 3: Laboratories & Computing Facilities**

16.Standard 3–1

17.Standard 3–2

18.Standard 3–3

**19.Criterion 4: Student Support & Advising**

20.Standard 4–1

21.Standard 4–2

22.Standard 4–3

**23.Criterion 5: Process Control**

24.Standard 5–1

25.Standard 5–2

26.Standard 5–3

27.Standard 5–4

28.Standard 5–5

**29.Criterion 6: Faculty**

30.Standard 6–1

31.Standard 6–2

32.Standard 6–3

**33.Criterion 7: Institutional Facilities**

34.Standard 7–1

35.Standard7–2

36.Standard 7–3

**37.Criterion 8: Institutional Support**

38.Standard 8–1

39.Standard 8–2

40.Standard 8–3

**41. Conclusion**

**Executive Summary**

This report is being submitted at the end of the assessment of Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Shaheed Zulfiqar Ali Bhutto Medical University (SZABMU), as per the requirements of Higher Education Commission (HEC) with collaboration of Quality Enhancement Cell, SZABMU. Program Team Members notified by SZABMU, worked with QEC team to pursue the application of Self-Assessment Manual in the irrespective department.

**Summative Sheet**

**Program-.**

|  |  |
| --- | --- |
| **Sr.#** | **Courses** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

|  |  |
| --- | --- |
| **Sr.#** | **Faculty Names** |
| 1 |  |
| 2 |  |
| 3 |  |
| 5 |  |
| 6 |  |

|  |  |
| --- | --- |
| **Sr.#** | **Student Names** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

# Criterion 1: Program Mission, Objectives and Outcomes

## Standard 1-1: Mission Statement and Program Objectives

**Program PhD:**

**Mission Statement**

**Program Objectives:**

1.

2.

3.

## Standard 1-2: Program Objectives & Program Outcomes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.no.** | **Program Objectives** | **Program Outcomes** | **How measured** | **Improvement Identified** | **Improvement made** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Note: The program must have documented outcomes for graduating students. It must be demonstrated that the outcomes support the program objectives and that graduating students are capable of performing these outcomes. The three tools for assessments of program objectives are:

• Employer Survey (proforma#8)

• Alumni Survey (proforma #7)

• Graduating Students Survey (proforma#3)

***Standard 1-3: The results of the program assessment and the extent to which they are used to improve the program, must be documented.***

Course (Proforma#1) and teacher evaluation (Proforma#10) survey will ensure unbiased feedback from students. The gathered data analyzed and results provided to department officials for further necessary action.

**1.3a:** Following is the list of courses that are being evaluated by the students along with their course code and graded scores.

Courses evaluation can be shown in the following graphical chart: (Please include Graphic analysis of the evaluation based on the data received through Proforma#1.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Course Name** | **Teaching outcome graded by students** | **No. of students who graded the course** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Teachers Evaluation:**

Teacher’s evaluation (Proforma #10) can be shown in the following graphical chart. Following is the list of teachers that are being evaluated by the students along with the serial number and graded scores

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Teacher Name** | **Course Name** | **Teaching outcome graded by students** | **No. of students who graded the course** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**1.3b) Future Program Improvement Plans:**

**1.3c) Strong and Weak Points/ Observations or Recommendations**

**1.3d) Future Development Plans:**

**Standard 1-4: The department must assess its overall performance periodically** u**sing quantifiable measures as under.**

**1.4.a) Present Student/s**

**1. Graduates/Undergraduates enrolled in last three years**

|  |  |  |
| --- | --- | --- |
| S. No. |  Name of Enrolled students in the respective program | Year of Enrollment |
|  |  |   |
|  |  |  |
|  |  |  |

**2. Students Faculty Ratio**

**4. Average graduating grade point/percentage**

**5. Average per semester/annual**

**6. Average time for completing the undergraduate/postgraduate program.**

**7. Attrition rate.**

**1.4a**

1. **Employer Satisfaction**

See Annexure / Employer Form (Proforma#8 for details).

**b. Students Course Evaluation Average Response Rate**

Student’s course evaluation average (Proforma#1) response rate for all courses is

1. **Students Faculty Evaluation**

Teachers’ evaluation results showed under section 1.3a

1. **Research (Proforma#4)**

The program faculty published research papers in different journals. (Attach list in

Annexure).

1. **Community Service Details (If any)**
2. **Students/Teachers Satisfaction**

Mention the Faculty: Student ratio level; Students and teacher’s satisfaction is judged in different ways. For students this is done by faculty as well as QEC staff by conducting in-class discussions to know student’s views and through feedback provided by the students Proforma 1 & 10. While,teacher’s satisfaction is judged using the faculty Proforma#5.

