

**Notification of Committee Constitution, along with Minutes of Meeting and Stakeholder list for
Neurology Department:**

1. Notification of Committee Constitution

Subject: Constitution of Committee for Formulation of Mission, Objectives, and Outcomes – Department of Neurology

It is hereby notified that a committee is constituted to develop the Mission, Objectives, and Program Learning Outcomes (PLOs) of the Department of Neurology in alignment with institutional vision, national health priorities, and accreditation requirements.

Committee Members:

1. Dr. Sohaib Hassan – Assistant Professor & Head of Neurology Department (Chairperson)

2. Dr. Fahad Saleem – Senior Registrar (Member)

3. Dr. Hamza Khan – Senior Registrar (Member)

4. Dr Wahab Qureshi – Hospital Administration Representative (Member)

6. Dr. sumaira rafeeq – Postgraduate Trainee Representative (Member)

7. Mrs zubaida sattar – Nursing Supervisor Neurology Ward (Member)

Terms of Reference (ToR):

To review and finalize the Mission, Objectives, and Outcomes of the Neurology Department.

To ensure alignment with institutional, national, and international standards.

To submit recommendations to the Dean/Principal within 30 days.

2. Minutes of Meeting – Committee for Mission, Objectives, and Outcomes

Date: [21/08/2025]

Venue: Department of Neurology Conference Room

Chairperson : Dr. Sohaib Hassan – Assistant Professor & Head of Neurology Department

Agenda:

1. Review of existing departmental goals.
2. Drafting of Mission Statement.
3. Identification of Program Learning Outcomes (Knowledge, Skills, Attitude).
4. Alignment with Institutional Strategic Plan
5. Approval and Submission Timeline.

Discussion Points:

Chairperson highlighted the need for a clearly defined mission to meet accreditation requirements.

Senior registrar shared guidelines for outcome-based education.

Postgraduate trainee suggested inclusion of research skills in outcomes.

Nursing representative emphasized incorporating multidisciplinary teamwork in objectives.

It was unanimously agreed to develop a draft within two weeks and circulate for feedback.

Decisions Made:

1. Mission statement draft to be prepared by Dr sohaib Hassan and shared by 23-8-2025.
2. PLOs to include clinical competency, research capability, and ethical practice.
3. Next meeting scheduled on 4-9-2025 for final approval.

Meeting Adjourned: 11.30 am

Recorded by:

Dr. Shahid Rahman – Secretary of Committee

Approved by:

Dr sohaib Hassan – Chairperson

3. Stakeholders Consulted

Faculty members (Neurology Department)

Postgraduate and undergraduate trainees

Hospital administration

Nursing staff (Neurology ward/ICU)