



PAKISTAN MEDICAL AND DENTAL COUNCIL (PM&DC)

GUIDANCE FOR SELF-EVALUATION

(Accreditation Standards 2024 – Medical / Dental Colleges & Teaching Hospitals)

1. Purpose

This document guides institutions in completing the Self-Evaluation in accordance with PM&DC Accreditation Standards 2024.

The objective is to ensure:

- Standardized and transparent reporting
- Evidence-based self-assessment
- Alignment with internationally recognized accreditation practices

2. Applicability

This guidance applies to:

- Medical & Dental Colleges (MBBS / BDS programs)
- Affiliated Teaching Hospitals

3. General Instructions

Institutions are required to:

- Conduct a comprehensive internal review
- Ensure accuracy and completeness of information
- Provide documentary evidence for all claims
- Involve relevant stakeholders (administration, faculty, students, hospital staff), where necessary

4. Types of Standards

As per PM&DC framework:

- Basic Standards (Must): Mandatory for accreditation
- Quality Development Standards (Should): Expected for continuous improvement

5. Format for Completing Each Standard

For each standard in the Accreditation Standards document, institutions must use the following format:

Standard Title: _____

- (i) Self-Assessment Status
- Fully Compliant
 - Substantially Compliant
 - Partially Compliant
 - Non-Compliant
- (ii) Description

Provide a concise description (maximum 300–500 words) covering:

- Policies and systems in place
- Implementation mechanisms
- Outcomes achieved

(iii) Evidence

List all supporting documents along with Annexes

(iv) Areas for Improvement

(v) Action Plan (if required)

Issue Identified _____

Planned Action _____

Timeline _____

6. Key Guidance for Institutions

6.1 Medical /Dental Colleges

Focus on:

- Clearly defined learning outcomes and competencies
- Alignment between curriculum, teaching, and assessment
- Student support systems
- Faculty development
- Internal Quality Assurance mechanisms

6.2 Teaching Hospitals

Focus on:

- Adequate patient load
- Structured clinical training and supervision
- Availability of specialties and support services
- Quality assurance (infection control, audits)
- Coordination with affiliated medical college

7. Evidence Requirements

All submissions must include:

- Approved policies and SOPs
- Organizational structures
- Meeting minutes and reports
- Student and patient data (last 3–5 years)
- Assessment and evaluation records

All documents must be:

- Clearly labeled (Annexures)
- Referenced in the relevant section

- Legible and authenticated

8. Pre-Submission Checklist

Before submission, ensure:

- All standards are addressed
- Self-assessment status is indicated for each standard
- Evidence is complete and properly indexed
- Information is accurate and up to date
- Report is signed by the Head of Institution

9. Submission Requirements

- Hard Copy: Signed and stamped
- Soft Copy: Indexed PDF format
- Annexures must be clearly marked and organized

10. Contact for Assistance

For guidance regarding completion of the Self-Evaluation, please contact:

Head of Inspection Department
Pakistan Medical and Dental Council
Address: G-10/4, Mauve Area, Islamabad, Pakistan
Phone: +92-51-9190000
Email: inspection@pmdc.pk
Website: <https://www.pmdc.pk>

11. Declaration

The institution certifies that the information provided in the guidance for this Self-Evaluation is accurate, complete, and supported by verifiable evidence, and is submitted in good faith for accreditation by PM&DC.

Name: _____
Designation: _____
Signature: _____
Date: _____
Official Seal: _____