# Criterion 2: Curriculum Design and Organization

**Program Title**

**Definition of Credit Hour**

Courses are normally defined into credit hours. One credit hour of theory is an academic unit that represents one hour of lecture per week for one term.

Note: Credit Hours mentioned in the Respective Program Curriculum

e.g. Credit hours for MD Medicine = 800 Hours

Teaching a theory course for 60 minutes per week per semester is equal to = 01 credit hour

3 hours Practical work in Refraction/ Surgical Skill Lab/ Minor O.T/ Major O.T/ Laser / Perimetry/ FFA/ AB-Scan/ OPD/ Ward / Examination = 01 credit hour

Number of required credit hours to be completed by a student for each program is mentioned below:

|  |  |
| --- | --- |
|  |  |
| Program name:  | \_\_\_\_\_\_\_\_\_ Credit Hours course work + Research Work |

**Curriculum Course Description**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title** | **Credit Hours** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Note:** Supervisors can suggest any graduate level approved course related to the thesis project of their students.  |

**Degree Plan:**

|  |  |  |
| --- | --- | --- |
| **Semester** | **Course** | **Category(Teaching Hours)** |
| **Basic Science****Course** | **Core****Course** | **CME Hours** | **Independent****Clinics** | **Field****Work** |  |
|  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |
| **Minimum****Requirement** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Note: E.g. text template Degree Plan:**

# Prerequisites of admission in MS Ophthalmology

* 1. MBBS passed from PM & DC recognized institute.
	2. One Year House Job in Medical & Surgical Allied subjects
	3. One year experience in Ophthalmology as Medical officer/ registrar/ PG-DO
	4. Entry test passed for MS Part-1 Ophthalmology

# Core courses

* 1. Basic Ophthalmology
	2. Clinical Ophthalmology,
	3. Optics & Refraction,
	4. Ophthalmic Medicine & surgeries,
	5. Lasers/ Perimetry/ FFA/ AB-Scan
	6. Information Technology
	7. Research/ recent advances in Ophthalmology
	8. Workshops

# Optional electives courses

* 1. Optometry
	2. Low Vision Aid
	3. Community Ophthalmology
		1. **Curriculum breakdown** in terms of Core Basic/ Clinical courses & Elective Courses. (Table 4.3)

| **Semester** | **Course No:** | **Category (Credit Hours)** |  |
| --- | --- | --- | --- |
| **Core Courses** | **Elective Courses** | **Credit Hours** |
| Year One | **MS (1)** | 1. Basic Ophthalmology
2. Ophthalmic History & clinical Examination Techniques,
3. Optics & Refraction
 |  | 1502050 |
| Total | 220 |
| Year Two | **MS (2)** | iv. Clinical ophthalmology, (Differential diagnosis, Investigations, provisional diagnosis, definite diagnosis & treatment) | i. Low Vision Aid | 23020 |
| Total | 250 |
| Year Three | **MS (3)** | 1. Surgical Skill Lab
2. Minor Ophthalmic Surgical Procedures,
3. Lasers/ Perimetry/ FFA/ AB-Scan
4. Information Technology
5. **Worshops**:
	1. Educational Planning & Evaluation
	2. Communication & Behavioral skills
	3. Introduction of Computer & Internet
	4. how to write Dissertation/ Thesis
	5. Assessment of Competence
	6. Research Methodology
 | ii. Optometry | 505050202020 |
| Total | 210 |
| Year Four | **MS (4)** | 1. Major Ophthalmic surgical Procedures
2. Research/ recent advances in Ophthalmology
 | iii.Community Ophthalmology | 1002020 |
| Total | 140 |
| Total | 4 years | 11 | 3 | 820 |
| Minimum Requirements | 4 years | 11 | 2 | 800 |

1. **For each course in the program that can be counted for credit provide 1-2 pages specifying the following:**
* **Course title**

MS Ophthalmology

* **Course outcomes**
	1. Our postgraduate is able to apply basic, clinical knowledge.
1. Our postgraduate is able to treat the patient successfully and independently eye disease medically as well as surgically. Our postgraduate is able to convey and apply recent advanced ophthalmic technology with cost effectiveness.
2. Our postgraduate is able to communicate well and behave responsibly with superiors, subordinates, colleagues and patients.
* **Catalog description**

As shown in the students log book containing the

Biodata, history, clinical examination, investigation, diagnosis and treatment (Medical/ Surgical) of patients seen in the OPD, Ward & OT

