	Document Name	Policy for Access to Student Medical and Academic Records
	Document Number	JMDC / Policy /PASMAR /25-11

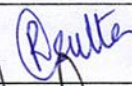
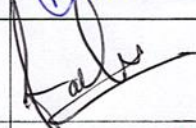


JINNAH MEDICAL AND DENTAL COLLEGE



STANDARD OPERATING PROCEDURE

Policy for Access to Student Medical and Academic Records

Department of Student Affair

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	DR. ROOHA SULTAN	ASSISTANT PROFESSOR (DENTAL EDUCATION)		
	Ms. FAHILA JAWWAD	COORDINATOR (STUDENT AFFAIRS)		
REVIEWED BY:	PROF. DR. ATIF MAHMOOD	PRINCIPAL (MEDICAL COLLEGE)		
	PROF. DR. JUNAID LAKHANI	PRINCIPAL (DENTAL COLLEGE)		
APPROVED BY:	ACADEMIC COUNCIL			
DATE OF ISSUE:	05/07/2025			

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DISTRIBUTION LIST:

The following personnel are on the controller distribution list:

- Principal
- Vice Principal
- Student Affair
- Medical Director
- Examination Department

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1. Purpose

This policy outlines the regulations governing access to students' academic and medical records at JMDC. It ensures the confidentiality, security, and proper handling of all student records, in compliance with institutional standards and ethical responsibilities.

2. Scope


This policy applies to all MBBS and BDS students of JMDC and covers all aspects of academic and medical records including attendance, assessments, evaluations, and any related documentation. It also applies to parents, guardians, and third parties requesting access to these records.

3. Guiding Principles

- **Confidentiality:** Student records are private and may not be accessed or disclosed without proper authorization.
- **Transparency:** Students have full access to their own academic records and may authorize others to access them.
- **Security:** Records are stored in a secure, centralized Data Management System with restricted access.
- **Ethical Conduct:** The institution adheres to professional and ethical standards in handling all personal and academic information.

4. Student Access to Records

- Students have access to their own:
 - Attendance records
 - Module results
 - Midterm and pre-Professional examination results
- These are uploaded to each student's secure online portal, accessible only by the individual student using their login credentials.
- Students may request a copy of their reports which may be provided upon request.

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5. Access by Parents or Guardians

- If a **parent or guardian** wishes to view a student's academic record, they must:
 - Contact the College using the **email address provided on the official Enrolment Form** at the time of admission.
 - If no email is on file, the parent/guardian may **visit the institution in person** and must present valid **CNIC** for verification.
- No academic and medical information will be provided via **telephone** under any circumstances.

6. Third-Party Requests


- Any **third party**, including extended family members, sponsors, or external agencies, requesting access to a student's academic record must:
 - Provide written **authorization from the student**, or
 - Present a letter of permission from the parent/guardian on record.
- Requests without valid authorization will not be entertained.
- Requests for access to medical records will not be entertained.

7. Storage and Protection of Records

- Academic and medical records are scanned and securely stored in the College's **Data Management System (DMS)**.
- Access to the DMS is limited to **authorized personnel only** such as:
 - Academic Administration
 - Student Affairs Office
 - Exam Department
- These individuals are bound by institutional confidentiality agreements.

8. Prohibited Practices

- **No academic information** is to be shared:
 - Over the phone, regardless of the caller's relationship to the student.

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- With any person not officially recorded as a parent/guardian or without student consent.
- Breach of this policy by staff or faculty will lead to disciplinary action.

9. Student Rights

- Students have the right to:
 - Access and review their own academic and medical records.
 - Request corrections to factual inaccuracies in their records.
 - Withhold or revoke permission previously granted for third-party access.

10. Review and Compliance

This policy will be reviewed annually by the Academic Council. Compliance is mandatory for all administrative, academic, and support staff.