



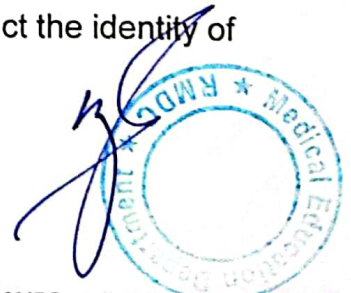
**Rahbar Medical & Dental College**

RMDC/DME/ 1255

Dated: 19 August 2024

**RAHBAR MEDICAL & DENTAL COLLEGE (RMDC)**  
**STUDENT FEEDBACK POLICY ON FIVE YEAR MBBS PROGRAM**

1. **Objective.** The purpose of this policy is to establish a structured approach for collecting, evaluating and acting upon student feedback within medical education programs to enhance educational quality and student experience in term of knowledge, skill and attitude.
2. **Scope.** This policy applies to all students admitted in RMDC to undergo 5 years MBBS program as well as faculty and administrative staff involved in program delivery.
3. **Policy Statement, Feedback Collection, Surveys and Evaluations.** Regular surveys and evaluations will be conducted at the end of each course, rotation and clinical experience. These will cover various aspects, including curriculum content, teaching effectiveness, learning resources and overall student satisfaction.
4. **Formal Feedback Mechanisms.** Structured feedback mechanisms will be implemented, such as mid-course evaluations and end-of-year reviews, to ensure timely and actionable insights.
5. **Anonymous Submissions.** To encourage honest feedback, submissions will be anonymous wherever possible. Confidentiality will be maintained to protect the identity of respondents.





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### 6. Feedback Review

- a. **Evaluation Committee**. A designated committee will review feedback data on a regular basis. This committee will consist of selected faculty members, Director Medical Education and student representatives.
- b. **Data Analysis**. Feedback will be analyzed quantitatively and qualitatively to identify trends, strengths and weak areas for improvement.

### 7. Action and Implementation

- a. **Action Plans**. Based on the feedback, action plans will be developed to address identified issues and weak areas required for improvement. These plans will include specific steps, concerned stakeholders and timelines.
- b. **Continuous Improvement**. Program adjustments will be made as needed to improve educational quality and student satisfaction, and changes will be communicated to all concerned including students.

### 8. Communication

- a. **Feedback Reports**. Summary reports of feedback findings and actions taken will be shared with students concerned to ensure transparency and demonstrate commitment to continuous improvement.
- b. **Regular Updates**. Students will receive regular updates on how their feedback has influenced program changes.

### 9. Training and Support

- a. **Faculty Training**. Faculty members will receive training on interpreting and responding to student feedback constructively / positively.





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- b. **Student Support.** Students will be provided with guidance on how to effectively give feedback and the importance of their input in shaping the educational experience quality.

10. **Review and Revision.** This policy will be reviewed annually to ensure its effectiveness and relevance. Revisions will be made based on feedback from stakeholders and evolving best practices in medical education.

### 11. **Responsibility**

- a. **Principal, RMDC.** Responsible for implementing and overseeing the feedback process within their respective programs.
- b. **Faculty Members.** Responsible for engaging with feedback constructively and making necessary improvements.
- c. **Students.** Encouraged to provide honest and constructive feedback to support the ongoing enhancement of the educational program.



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