* **Text book (s) and references TEXT BOOKS:**
	1. Clinical Ophthalmology by Prof: S Imtiaz Ali Shah
	2. Shafi Jatoi’s Clinical Ophthalmology
	3. Jack J Kanski’s Clinical Ophthalmology
	4. Frank W Newal’s Clinical Ophthalmology
	5. Stalord’s book of Surgery
	6. Elkington’s book of Optics & refraction
	7. Duke Elder’s book of Optics & refraction
	8. Greer’s Ocular Pathology
	9. Adler’s Ocular Physiology 10.Snell’s Anatomy of Eye

11.American Academy of Ophthalmology 12.Differential Diagnosis of Eye - Will’s Eye Manual

* + **Syllabus breakdown in lectures (Table 4.0-additional)**

| **S. No** | **Topic** | **Duration (Credit hours)** | **Teaching Method** | **Assessment** |
| --- | --- | --- | --- | --- |
| **First year**: | **I. The Basic Ophthalmology**1. Orbital and ocular anatomy1. Gross anatomy
2. Histology
3. Embryology
4. Ocular Physiology
5. Ocular pathology:
6. Gross pathology,
7. Histopathology,
8. basics of general pathology

4. Biochemistry1. General biochemistry,
2. Biochemistry applicable to ocular function

5. Microbiology1. General Microbiology,
2. Specific microbiology applicable to the eye

6. Immunology with particular reference to ocular immunology1. **Ophthalmic History & Clinical Examination Techniques,**
2. **Optics & Refraction**

i. Basic physics of optics1. Applied ophthalmic optics
2. Applied optics including optical devices
3. Disorders of Refraction
 | **150 Total hours****25****25****25****25****25****25****20****50** | Multi MediaMulti Media Multi MediaMulti MediaMulti MediaMulti MediaMulti MediaMulti Media Refraction Room | 1. **Ward Test**
2. **Exam at the end of year in the parts**

**=****=****=****=****=****=****=** |

| **Second Year** | **IV. Clinical Ophthalmology**1. Disorders of the lids
2. Disorders of the Lacrimal system
3. Disorders of the Conjunctiva
4. Disorders of the Sclera
5. Disorders of the Cornea
6. Disorders of the Uveal Tract
7. Disorders of the Lens
8. Disorders of the Retina
9. Disorders of the OpticsNerve & Visual Pathway
10. Disorders of the Orbit
11. Glaucoma
12. Neuro ophthalmology
13. Paediatric ophthalmology
14. Ocular involvement in systemic disease
15. Immune ocular disorders
16. Strabismus & Amblyopia
 | **250 Total** | Multi Media Examination in the ward and OPD | 1. **Ward Test**
2. **Exam at the end of year in the parts**
 |
| --- | --- | --- | --- | --- |

| **Third Year** | **III. Ophthalmic Medicine****& Surgeries****V. Surgical Skill Lab, Vi. Minor Ophthalmic****Surgical Procedures.****Vii. Lasers/ Perimetry/ FFA/ AB-Scan****Viii. Information****Technology**ix**. Workshop:**Communication & behavioral skills | **200 Total****50****50****50****20****20** | Operation TheatreWet Lab Operation TheatreDiagnostic Special ClinicsInternet, Computer, E-Digital LibraryMulti Media, Symposium,Preventableseminars | **=****=****=****=****=****=** |
| --- | --- | --- | --- | --- |
| **Forth Year** | **X. Major Ophthalmic surgical Procedures****xi. Research/ recent advances in Ophthalmology** | **100****20** | Operation TheatreInternet, Journals, Dissertation. | **=****=** |
| **First Year****Second Year****Third Year****Forth Year** | **Elective courses****=****Low Vision Aid Optometry****Community Ophthalmology** | **Total 40 Credit hours****20****20****20** | Refraction Room Refraction RoomMulti Media Internet Journals. | **Selection of any two one elective basis** |

