



### Report of Committee for Development and Quality Assurance

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|--|--|----------------------|-----------|
| <b>College Name:</b>                     | College of Clinical Pharmacy   |                      |           |
| <b>Committee name:</b>                   | Committee for Development and Quality Assurance (CDQA)   | <b>Academic year</b> | 2018/2019 |
| <b>Committee Chair:</b>                  | Dr. Afzal Haq Asif   |                      |           |
| <b>Committee members names:</b>          | 1. Dr Maged Alsayed (Coordinator)<br>2. Dr. Taslemm Rasool<br>3. Dr Yasir Ibrahim<br>4. Dr Promis Emeka<br>5. Dr Mahesh Attimarad<br>6. Dr Sree Harsha<br>7. Dr. Mohammed Abdo<br>8. Dr Mohammed Muneer ul Islam<br>9. Dr Nancy Younus<br>10. Dr Sara Dosary<br>11. Dr Eferin Molina |                      |           |
| <b>The number of committee meetings:</b> | Ten (10)   |                      |           |
| <b>Meeting Number</b>                    | <b>Meeting Date</b>  |                      |           |
| 1  | 27.9.2017  |                      |           |
| 2  | 4.10.2017  |                      |           |
| 3  | 29.11.2017   |                      |           |
| 4  | 4.12.2017  |                      |           |
| 5  | 24.12.2017   |                      |           |
| 6  | 07.01.2018   |                      |           |
| 7  | 01.02.2018   |                      |           |
| 8  | 21.03.2018   |                      |           |
| 9  | 04.04.2018   |                      |           |
| 10                                       | 18.04.2018   |                      |           |



| The committee duties and responsibilities   | Extent of completion (Yes/No) | Remarks  |
|---|-------------------------------|--|
| 1. Following up every issued document about quality and development form the National Commission for Assessment and Academic Accreditation, and the deanship of development and quality assurance, and circulating them to all departments in the college | Yes                           | Conducted Audit by the DDQA  |
| 2. Recognizing of academic assurance requirements and introducing them to all departments in the college.   | Yes                           | Held various seminars, and awareness program for students  |
| 3. Evaluating the quality of teaching process, research and services in the college (self-assessment) through conducting survey studies for individuals and beneficiary entities  | Yes                           | Conducted End of Year Students' and Faculty Survey (Copies attached)   |
| 4. Educating the culture of quality and introducing it to the college through convening internal courses for students, academic staff, technicians, and administrators.   | Yes                           | The process and importance of Quality Assurance is discussed in detail with the students in orientation session of all courses. ((CES, PES SES, etc)<br>Quality awareness week is celebrated during third week of each semester.<br>College Conducts: Exit Survey, End of year surveys according to its assessment plan<br><b>College secured 5 years CCAPP, Canadian accreditation from 2017-2022 and ACPE-US certification till 20.20.2016</b> |
| 5. Studying the assessment of (course assessment) which is done by students and recommending to every course and discuss it with the competent department chairperson   | Yes                           | Course evaluation results are discussed in Course report seminar, the final report is submitted to the relevant faculty and HOD's for improvement  |



| The committee duties and responsibilities  | Extent of completion (Yes/No) | Remarks  |
|--|-------------------------------|--|
| 6. Preparing an annual plan to identify training needs for academic staff and technicians; and monitoring the mechanism of implementa  | Yes                           | Personal Development plan from each faculty is collected and training program is organized on weekly basis at the college. College staff is also nominated to seminars or workshop conducted external to the college by DDQA and external to KFU, conducted by various organizations such as EEC-HES   |
| 7. Supervising and following up the initialization/Orientation programs for the new academic staff.  | Yes                           | College has developed its orientation program for new faculty member since 2011, and it is successfully working. The report is submitted annually along with Annual Program report. It consists of Orientation to all College administrative and Quality Processes, Research policies and processes, faculty development opportunities, teaching learning and assessment etc |
| 8. Recommending a mechanism to motivate Excellency and innovation in academic staff performance and nominate them for excellence prizes on the level of college, university and the society  | Yes                           | As per University Policy   |
| 9. Following up the implementation of course and program reports with the academic departments in the college at the end of every semester or quarter year, and receiving the final reports about workshops, which are conducted by the departments to discuss their program-course reports. | Yes                           | The process of quality Cycle is in place. Each course report seminar is followed by action plans where needed and implemented in upcoming course specification. and same for Annual program report. (example attached)   |
| 10. Reviewing all documents which are refereed by the college dean to the committee and giving opinion and necessary recommendations about them.   | Yes                           | The committee responded to all the documents from Deans office, such as Presidents' 10 year vision, Reflections on system of assessment of students' achievements. (documents attached)  |



| The committee duties and responsibilities  | Extent of completion (Yes/No)                    | Remarks   |
|--|--|---|
| 11.  |  |   |
| Performance indicators   | Extent of completion (Yes/No)                    | Remarks   |
| 1. Preparing and implementing a plan to identify training needs for academic staff and technicians.  | Yes  | Copy attached                                   |
| 2. Conducting internal courses to introduce the quality culture and identifying the requirements of the academic accreditation.  | Yes  | Copy attached                                   |
| 3. Preparing a mechanism to motive the excellency and innovation in the academic staff performance.  |  | Performance evaluation form attached            |
| 4. Preparing self-study for different college programs.  |  | SSR for EEC-HES, CCAPP and ACPE Report attached |
| 5. The percentage of academic courses, which have been assessed by students.   | Yes<br>100%                                      | Evaluation data attached                        |
| 6. The number of programs and workshops were conducted about academic courses discussion according to the time identified by the deanship of academic affairs.                                   | Yes<br>Each semester<br>Course report<br>Seminar | Report Attached                                 |
| 7. The number of programs, which delivered program reports completely on time by the deanship of academic affairs.   | 100%<br>One program                              | Copy of APR 2017 attached                       |
| 8. Student assessment for the quality of learning process in the program s3.s.   | Yes  | EYSS, CES, SES, PES                             |
| 9. The total assessment of academic courses quality, which is done by students.  | 57   |   |
| 10. The percentage of alumni who has got a job within six months from graduation; or who finished their high studies or who does not look for an opportunity like new job or postgraduate study. | Data could not retrieved                         | In process                                      |



| The committee duties and responsibilities   | Extent of completion (Yes/No)  | Remarks                 |
|---|--|-------------------------|
| 11. The percentage of beneficiaries' satisfaction from the committees' various events and activities  | 80 %   | Please see the attached |
| The obstacles that faced the committee during job performance   | 1- To keep track with Alumni because of funding issues for holding ceremony for Alumni<br>2-<br>3- |                         |
| Did the self-assessment of committee performance achieved, and the measurement of beneficiaries' satisfaction? if the answer (yes) assessment copy should be attached; and mention essential results, and if the answer (no) mention the reasons. |  |                         |
| Assessment essential results  | Why didn't the self-assessment achieve?  |                         |
| 1-Strongly Agree 62%<br>2-Agree: 32%<br>3-True sometime 6%<br>4-Disagree: 0   | 1- NA<br>2- NA<br>3- NA  |                         |
| Visions of the committee to improve its performance next year   | 1- To secure NCAAA accreditation<br>2-Improve eMQU   |                         |

**DR. AFZAL HAQ ASIF**

**Chair, Committee for Development and Quality Assurance**

**College of Clinical Pharmacy**