

## Quality Enhancement Cell

### Workshop: “Importance of Course Files for Quality Assurance”

17<sup>th</sup> Nov. 2022

### Report

#### Introduction

Quality Enhancement Cell arranged its 5th workshop as a part of its Faculty Development Program on November 17, 2022 at the University Board room. The Facilitator, Dr. Arshia Samin Naqvi conducted a 3 hours long session with 20 minutes tea break.

There were 15 faculty members from different institutions of Sohail University who attended this workshop. Following are the names, designation and departments of the members who attended this session:

S No.	Names	Department	Designation
1	Ms. Warda Alam	Jinnah School of Business, Commerce and Economics	Lecturer
2	Dr Tayyaba Faraz	Jinnah College of Pharmacy	Associate Professor
3	Dr Sabiha gul	Jinnah College of Pharmacy	Senior Lecturer
4	Dr Fatima Ramzan	Jinnah College of Pharmacy	Senior Lecturer
5	Dr Rabiya Humayun	Jinnah College of Pharmacy	Senior Lecturer
6	Dr Maria Khan	Jinnah College of Pharmacy	Senior Lecturer
7	Dr Ayesha Naseer	Jinnah College of Pharmacy	Senior Lecturer
8	Dr. Sidra Rafi	Biomedical and Biological Sciences	Assistant Professor
9	Dr. Priya Jarwar	Biomedical and Biological Sciences	Assistant Professor
10	Dr. Mahmooda Naqvi	Jinnah College of Rehabilitation Sciences	Assistant Professor
11	Dr. Rafia Rafiq	Jinnah College of Rehabilitation Sciences	Assistant Professor
12	Dr. Umeeda Baz Ali	Jinnah College of Rehabilitation Sciences	Senior Lecturer

13	Dr. Sidra Sohail	Jinnah College of Rehabilitation Sciences	Lecturer
14	Ms. Javerya Sabir	Quality Enhancement Cell	Assistant Manager
15	Dr. Ayesha Arif Arab	Jinnah College of Rehabilitation Sciences	Lecturer
16	Dr. Syeda Sameera Hashmi	Jinnah College of Rehabilitation Sciences	Lecturer

This workshop intended to gather faculty members from different departments/ institutions of Sohail University to a single platform and facilitated learning and exchange of ideas through interactive sessions. Facilitator provided knowledge about “**Curriculum and Course Files**” by involving the faculty members in different tasks and applied two-way communication strategy during the workshop.

Main objectives of this workshop are under:

- ✓ Understand what is a Curriculum
- ✓ Differentiate between various types of curriculum
- ✓ Realize the importance of SPICES model of curriculum
- ✓ Comprehend the importance of Course files
- ✓ Prepare and maintain course files
- ✓ Recognize the role of course files in quality assurance

### **Feedback**

At the end of the session participants were requested to provide their feedback about the workshop. The participants found that the content was quite helpful and relevant to their job’s requirements. Regarding the workshop design they remarked that it was up to their expectations including objectives, tasks and its application in educational environment. Moreover, most of the faculty members added that these workshops contributed in enhancing their expertise in teaching and managing course files. In addition, participants appreciated the learning about curriculum and brief description about the various types and components. They added that such workshop provides an open forum for discussion and finding solutions to their problems.

The participants suggested that more workshops should be conducted in future and duration of these may be reduced. Regarding the facilitator the participants commented that she was well-prepared, knowledgeable and kept the audience engaged during the entire session.

### **Glimpses of the Workshop**