* ***Computer Usage,***
* ***Laboratory***
1. No Name of Test
	1. DLC
	2. TLC
	3. HB% (Haemoglobin)
	4. ESR
	5. RBC Count
	6. RBC Morphology
	7. RS E C o olB
	8. Platelets count
	9. Peripheral blood smear
	10. MP (Malarial Parasite)
	11. Absolute Values
	12. B.T & C.T
	13. LE Cells
	14. Blood Group
	15. Cross Match
	16. Blood Sugar
	17. Blood Urea
	18. Serum Creatinine
	19. Serum Billirubin
	20. SGPT
	21. Serum Alkaline Phosphate
	22. RA Factor
	23. Serum Protein
	24. OGTT
	25. Serum Cholesterol
	26. TG
	27. HDL
	28. Serum Uric Acid
	29. Serum Calcium
	30. ASO Titre
	31. Urine DR
	32. Semen Analysis
	33. Stool DR
	34. Sputum for A.F.B
	35. CSF & Fluid DR
	36. Gram’s Staining
	37. Serum Electrolytes (Na. K & cl)
	38. Urine Sugar
	39. Urine Albumin
	40. 24 Hours Urine Proteins
	41. Urine Pregnancy
	42. HBs (Antigen) (ICT)
	43. HCV (Antigen) (ICT)
	44. HIV (Antigen) (ICT)
	45. H.Pylori
	46. M.T
	47. TB (ICT)
	48. ANA
	49. CBC (coulter)
	50. Retic Count
	51. LFT
	52. Serum Albumin
	53. Serum Lipid Profile (Fasting)
	54. Serum Cardiac Enzymes
	55. S.L.D.H
	56. SGOT
	57. CPK
	58. VDRL
	59. Widal Test
	60. APTT
	61. PT
	62. HBs (Antigen) (Elisa)
	63. HCV (Antibody) (Elisa)
	64. HIV (Antibody) (Elisa)
	65. HDV (Delta) (Elisa)
	66. HBc (Antigen) (Elisa)
	67. HBc (Antibody) (Elisa)
	68. C/S (Culture & Sensitivity)
* **Content breakdown in credit hours as follows Core Courses**

Basic Ophthalmology = 150,

Clinical Ophthalmology = 250, Ophthalmic Medicine & surgeries = 200 Optics & Refraction = 50,

Lasers/ Perimetry/ FFA/ AB-Scan = 50 Information Technology = 20

Research/ recent advances in Ophthalmology= 20 Workshops = 20

**Elective Courses**

Low Vision Aid = 20 Optometry = 20

Community Ophthalmology = 20

**Template for Syllabus Breakdown in Lectures Name of the Course:** MS Ophthalmology

**Course:** Full Course

**Portions Assigned: Core Courses =** Basic Ophthalmology, Clinical Ophthalmology, Optics & Refraction, Ophthalmic Medicine & Surgeries, Laser/ Perimetry/ FFA/ AB-Scan, Information Technology, research/ recent advances, Workshops

**Elective Courses** = Low Vision Aid, Optometry, Community Ophthalmology

**Course Objectives**: At the end of the course, student will be able to:

* + 1. Apply basic, clinical knowledge.
		2. Treat the patient successfully and independently eye disease medically as well as surgically. Our postgraduate is able to convey and apply research/ recent advanced ophthalmic knowledge.
		3. Communicate well and behave responsibly with superiors, subordinates, colleagues and patients.

## Standard 2-1:

**2.1a: Describe how the program content (courses) meets the program objectives and satisfies the accreditation bodies (PMDC/HEC)**

**Note: It can stated that Curriculum is consistent or not and supports the program’s documented objectives or not**

e.g:

Program of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been designed to support the objectives and are consistent. Department follows a standardized course syllabus in order to ensure the consistency in knowledge delivered to the students. Following matrices show the relevance of the individual courses to the program objectives.

**Course versus program objectives – PhD Biochemistry and Molecular Biology**

|  |  |  |
| --- | --- | --- |
| **S.no.** | **Courses** | **Program Objectives** |
| Objective 1 | Objective 2 | Objective 3 | Objective 4 | Objective 5 |
|  | Mention course names | X | X |  |  | X |
|  |  |  | X |  | X |  |
|  |  | X | X |  |  |  |

## Standard 2-2:

**Theoretical background, problems analysis, and solution design must be stressed within the program’s core material**

E.g. Answer template

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department aims to improve the ability to apply concepts to practice, to develop thinking processes, increase writing skills and enhance professional credibility.\_\_\_\_\_\_\_\_\_ takes its students onto a great contribution in the workplace and offers a higher intellectual platform to develop capabilities beyond those generally attainable through normal work. Following matrices show a breakdown for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program.

Table 1: Standard 2-2 Requirement of Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  |
| **Elements** | **Courses** |
| Theoretical background | Mention names of the courses which come in this category  |
| Problem analysis | Same as above |
| Solution design | Same as above |

## Standard 2-3:

**Indicate whether the curriculum satisfies the core requirements for program as specified by the respective accreditation body.**

**a) Answer: a) Yes/No**

**b) Accreditation body**

**c) Requirements:**

**d) Deviations (if any) and justification for deviations:**

Note: The following table can be used to identify the major requirements in terms of the credit hours. OR Program requirements entrance and examinations can be mentioned in accordance with the PMDC regulations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program** | **Core courses** | **Elective courses** | **Research work**  | **Total** |
|  |  |  |  |  |

## Standard 2-4:

**Indicate whether the curriculum satisfies the major requirements for program as specified by the respective accreditation body.**

