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Rahbar Medical & Dental College

RMDC/DME/1848

Dated: 13 Dec 2018

Policy on Feedback from Student and Faculty on Curriculum

1. **Purpose:** To enhance quality of medical education feedback from student and faculty members is felt imperative to improve upon the curriculum.
2. **Scope:** All Students of RMDC and Faculty Members
3. **Responsibilities:** All students and faculty members are encouraged to render their feedback about the curriculum for its improvement.
4. **Definition:**
 - a. **Feedback:** A formal way of submitting comments, suggestion(s) and recommendation(s) for improvement in response to an activity carried out on the curriculum.
 - b. **Curriculum:** An academic content delivered by a set of formal academic related activities to achieve learning outcomes of pre-defined course or Programme.
 - c. **Periodical:** A certain specified period to perform an activity.
5. **Procedure:** The faculty / students must realized the importance of feedback on ongoing curriculum for its improvement:-
 - a. Medical Education department to encourage students and faculty members to render their feedback periodically.
 - b. On receipt of feedback from students / faculty members, by the HOD same is put up to the DME and then curriculum committee duly perused by the Principal for deliberation and appropriate decision.
 - c. The feedback shall be in written form with complete identity of the writer student / faculty member about the curriculum, being taught learning and assessment experience.
 - d. The feedback received from students / faculty will be kept confidential and its identity will not be disclosed to un relevant person without permission of Principal / Chairperson curriculum committee.



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- e. The responding student(s) shall give their feedback about learning, teaching and their assessment experienced in the RMDC and about the environment of the teaching place where they are being taught.
- f. **Mechanism of Feedback:**
 - a. Students will render their feedback and put in the suggestion boxes or through application addressed to the Principal, RMDC submit direct to their respective HODs / Director Medical Education / Principal.
 - b. If the respective HOD / DME finds that given suggestions / feedback is incoherent with the subject, he / she will forward it to the curricular committee after perusal by the Principal.
 - c. Curricular committee after a thorough deliberation and the outcome will be put up to the Principal for perusal and decision.
 - d. If Principal decides that suggestion / recommendation of curriculum committee on feedback received from students / faculty is appropriate, then produce before Academic Council for approval.
 - e. If suggestions / recommendations of the curriculum committee are approved the same are forwarded to the DME for implementation.


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