Subject: Activities report for 1445 H by The Faculty Development Unit on prescribed format.

Dear Prof Jamal Arif/ Prof Atef   السلام عليكم

Activities implemented	Date	Brief description*
Concept map and PBLs	12-09-2023	The aims of the workshop were: a) Let the faculty be trained about the conduct and process of the PBLs process and b) To uplift the standards of the ongoing PBLs in perspective of concept mapping on the analogy of the University of Glasgow, UK. Concept mapping promotes deep learning and therefore we focused this aspect to improve the problem-solving skills of students through efficient involvement of the faculty members who conduct the PBLs. This is because the conduct of PBLs needs more skills, and the role of the facilitators shall be elaborated to the faculty members so that the faculty can deliver PBLs in a professional manner. 12th September 2023 Timings: 10:00AM -1:00 PM Number of participants: 21 Results & any other statistics: The problem-solving skills of the students improved. The role of Concept map in the delivery process of PBL was discussed. And the faculty members agreed to stress on concept mapping in session I to make the participants deep learners.

Curriculum / assessment blueprinting. Where do we stand?	17th October 2023	Blueprinting of a curriculum is very important as it may be helpful in review and revision of curriculum, if required. More, assessment blueprinting gives a fair chance for assessment, which is one the basic principles of assessment. All course coordinators and course organizers are the target audience to do curricular blueprinting. The workshop was conducted as per following details: Date: 17th October 2023 Tuesday: Timings: 11:00AM -1:00 PM Number of participants: 21 Results & any other statistics: The faculty were appraised for their assessment blueprints and their role in item analysis. The faculty members were trained in how to use the item analysis software prepared by the faculty development Unit and how to synchronize it with online machine reading (OMR) report. The faculty members were given a brainstorming lecture about difficulty levels/ index and Discrimination Index. They were also appraised with basic techniques how to: 1. Delete an item? 2. How to keep it on Credit? 3. How to change an item? 4. When to keep the item as such and above all, which types of questions shall be reported to the content expert.
Item analysis & exam analysis	24th October 2023	Item analysis is very important to determine the quality of test items and assessment procedures. The workshop details are: Date: 24th October Tuesday: Timings: 11:00AM -1:00 PM

		Number of participants: 23 Results & any other statistics: The faculty members were appraised how to flag an MCQ as a "poor item" or a "poor question"? The faculty were also apprised of how to generate an item analysis report using XL software prepared by the faculty development Unit. They were also trained in how to interpret the report and how to deal with the result of the OMR for different items. The faculty members were also trained on Jamovi software to prepare correlation report for OCPE/OSCE items and MEQs and SEQs and to report about its validity. The faculty members were trained how to document the process of either deleting, keeping on credit, changing, or keeping an item as such before declaring the exam result. The assessment unit appraised the efforts of head of faculty development unit and its faculty for prompt facilitation.
OSCE & OSPE: Series workshop I	14th November 2023 Tuesday Timings: 11:00AM - 2:00 PM	The workshop was focused on how to design and conduct an OSCE station? And what are the key elements of a good OSCE? Do we assess what we teach? To make the OSCE process more transparent and fruitful, we have targeted these as a series of workshops. Date: 14th November 2023 Tuesday: Timings: 11:00AM -1:00 PM Number of participants: 21 Results & any other statistics: Key elements of an OSCE were discussed. It was noticed that the current checklists for our OSCE stations in some courses needs revision. The faculty agreed to revise their respective courses checklist as required to raise the standard of OSCE.

Assessment and evaluation: OSCE series workshop II	23rd January 2024 Tuesday Timings: 11:00AM - 2:00 PM	The workshop is focusing on how to design and conduct an OSCE and OSPE? And what are the key elements of a good OSCE? Do we assess what we teach? To make the OSCE process more transparent and fruitful, we have targeted these as a series of workshops. Date: 24th October Tuesday: Timings: 11:00AM -1:00 PM Number of participants: 26 Results & any other statistics The checklists for some courses will be revised by the respective courses organizers to make the OSCE more productive, fair and competencies based. An article of professor harden was shared with the faculty members for easy understanding.
Developing leadership qualities	21st February 2024 Wednesday Timings: 11:00AM - 2:00 PM	Leadership is the hallmark for an institution to excel perfectly. Leadership produces leadership and disseminates the qualities of a good administrator as role model. Date: 21st Feb 2024 Wednesday: Timings: 11:00AM -1:00 PM Number of participants: 13 Results & any other statistics Key attributes of a good leader were discussed. Social processes were discussed. Emotional intelligence and relationship management was discussed in perspective of classical management models. Self-awareness and awareness about other colleagues were discussed. It was also pointed out that regulation of other activities requires emotional intelligence to avoid conflicts.
Regulating teaching resources	23rd April 2024 Tuesday	Regulation of teaching resources and teaching materials are very important. The key features for regulating the teaching resources were discussed.

	Timings: 11:00AM - 2:00 PM	Date: 24th April 2024 Tuesday: Timings: 11:00AM -1:00 PM Number of participants: 13 Results & any other statistics The workshop was facilitated by Dr Sumaira and Dr Uzma with FDU. Dr Ambareen Liaqat also supported the activity. 12 roles of a medical teacher were discussed. An activity was undertaken for the most appealing task being done and area of improvement was also sorted out. It was concluded that role model is the most neglected area beside resource development materials as another area to be addressed.
Google form Survey for NEED ASSESSMENT of the faculty for 1445H	April -MAY 2024	The survey is conducted and based on the key recommendations from the staff, we have framed our next year calendar for 1446H. Questionnaire, responses, and summary are flagged for easy reference in related file / folder.
	Comment on Professional Development Activities for Faculty and Other Staff **	
	Faculty development Unit focused on the most important area that includes assessment and evaluation and item analysis. Conduct of PBL was also focused specially on perspectives of concept mapping as it triggers the brainstorming session in PBLs' session I. The teachers were trained in how to write a blueprinting and item analysis report as it is one of the most important areas highlighted by NCAAA where they asked for its documentation. We also focused on designing OSCE and evaluation of OSCEs in perspective of Professor Harden article who is the founder of modern OSCE. Accordingly, the new year program is planned for 1446H to	

continue with productivity for imparting quality education to our learners.

Prof Dr Niaz Ali [Signed]

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