**a) Answer: a) Yes/No**

**b) Accreditation body**

**c) Requirements:**

**d) Deviations (if any) and justification for deviations:**

Note: The following table can be used to identify the major requirements in terms of the credit hours. OR Program requirements entrance and examinations can be mentioned in accordance with the PMDC regulations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program** | **Core courses** | **Elective courses** | **Research work**  | **Total** |
|  |  |  |  |  |

**e.g. minimum requirements of each program in Opthalmology**

| **Programs** | Basic Ophthal mology | Clinical Ophthal mology | Ophthalmic Medicine & Surgeries | Optics& Refra ction | Laser/ Perim etry/ FFA/AB-Scan | Infor mation Tech nology | Research/ recent advances in Ophthal mology | Work shops | Elective Course |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| MSOphthalmology | 150 | 250 | 200 | 50 | 50 | 20 | 20 | 20 | 40 |
| Total Hours |  |  | **Skill 50,****Minor 50,****Major 100** | Annually program Credit hours 800hours | Core 760 | Elec 40 | 800 Total |  |  |

## Standard 2-5:

**Indicate whether the curriculum satisfies the general requirements for program as specified by the respective accreditation body.**

**a) Answer: a) Yes/No**

**b) Accreditation body**

**c) Requirements:**

**d) Deviations (if any) and justification for deviations:**

Note: The following table can be used to identify the major requirements in terms of the credit hours. OR Program requirements entrance and examinations can be mentioned in accordance with the PMDC regulations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program** | **Core courses** | **Elective courses** | **Research work**  | **Total** |
|  |  |  |  |  |

**Note: e.g. text template**

**Address standards 2-3, 2-4 and 2-5 using information provided below for MS Opthalmology**

The curriculum satisfied the professional & discipline requirements of the MS Ophthalmology program as specified by the PM & DC/ HEC as follows

Basic Ophthalmology = 150, Clinical Ophthalmology = 250,

Ophthalmic Medicine & surgeries = 200 Optics & Refraction = 50,

Lasers/ Perimetry/ FFA/ AB-Scan = 50 Information Technology = 20

Research/ recent advances in Ophthalmology= 20 Workshops = 20

Elective = 40

## Standard 2-6:

**Information Technology Component must be integrated throughout the program**

**Note: e.g. text template**

* **Indicate the courses within the program that will satisfy the standard.**

A.

* + Installation of window
	+ Use of MS- Office
	+ Use of MS-Word
	+ Use of MS-Excel
	+ Use of MS- Power Point
	+ Use of SPSS
	+ Use of Internet
* **Describe how they are applied and integrated through out the program.**
1. Candidate shall be able to
	* Prepare the lectures & deliver through the multimedia
	* Use internet
	* Read and write the articles & able to find the references.
	* Save the patients computerized bio-data, history, clinical examination, differential diagnosis, provisional diagnosis, investigations, definite diagnosis, treatment (Medical & Surgical) and SPSS.

## Standard 2-7:

**Oral and written skills of the student are developed and applied in the program**

**Note: e.g. text template**

**Indicate the courses within the program that will satisfy the standard.**

By completing the workshops on communication & behavioral skills

**Describe how they are applied.**

They are applied

During the history taking, clinical examination of patients & counseling about the prognosis of the disease with patient and relatives

During the group discussion with consultant and students to each other

During the seminar

**Criterion 3: Laboratories and Computing Facilities**

**Laboratories and Computing Facilities for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program**

|  |  |
| --- | --- |
| **Laboratory title** |  |
| **Location and area** |  |
| **Objectives** |  |
| **Software available****(if any)** |  |
| **Major apparatus** |  |
| **Major Equipment** |  |
| **Adequacy for Instruction** |  |
| **Safety regulations** |  |

**Note: Example for text template**

1. **Ophthalmic Research & Clinical Laboratories**
	1. Flurescein Fundus Angiography (FFA)
	2. Perimetry
	3. AB Scan
	4. Surgical Skill Wet Lab
	5. Digital Slit Lamp
2. **Location and area**

First floor of female ward Ophthalmology Department

1. **Objectives**
	1. To learn the technique and principle of Flurescein Fundus Angiography, to detect retinal diseases on FFA and how to treat them.
	2. To learn the technique and principle of Perimeter, to detect types of glaucomatous and neurological visual field defects and how to treat them.
	3. To learn the technique and principle of AB Scan, to detect intraocular lens power calculation and to rule out the diseases of posterior segment.
	4. To learn the technique of handling surgical microscope, principle of Surgical Procedure, and how to perform eye surgeries.
	5. To learn the technique and principle of Digital Slit Lamp, to detect disease of anterior as well as posterior segment and to do the Fundus photograph.
2. **Adequacy for Instruction**

Safety precaution for equipment as well as for patients shall be pasted at the entrance of door.

