KHYBER MEDICAL UNIVERSITY, PESHAWAR

MONITORING & EVALUATION PROFORMA

INSTITUTE INFORMATION

Name of Institution
Address of Institution

TEACHING AND LEARNING

1. Curriculum of degree program being followed	
2. Students presence as per time table (batch wise)	
3. Classes being conducted according to specified credit hours/time table	
4. Attendance sheets maintained	
5. Library being utilized and well maintained	
6. Lab/Practical/Skills lab work being done as per curriculum	
7. Computer laboratory is functional and in use	

CLINICAL TRAINING

1. Clinical schedule followed as per Curriculum	
2. Students regularly going to hospital.	
3. Transport for clinical provided	
4. Clinical record of students maintained	
5. Clinical assignments of students	

INTERNAL EVALUATION/MIDTERM ASSESSMENT

1. Internal assessment is as per curriculum	
2. Record of internal assessment is maintained	
3. Midterm result is displayed on time	
4. Formative feedback given to students	

FACULTY AND STAFF

S. #	Name	F/Name	Qualification	Experience	CNIC copy

1. Principal/ faculty available	
2. Regular full time faculty present in the institute	
3. Retention of faculty for last one year	
4. Faculty is as per student ratio (batch wise)	
5. Adequate number admin staff	
6. Adequate number of support staff	

REGISTRAR
Khyber Medical University
Peshawar

MECHANISM OF STUDENT FEEDBACK/COMPLAINTS RDERESSAL

1. Mechanism of students feedback available	
2. Students complaints being addressed	
3. Feedback from teachers and staff	
4. Feedback from students	
5. QEC Office/ Targets implementation	
6. Finances • Endowment Fund Rs. 5 Million as per HEC • Current Account Rs. 1 Million per discipline as per HEC • Tangible Assets (Land, Building, Equipments, Library etc.) Certificates minimum Rs. 20 Million as per HEC • Annual audit report	

Overall audit of the institute

Unsatisfactory ☐ **Satisfactory** ☐ **Good** ☐ **Excellent** ☐

COMMITTEE REMARKS

Subject Expert

Convener of Committee

REGISTRAR
Khyber Medical University
Peshawar