

# Policy for addressing teaching or training Challenges



**RAHBAR COLLEGE**  
OF DENTISTRY

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No.102/RCoD/252A Dated: 20-9-2024

To: Director Admin

Info: Medical Branch

# 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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**Step 5: Communication of Action Plan**

- 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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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 free to elaborate:

☐ Student Engagement: \_\_\_\_\_

☐ Classroom Management: \_\_\_\_\_

☐ Technology Issues: \_\_\_\_\_

☐ Time Management: \_\_\_\_\_

☐ Assessment and Grading: \_\_\_\_\_

☐ Content Delivery: \_\_\_\_\_

☐ Support and Resources: \_\_\_\_\_

☐ Communication with Students: \_\_\_\_\_

☐ WorkLoad: \_\_\_\_\_



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☐ Other (please specify):

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## 2. Support and Resources

Which areas would you appreciate more support in? (Select all that apply)

- ☐ Technology training and support
- ☐ Course design assistance
- ☐ Student engagement strategies
- ☐ Assessment and grading help
- ☐ Classroom management support
- ☐ Professional development opportunities
- ☐ Access to additional resources (e.g., teaching assistants, materials)

## 3. Suggestions for Improvement

Please share any suggestions or recommendations for addressing the challenges you have faced:

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## 4. Additional Comments

Do you have any other feedback, concerns, or ideas for improving teaching and learning in your department?

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