1. **Courses taught**

The patient with specific disease like retinal disease will be sent to the retinal research clinical laboratory for clinical evaluation diagnosis and treatment.

1. **Software available ( if applicable)**

Software is available for Perimetry, AB Scan, FFA, Digital Slit Lamp.

1. **Major Apparatus**

B.P Apparatus, Morty Head, Goat Eyes, Cutting Instruments are available.

1. **Major Equipments**

FFA, Laser, Perimetry, AB Scan, Operating Microscope are available.

1. **Safety regulations**

Oxygen Clinder with mask, Inj: Solu cortef, Inj: Adrenaline, Inj: Atropine, Maintain I/V Line with canula are available.

**Standard 3-1: Laboratory manuals/documentation/instructions for experiments must be available and readily accessible to faculty and students.**

* **Explain how students and faculty have adequate and timely access to the manuals/documentation and instructions.**

**Note: Example for text template**

All laboratory manuals are documented and clear/written instructions for experiments are available and accessible to faculty and students.

**Standard 3-2: There must be adequate support personnel for instruction and maintaining the laboratories.**

* + **Indicate for each laboratory, support personnel, level of support, nature and extent of instructional support**

**Note: Example for text template**

1. **Consultant**
2. **Medical Officer**
3. **Post Graduate**

**Standard 3-3: The University computing infrastructure and facilities must be**

**adequate to support program’s objectives.**

* **Describe how the computing facilities support the computing component of your program.**

**Note: Example for text template**

SZABMU provides sufficient funds for the maintenance/upgrading of the existing facilities as well as for building the latest state of the art computational and biology laboratory facilities.

OR

We have or We don’t have computing facilities for Post Graduates \_\_\_\_\_\_\_\_\_\_\_\_\_ students.

***Standard 3-0: Manuals for experiments should be available for Assessment Team. Instructions should be displayed in the lab.***

Available or Not Available

***Standard 3-0: There must be adequate support personnel for instruction and maintaining the laboratories.***

* ***Indicate for each laboratory, support personnel, level of support, nature and extent of instructional support.***

**Note: Example for text template**

1. Consultant
2. Medical Officer
3. Post Graduate

***Standard 3-0: The University computing infrastructure and facilities must be adequate***

***to support program’s objectives.***

* ***Describe how the computing facilities support the computing component of your program.***

Available or Not Available

* ***Describe number of computers available for faculty.***

Available or Not Available

* ***Describe number of computers available for students***

Available or Not Available and number if available

***Describe how students access to digital library through institute/college***

e.g. text: Available at main University campus.

* ***Describe how students access to digital library through home***

Available or Not Available

**CRITERION 4**

**STUDENT SUPPORT AND ADVISING**

**Student must have adequate support to complete the program in a timely manner and must have ample opportunity to interact with their instructors and receive timely advice about program requirements and career alternatives. To meet this criterion the standards in this section must be satisfied.**

**Standard 4-1: Courses must be offered with sufficient frequency and number for students to complete the program in a timely manner.**

* + **Provide the department’s strategy for course offerings.**
	+ **Explain how often required courses are offered.**
	+ **Explain how often elective courses are offered.**
	+ **Explain how required courses outside the department are managed to be offered in sufficient number and frequency.**

**Standard 4-2: Courses in the major must be structured to ensure effective interaction between students, faculty and teaching assistants.**

* + **Describe how you achieve effective student/faculty interaction in courses taught by more than one person such as two faculty members, a faculty member and a teaching assistant or a lecturer.**
	+ **Course outline with dates for each session must be provided to students before the start of the program.**
	+ **There must be some mechanism in place for faculty availability for students’**

**consultation. i.e. faculty consultation hours should be pasted for students.**

**Standard 4-3: Guidance on how to complete the program must be available to all students and access to qualified advising must be available to make course decisions and career choices.**

* + **Describe how students are informed about program requirements.**
	+ **Describe the advising system and indicate how its effectiveness is measured. By counseling and maintaining the record of the students.**
	+ **Describe the student counseling system and how students get professional counseling when needed.**
	+ **Indicate if students have access to professional counseling; when necessary.**
	+ **Describe opportunities available for students to interact with practitioners and to have membership in technical and professional societies.**

**CRITERION 5**

**Standard 5-1: The process by which students are admitted to the program must be based on quantitative and qualitative criteria and clearly documented. This process must be periodically evaluated to ensure that it is meeting its objectives.**

* + **Describe the program admission criteria at the institutional level, faculty or department if applicable.**

**Note: Example for text template**

MBBS passed from PM & DC recognized institute.

