



Division	Education and Evaluation
Version	SOPs for Undergraduate Initial Recognition Process
Date Of Approval	25 th November 2022
Approved by	Council



**STANDARD OPERATING PROCEDURES FOR
UNDERGRADUATE INITIAL RECOGNITION PROCESS**

#	TASKS	DIVISION RESPONSIBLE	TIMELINE	JUSTIFICATION
1	The division shall receive Inspection Request based on 2019 Standards and 12 months Performance Evaluation by the Affiliating University of the components mentioned in the criteria.	E & E Division	12 months	Section 3. Methodology of Initial Recognition Framework (Criteria) 2019
2	The division will seek approval from the Member to initiate the process of scrutiny.	Member Education	1 week	Section 30, sub-section (4) of PMC Act 2020
3	<p>The pre-requisites are to be fulfilled prior to scheduling of inspection. Hence the division will forward documents related to legal division for scrutiny:</p> <ul style="list-style-type: none"> • Land ownership or lease documents including verified maps of the buildings • Evidence of 50% owned hospital beds • Valid third-party contract for 5 years for non-owned beds • Valid approval of relevant ministry/ SECP • Valid PNRA 	Legal division	7 days	Section 1, Sub-section Pre-requisites of Initial Recognition Framework (Criteria) 2019

Before Inspection



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#	TASKS	DIVISION RESPONSIBLE	TIMELINE	JUSTIFICATION
	<ul style="list-style-type: none"> Annual Audit report 			
5	The division will liaise with IT department for visibility of college in the drop-down menu for Faculty registration.	IT Department	1 day	
6	The division will then coordinate with the Licensing division for the list of registered faculty of the college.	Licensing division	21 days	
7	<p>The division will scrutinize the performance evaluation report of college submitted by the affiliating University on the following components:</p> <ul style="list-style-type: none"> Curriculum design Assessment methods Faculty Institutional Safety Hospital safety 	E & E division	1 week	Section 2. Decision Rules of Initial Recognition Framework (Criteria) 2019
8	An evaluation report based on feedback/ comments from legal, finance & licensing divisions will be shared with the Member.	E & E division	15 days	
9	A summary of evaluation report will be shared by the E & E division with the Education & Evaluation Committee for recommendations.	Education & Evaluation Committee	1 week	
10	The recommendations of Education & Evaluation Committee along with tentative Inspection plan & proposed dates will be shared with the competent authority for approval.	Member Education	1 week	



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	#	TASKS	DIVISION RESPONSIBLE	TIMELINE	JUSTIFICATION
	11	After seeking approval of inspection plan, a letter will be sent to college communicating the date of inspection and inspection fee.	E & E division	1 week	
	12	The division will liaise with the admin division regarding TA/DA, boarding & lodging of Inspectors & coordinators (PMC Head office/ Regional office).	Admin division	1 week	
	13	The division will send invitation letters after confirming from the inspectors.	E & E division		Section 30, sub-section (1) of PMC Act 2020
During Inspection	14	The coordinator will facilitate the inspecting team by liaising with the college administration.	Coordinator PMC	1 day	
	15	The coordinator will facilitate the convener in compiling the data and ensuring its confidentiality till submission at PMC.	Coordinator PMC	2 days	
	16	The finalized inspection report along with convener's score will be submitted to Member.	Member Education	2 days	Section 30, sub-section (2) of PMC Act 2020
After Inspection	17	The finalized inspection report along with convener's remarks will be shared with the college.	Concerned College	2 days	Section 30, sub-section (3) of PMC Act 2020
	18	Deliberation on the inspection report & college's comments will then be carried out by the Council.	Council	1 month	



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#	TASKS	DIVISION RESPONSIBLE	TIMELINE	JUSTIFICATION
19	After the approval from Council, the college if approved for recognition, will be notified via letter/ gazette notification. Accordingly, any adverse decision shall also be communicated to the college.	E & E division		
20	The division will maintain record of inspection (inspection request, mandatory requirements, communication of inspection date, relevant approvals, Inspection result, any email correspondence) in the folders.	E & E division		




Secretary

Pakistan Medical Commission