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Policy on Student Supervision and Feedback Across the Training Period

Institution: Queens Medical College

Responsible Office: Quality Assurance Cell/DME

Date of Implementation: -----

Review Cycle: Annual

1. Policy Statement

Queens Medical College is committed to ensuring effective student supervision and timely, structured feedback throughout the duration of the MBBS training program. This policy outlines the framework for consistent oversight, performance review, and improvement across all learning components including academic, clinical, and professional modules.

2. Purpose

The purpose of this policy is to:

- Standardize student supervision across modules and learning environments.
- Promote quality assurance through structured feedback loops.
- Ensure student learning outcomes are met effectively.
- Enable continuous improvement through observation and data-driven interventions.

3. Scope

This policy applies to all undergraduate MBBS students, faculty, facilitators, and relevant academic staff involved in delivering or overseeing the educational experience.

4. Components of Supervision and Feedback

PERL (Professionalism, Ethics, Research, Leadership)

- Frequency: Monthly observations
- Supervisor: Year incharges
- Tool: Standardized Performa
- Reporting: Director of Program Evaluation and Quality Assurance (PE&QA)

Problem-Based Learning (PBL)

- Facilitator Assessment: Each session
- Student Feedback: End of each module
- External Observation: At least 8 of 10 groups annually
- Supervisors: Year incharges and PBL-trained faculty
- Tool: Designated evaluation forms

Practical Sessions

- Frequency: Minimum two per department annually
- Supervisor: DME-nominated faculty
- Tool: Curriculum team observation form

Skills Lab

- Frequency: 15% of sessions
- Supervisor: DME-nominated team
- Tool: Short Performa

Integrated Seminars

- Frequency: Every session
- Supervisor: Year incharges (1st and 2nd year)
- Tool: Checklist for objectives, presentations, posters

Clerkship

- Frequency: Each discipline at least thrice a year
- Supervisor: CFRC team or DME-nominated individuals
- Tool: Clerkship Performa

Feedback Mechanism

All observations and evaluations are to be submitted in the Quality Assurance Cell. Reports will be analyzed to identify trends and issues. Feedback will be

shared with relevant faculty for continuous improvement. Anonymized student feedback will inform supervisory practices and curriculum refinement.

6. Responsibilities

Role	Responsibilities
Year Incharges	Oversee PERL, PBL, and Integrated Seminars. Coordinate observations.
DME-nominated Faculty	Observe practicals, skills lab, and clerkship. Maintain quality standards.
Director PE&QA	Collect and analyze supervision data. Submit improvement reports to senior management.
CFRC	Observe and report on clerkship activities.

7. Monitoring and Evaluation

Annual review of the effectiveness of this policy. Updates based on feedback, accreditation requirements, and institutional priorities. Integration of policy findings into quality enhancement Planning.

Sr.	Name	Department	Signature
1	Prof. Dr. Tanzeela Waqar	HOD Physiology	
2	Dr. Shaista Hussain	Physiology	
3	Dr. Hasan Shoaib	HOD Medical Education	
4	Prof. Dr. Hassan	Biochemistry	
5	Dr. Fouzia Parveen	Pharmacology	
6	Dr. Syed Usama Shayan	Physiology	

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