One Year House Job in Medical & Surgical allied subjects Entry test passed for MS Part-1 Ophthalmology

* + **Describe policy regarding program/credit transfer.**
	+ **Indicate how frequently the admission criteria are evaluated and if the evaluation results are used to improve the process.**

**Standard 5-2: The process of monitoring of students progress to ensure timely completion of the program must be documented. This process must be periodically evaluated to ensure that it is meeting its objectives.**

* **Describe how students are registered in the program.**

**Note: Example for text template**

After the completion of the Requirements given in the advertisements, syllabus and prospectus

* **Describe how student’s academic progress is monitored and how their program of study is verified to adhere to the degree requirements.**
* **Describe how students not coming up to the standard are treated and/or supported.**
* **Indicate how frequently the process of registration and monitoring are evaluated and if the evaluation results are used to improve the process.**

**Standard 5-3: The process of recruiting and retaining highly qualified faculty members must be in place and clearly documented. Also processes and procedures for faculty evaluation, promotion must be consistent with institution mission statement. These processes must be periodically evaluated to ensure that it is meeting with its objectives.**

* + **Describe the process used to ensure that highly qualified faculty is recruited to the program.**

**Note: Example for text template**

Through process of advertisement in news paper, Selection Board, approval from syndicate

* + **Indicate methods used to retain excellent faculty members.**
	+ **Indicate how evaluation and promotion processes are in line with institution mission statement.**
	+ **Indicate how Teachers’ evaluation is conducted and how results are used for**

**improvements.**

* + **Attach summary of the results of Teachers’ Evaluation by students. (Based on**

**Performa 10)**

* + ***There must be some mechanism for faculty evaluation through Head of the Department (HOD). (KPI or ACR)***
	+ **Indicate how frequently this process is evaluated and if the evaluation results are used to improve the process.**

**Standard 5-4: The process and procedures used to ensure that teaching and delivery of course material to the students emphasizes active learning and that course learning outcomes are met. The process must be periodically evaluated to ensure that it is meeting its objectives.**

* + **Describe the process and procedures used to ensure that teaching and delivery of course material is effective and focus on students learning.**

**Note: Example for text template**

By giving lectures, discussion in the morning meeting, presentation on Multimedia, basic surgical training in surgical skill wet lab and in Operation theatre

* + **Describe that course material is provided to students.**

**Note: Example for text template**

Books available in the library

* + **Indicate percentage of students’ satisfaction regarding course material,**

**delivery, resources etc. (Use the Proforma 1 for assessment)**

* + **Indicate how frequently this process is evaluated and if the evaluation results are used to improve the process.**

**Standard 5-5: The process that ensures that graduated have completed the requirements of the program must be based on standards, effective and clearly documented procedures. This process must be periodically evaluated to ensure that it is meeting its objectives.**

* **Describe the procedures used to ensure that graduated meet the program requirements.**

**Note: Example for text template**

By giving lectures, discussion in the morning meeting, presentation on Multimedia, basic surgical training in surgical skill wet lab and in Operation Theatre. The table below shows the process of evaluation:

| **Program Outcomes** | **Describe how it was achieved** |
| --- | --- |
| **1** | **Knowledge** | 1. **Thorough basic and clinical knowledge sufficient to manage the patient.**
 |
| **2** | **Skill** | 1. **Thorough taking history, clinical examination and to make definite diagnosis.**
2. **Thorough treatment independently eye diseases (Medical and Surgical).**
3. **Thorough research/ recent advances in Ophthalmology.**
 |
| **3** | **Attitude** | 1. **Thorough communication and behavioral skills.**
 |

* **Describe when this procedure is evaluated and whether the results of this evaluation are used to improve the process.**

**CRITERION 6: FACULTY**

**Faculty members must be current and active in their discipline and have the necessary technical depth and breadth to support the program. There must be enough faculty members to provide continuity and stability, to cover the curriculum adequately and effectively, and to allow for scholarly activities. To meet this criterion the standards in this section must be satisfied.**

**Standard 6-1: There must be enough full time faculty who are committed to the program to provide adequate coverage of the program areas/courses with continuity and stability. The interests and qualifications of all faculty members must be sufficient to teach all courses, plan, modify and update courses and curricula. All faculty members must have a level of competence that would normally be obtained through graduate work in the discipline. The majority of the faculty must hold a Ph.D. in the discipline.**

* + **Each faculty member should complete a resume, prepared in a format included in Appendix B.**
	+ **Information recorded in Table 4.6 and faculty member’s resumes will be sufficient to validate standard 6-1.**
	+ **Complete the following table indicating program areas and number of faculty in each area.**

