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QUEENS MEDICAL COLLEGE

A Project of ILI Education & Health Solutions (Pvt) Limited

11-Km Main Ferozepur Road, Kasur Contact: 0307-1060830

website: queensmedicalcollege.com email: queensmedicalcollege@gmail.com



Ihsan Mumtaz Teaching Hospital

71-E Johar Town, Molana Shoukat Ali

Road, Lahore

Contact: 042-35202130, 0307-1060830



Bhatti International Teaching Hospital

BIT Hospital, 2-Km Raiwind Road, Kasur

Contact: 049-2721872

Ref No: QMC/ /2025

Date:

Policy on Provision and Maintenance of Teaching Aids and Audio-Visual (AV) Facilities

1. Purpose

To ensure that all instructional areas at Queens Medical College are equipped with adequate, accessible, and well-maintained teaching aids and audio-visual (AV) facilities to enhance student learning and faculty teaching effectiveness.

2. Scope

This policy applies to all classrooms, lecture halls, skills labs, simulation centers, seminar rooms, and conference facilities used in the MBBS teaching program.

3. Policy Statement

Queens Medical College is committed to maintaining high-quality educational Infrastructure. The college shall provide and regularly update teaching aids and AV facilities to meet the evolving needs of medical education, including in-person, blended, and remote learning environments.

4. Objectives

- To provide necessary AV support for effective delivery of lectures, seminars, workshops, and demonstrations.
- To ensure equitable access to teaching resources for all faculty and students.
- To maintain and upgrade educational technologies In line with pedagogical advancements.
- To enable smooth conduct of Interactive, multimedia, and hybrid learning sessions.

5. Implementation Strategies

5.1 Infrastructure and Equipment

- Equip each lecture hall and tutorial room with:
- Multimedia projector and large display screen
- Computer or laptop connectivity
- High-quality speakers and microphone systems
- Whiteboards and document cameras
- Install smart boards and simulation software in designated learning areas.

5.2 Maintenance and Support

- Designate an IT & AV Support Unit for setup, troubleshooting, and routine maintenance.
- Maintain an Inventory of equipment and ensure timely repairs or replacements.

5.3 Faculty and Student Orientation



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Train faculty in using AV aids effectively (e.g. presentation tools, video recording, annotation tools).

Provide students with access to recorded sessions, digital notes, and e-resources.

5.4 Digital Learning Platforms

Ensure reliable access to:

Learning Management System (LMS)

Online lecture streaming/recording

Virtual labs or digital simulation tools

5.5 Feedback and Improvement

Collect regular feedback from faculty and students on the quality and functionality of AV tools.

Use feedback to inform procurement, upgrades, and IT resource planning.

6. Roles and Responsibilities

Stakeholder	Responsibilities
IT & AV Support Unit	Ensure functionality and availability of AV equipment and provide user support
Department of Medical Education	Plan AV-enabled teaching strategies and provide faculty training
Facility Management	Coordinate physical Infrastructure, power supply, and ergonomic arrangements
Faculty Members	Use AV tools appropriately and report malfunctions
Students	Utilize available tools responsibly and provide feedback



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7. Monitoring and Evaluation

Periodic audit of AV equipment functionality and utilization

Feedback analysis on AV support during teaching sessions

Annual review of equipment status and technology upgrades

8. Review Schedule

This policy shall be reviewed every three years or earlier based on feedback, technology advancements, or changes in educational strategy

Sr. No	Name of Members	Department	Members	Signature
1	Prof. Dr. Yasoob Ali	Anatomy	Member	
2	Prof. Dr. Saadia Shahzad	Community Medicine	Member	
3	Prof. Dr. Ejaz Hussain	Dermatology	Member	
4	Dr. Hassan Shoaib	Medical Education	Member	
5	Dr. Javid Munir	Forensic Medicine	Member	
6	Dr. Muhammad Faheem	Biochemistry	Member	

Dr. Naeem Shahzad
Asst professor of Anatomy
(Secretary)

Prof. Dr. Muhammad Amin
HOD/Professor of Anatomy
(Chairman)

Prof. Dr. Shireen khawar
Principal
Queens Medical College, Kasur