# Policy for addressing teaching or training Challenges



PRINCIPAL
PROF. DR. MUHAMMAD NASIR SALEEM
RAHBAR COLLEGE OF DENTISTRY

Prof. Dr. Muhammad Nasir Saleem
BDS (Hons), FCPS, MSc, ICMT,
FDS RCPSG, PhD (Scholar),
Principal
HOD Operative Dentistry,
Rahbar College of Dentistry, Lahore

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To: Director Admin

Info: Medical Branch



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# Mechanism for Documenting and Addressing Teaching or Training Challenges

#### 1. Documenting Challenges

#### Step 1: Regular Reporting Mechanism

- Faculty Feedback Form: Faculty members fill out a digital or physical feedback form to report challenges. Submission frequency:
- · Weekly/Monthly: Regular submission schedule.
- · Event-Based: Whenever a challenge arises.
- · Form Fields Include:
- · Name, Department, Date.
- Nature of the challenge: Technical (e.g., IT issues), Curriculum (e.g., course content), Administrative (e.g., timetabling), or Other.
- · Detailed description of the challenge.
- · Suggested solution (if applicable).
- · Urgency level (High, Medium, Low).

#### Step 2: Submission to HoD

- Initial Review by Head of Department (HoD): Faculty members submit their forms to the HoD of their respective departments.
- Open Discussion in Faculty Meetings: A portion of faculty meetings is reserved for discussing ongoing challenges.

#### 2. Addressing Challenges

#### Step 3: HoD Review and Categorization

- The HoD reviews the submitted challenges, categorizing them based on urgency and type (e.g., immediate technical issues vs. long-term curriculum changes).
- The HoD prepares a brief summary and proposed actions for each challenge and forwards it to the Principal for approval.

#### Step 4: Principal's Decision

- Principal as Final Authority: The Principal reviews all submitted challenges and the HoD's recommendations. The Principal will:
- Approve, modify, or reject proposed actions.
- · Set deadlines for resolution.
- Assign responsibility to relevant departments or personnel (e.g., IT department for technical challenges, curriculum committee for academic issues).







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- The Principal communicates the approved action plan to the respective HoD.
- The HoD then informs the concerned faculty member(s) about the decision and timeline for resolution.

#### 3. Monitoring and Resolution

#### Step 6: Implementation and Monitoring

- The designated department/personnel executes the action plan under the supervision of the HoD.
- The HoD monitors progress and provides regular updates to the Principal.

### Step 7: Final Feedback and Resolution

Once the issue is resolved, the faculty member who reported the challenge is asked to confirm whether the solution addressed the issue.

The resolution is documented in a Challenges and Resolutions Log for future reference.

#### 4. Escalation Process

If a challenge persists despite resolution efforts, the faculty member can request a meeting with the Principal for further discussion.

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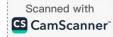
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Lahore





## No.102/RCOD/252A Dated: 20-9-2024 Feedback proforma for faculty to document/address teaching challenges

Faculty Teaching Challenges Feedback Form	
Instructor Information:	
Name: (Optional)	
Department:	
Course Taught:	
Block/Term:	
1. Challenges Faced	
Please describe any challenges you encountered while teaching. Check all that apply, and feel fre elaborate:	e t
☐ Student Engagement:	
☐ Classroom Management:	
☐ Technology Issues:	
☐ Time Management:	
☐ Assessment and Grading:	
☐ Content Delivery:	
☐ Support and Resources:	
☐ Communication with Students:	
☐ WorkLoad:	



2. Support an	d Resources
Which areas v	vould you appreciate more support in? (Select all that apply)
☐ Technology	training and support
☐ Course des	ign assistance
☐ Student en	gagement strategies
☐ Assessmen	t and grading help
☐ Classroom	management support
☐ Profession	al development opportunities
☐ Access to a	dditional resources (e.g., teaching assistants, materials)
3. Suggestions	s for Improvement
Please share a	any suggestions or recommendations for addressing the challenges you have faced
4. Additional (	Comments
	ny other feedback, concerns, or ideas for improving teaching and learning in your