**Note: Example for text template**

Table 4.6: Faculty Distribution by Program Areas

| **Program Area of Specialization** | **Courses in the Area and Average Number of Sections per Year** | **Number of faculty Members in Each Area** | **Number of Faculty with Ph. D Degree** |
| --- | --- | --- | --- |
| **Area 1.** | **FFA** | **1** | **None** |
| **Area 2.** | **Surgical Skill wet lab** | **1** | **None** |
| **Area 3.** | **Lasers** | **1** | **None** |
| **Area 4.** | **Perimetry** | **1** | **None** |
| **Area 5.** | **AB-Scan** | **1** | **None** |
| **Total** | **Total 05 Areas** | **05** | **None** |

**Standard 6-2: All faculty members must remain current in the discipline and sufficient time must be provided for scholarly activities and professional development. Also, effective programs for faculty development must be in place.**

* + **Describe the criteria for faculty to be deemed current in the discipline and based on these criteria and information in the faculty member’s resumes, what percentage of them is current. The criteria should be developed by the department.**
	+ **Describe the means for ensuring that full time faculty members have sufficient time for scholarly and professional development.**
	+ **Describe existing faculty development programs at the departmental and university level. Demonstrate their effectiveness in achieving faculty development.**
	+ **Indicate how frequently faculty programs are evaluated and if the evaluation results are used for improvement.**

**Standard 6-3: All faculty members should be motivated and have job satisfaction to excel in their profession.**

* + **Describe programs and processes in place for faculty motivation.**
	+ **Obtain faculty input using Faculty Survey (Appendix C) on programs for faculty motivation and job satisfaction.**
	+ **Indicate how effective these programs are.**

**CRITERION 7: INSTITUTIONAL FACILITIES**

**Institutional facilities, including library, classrooms and offices must be adequate to support the objective of the program. To satisfy this criterion a number of standards must be met.**

**Standard 7-1: The institution must have the infrastructure to support new trends in learning such as e-learning.**

* + **Describe infrastructure and facilities that support new trends in learning.**
	+ **Indicate how adequate the facilities are.**

**Standard 7-2: The library must possess an up-to-date technical collection relevant to the program and must be adequately staffed with professional personnel.**

* + **Describe the adequacy of the library’s technical collection.**
	+ **Describe the support rendered by the library.**

**Standard 7-3: Class-rooms must be adequately equipped and offices must be adequate to enable faculty to carry out their responsibilities.**

* + **Describe the adequacy of the classrooms.**
	+ **Describe the adequacy of faculty offices**

**CRITERION 8: INSTITUTIONAL SUPPORT**

**The institution’s support and the financial resources for the program must be sufficient to provide an environment in which the program can achieve its objectives and retain its strength.**

**Standard 8-1: There must be sufficient support and financial resources to attract and retain high quality faculty and provide the means for them to maintain competence as teachers and scholars.**

* + **Describe how your program meets this standard. If it does not explain the main causes and plans to rectify the situation.**
	+ **Describe the level of adequacy of secretarial support, technical staff and office equipment.**

**Standard 8-2: There must be an adequate number of high quality graduate students, research assistants and Ph.D. students**

* + **Provide the number of graduate students, research assistants and Ph. D students for the last three years.**

**Note: Example for text template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S #** | **Year** | **# of MS** **Students** | **# of Research Associates** | **# of PhD Students** |
| **1** | SP2019 | 79 |  | 0 |
| **2** | FA2019 | 32 |  | 3 |
| **3** | SP2020 | 22 |  | 7 |
| **4** | FA2020 | 18 |  | 6 |

* + **Provide the faculty: graduate student ratio for the last three years.**

**Note: Example for text template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S #** | **Year** | **# of Faculty** | **# of Graduate**  | **Faculty Student Ratio** |
| **1** | 2019 | 39 | 114 | **1: 3.0** |
| **2** | 2020 | 39 | 53 | **1: 1.3** |

**Standard 8-3: Financial resources must be provided to acquire and maintain Library holdings, laboratories and computing facilities.**

* + **Describe the resources available for the library.**
	+ **Describe the resources available for laboratories.**
	+ **Describe the resources available for computing facilities.**



**QUALITY ASSURANCE DIRECTORATE**

**SHAHEED ZULFIQAR ALI BHUTTO MEDICAL UNIVERSITY**

**RESEARCH STUDENT PROGRESS REVIEW FORM**

**SUMMARY & ANALYSIS**

**Sample Size: \_\_\_\_\_\_\_\_\_\_\_**

**Note: Summary and analysis along with documentary proofs of corrective actions taken are to be made part of SAR by Program team coordinator for post graduate students only.**

**A. SUMMARY:**

**B. ANALYSIS:**

**C. OUTCOMES:**

3 of 4

1. **General observations about progress of Research Students:**
2. **Areas need improvement:**
3. **Corrective actions taken at HOD level:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Program Team Coordinator**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Head of Department**