FEEDBACK POLICY

	NAME	DESIGNATION	SIGNATURE	DATE
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Reviewed By:	Dr. Muhammad Ahmed	Director, Skills Lab		
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1. Rationale:

Student feedback is the data collected from students about their experience at FRPMC. It is the Centre of two-way communication between the faculty and the student. For continuous improvement of any educational sector, feedback whether positive or negative plays an important role. Effective feedback helps in recognizing the strengths, weaknesses, opportunities and barriers faced by educational organization. Modifications made based on feedback benefits all the stakeholders. Feedback received from students develops a sense of ownership in students and they feel valued and responsible. With the aim of bringing improvement in academic sectors, the college has entrusted department of medical education with the responsibility for arranging feedback forms, collection of responses and developing feedback reports.

2. Objective of the policy:

a. Encouraging students to reflect on their learning.
b. Identify strengths and weakness of the modules.

3. Broad guidelines:

Feedback format: The feedback format prepared and approved by curriculum committee will be used only.

Parts of feedback: The student's feedbacks has three sub parts:

a. Feedback about module organization and conduction
b. Feedback about examination
c. Open ended section for suggestions

Mechanism of feedback forms:

Circulation: The feedback forms for students will be circulated through google form. This will take place by department of medical education. The feedback will be circulated at the end of each module.

Collection of Feedback data: The data of feedback will be collected and complied by department of medical education.

Analysis of feedback data: The data will be analyzed and summary will be sent to module coordinator and year coordinator.

Review of Feedback: To discuss and review different aspect of feedback data, meeting will take place involving all stakeholders.

Revision of feedback form: The feedback forms can be revised as per the need of the situation and as per the requirement of the feedback to be obtained. The feedback data will be used for continuous improvement and quality assurance.