

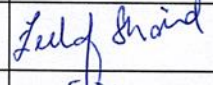
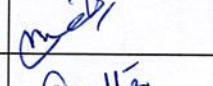
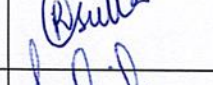
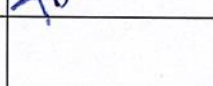
	Document Name	Policy for Online Education
	Document Number	JMDC / Policy / POE / 25-15

JINNAH MEDICAL AND DENTAL COLLEGE

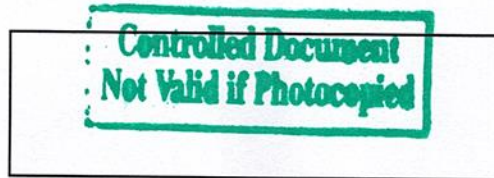


STANDARD OPERATING PROCEDURE

Policy for Online Education Department of Student Affairs

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APPROVED BY:	ACADEMIC COUNCIL			
REVISION NO:	01			

	Document Name	Policy for Online Education
	Document Number	JMDC / Policy / POE / 25-15



DATE OF LAST REVISION:				
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	Document Name	Policy for Online Education
	Document Number	JMDC / Policy / POE / 25-15

Table of Contents

Distribution list.....	4
Purpose & Scope.....	5

	Document Name	Policy for Online Education
	Document Number	JMDC / Policy / POE / 25-15

DISTRIBUTION LIST:

The following personnel are on the controller distribution list:

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

	Document Name	Policy for Online Education
	Document Number	JMDC / Policy / POE / 25-15

INTRODUCTION:

Recent COVID Pandemic has drastically changed the working and life style of people. Many changes were made in all sectors to combat the pandemic and keep life running. Education is one of the most effected sectors of the global society. Many strategies were devised to continue education at all levels. Online education was the most common adopted strategy across the globe, many tools and methodologies were introduced to continue the process of teaching and assessment of students.

Jinnah Medical and Dental College, Karachi being well aware of the problems that affect the education, prepared strategies with commitment to provide the best online teaching and learning environment for its students. The process is now continuing to help the continuation of quality education for students making use of online resources and LMS (Learning Management system).

PURPOSE:

The purpose of this online education policy is to ensure that:

1. Students, faculty and administration are well trained and well equipped for Online Education.
2. Processes and mechanisms are in place to conduct Online Education.
3. Regular monitoring of teaching and assessment are taking place and gaps in student assessment are adequately addressed in the curriculum by the Online Education Committee.

SCOPE:

This policy is applicable to all the students of Jinnah Medical and Dental College.

POLICY STATEMENT:

Continuity of education especially in unforeseen circumstances is paramount especially with respect to medical and dental education. Online and blended learning environments can mitigate the need of learners to attend the classroom physically.

ONLINE EDUCATION COMMITTEE:

Following is the composition of the Online Education committee:

Chairman

Principals (MBBS & BDS)

Members

1. Nominee of Department of Medical Education
2. Nominee of Student affairs office
3. Head of QEC
4. Vice Principal

	Document Name	Policy for Online Education
	Document Number	JMDC / Policy / POE / 25-15

5. HODs of Basic medical sciences
6. HOD of Community Medicine
7. HODs of Clinical sciences
8. Student representatives

DEVELOPMENT OF ONLINE EDUCATION

Teaching / Learning:

1. A range of instructional methods for online education should be used to deliver the program which utilizes all three domains of learning (cognitive, psychomotor and affective).
2. Course contents and assessment methodologies should be tailored accordingly.
3. There should be adequate opportunity for both horizontal and vertical integration of subject material by online education system.
4. There should be a strong nexus demonstrated between the program's research and teaching through online education system.
5. Adequacy of clinical contact in a variety of health-care settings is an important consideration.

1.

Assessment of Online learning:

1. Assessment should reflect the educational objectives of the program and based on appropriate sampling of the program learning outcomes.
2. A focus should be to provide the high-quality formative assessment, through the regular feedback.
3. Assessment strategies should include direct observation of each and every student on zoom for core clinical skills, behaviors and the professional domains of practice.
4. Faculty should have access to individuals with specific expertise in a variety of assessment formats for online education.

Training of Faculty and Students for Online Education:

Both faculty and students shall be given appropriate training according to their domain.

For faculty, it includes preparing and delivering lectures (direct or recorded), ensuring student attendance and participation in the class and conducting assessment.

The students are trained to join the online class, mark attendance and learn to participate and interact with the faculty. They are also trained how to take online examination.

Instructions for use of Zoom by Students

1. Download ZOOM.us on your computer/laptop/phone.

	Document Name	Policy for Online Education
	Document Number	JMDC / Policy / POE / 25-15

2. When registering your name, please use your complete JMDC Roll Number – it is easier to take attendance if we can see your Roll # on the screen
3. Invitation to join ZOOM will be sent by the faculty host to the CR via email or What's App Group.
4. To avoid background noise from your homes, all students will be automatically muted when they enter the tutorial. Faculty Host can unmute students during discussion time for asking questions and discussion. Students can also use the "Chat" button to type questions to faculty.
5. Attendance will be taken with a screenshot after all students have joined.
6. The tutorial schedule for next week is as follows.

Instructions for Training

1. Regarding online lecture attendance, students must access the lecture through their portal page in order to have their attendance marked.
2. If any student copy and send someone the YouTube link and they go directly to the link, their attendance will not be marked.
3. If students download the lecture through the portal, then their attendance should be marked.
4. IT will download the online lecture attendance
5. All lectures to remain in the portal for as long as we have online instruction.
6. Time tables for the next modules are being made and will be uploaded to the website under Student Area.
7. Link to that page: <http://jmc.edu.pk/frmStudentTimeTable.aspx>
8. Upload the JSMU study guides for new modules.

Quality Assurance:

1. The Online Education programs shall undergo and fulfill all the quality assurance requirements as the traditional programs.
2. The QEC office shall provide assistance in quality assurance and monitor overall online readiness and delivery of teaching and learning processes.
3. All Online Education programs must be approved by the relevant statutory bodies and must meet HEC guidelines.
4. The entire responsibility of quality assurance must rest with the relevant Dean Faculty who shall act as the Head of Online Education Programs.
5. Feedback surveys will be conducted from faculty and students to assess the quality of online lectures and other teaching methodologies, assessment, facilities and any problems faced by them during the process.