



## STANDARD OPERATING PROCEDURES (SOP)

### Online Evaluation System

1. **General** Evaluation is both a process and a result: a way to determine goals, to appraise the processes for reaching them and to assess the extent to which they have been met.
2. **Scope**  
Medical College & IOD
3. **Procedure**
  - a. Faculty/Student/Staff is required to login through website by entering their CNIC & Password.
  - b. Select relevant evaluation form to fill and submit.
4. **Responsibilities**
  - a. Manager IT is responsible to provide high-speed internet access to Faculty, Students and Staff to use the online evaluation system.
  - b. Manager Software is responsible to provide proper functionality of the evaluation system to all the end users.
  - c. For reporting purpose master login will be provided to concerned dept.

  
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