

TERMS OF REFERENCE (ToR)

Academic Committees

Approved by: ALL Members
Date of Approval: 19-12-2019
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RASHID LATIF DENTAL COLLEGE

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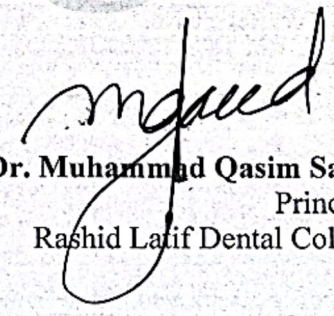
Notification

Agenda: Nomination of members for RLDC Learning Management System (LMS) Committee Members

The following individuals have been nominated as members of the RLDC Learning Management System (LMS) Committee for Session 2025-2026:

- Dr. Minam Qureshi
- Dr. Faiza Salman
- Dr. Fayyaz Nafees
- Dr. Usama Akram
- Mr. Faisal Ishaq

RLDC


Prof. Dr. Muhammad Qasim Saeed
Principal
Rashid Latif Dental College

Google Classroom as LMS

Policies and Features



Rashid Latif Dental College is using an advanced version of Google Classroom as its LMS by integrating it with Google G-suite (Advanced Educational). This integration makes it perfectly secure, transparent and easy to manage. All the Faculty and students can only use LMS using their RLDC official email IDs. The details of the LMS features, benefits and security compliances are given below.

1. Background

Google Classroom is a free blended learning platform developed by Google for educational institutions that aims to simplify creating, distributing, and grading assignments. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students.

As of 2021, approximately 150 million users use Google Classroom. Google Classroom integrates a variety of Google Applications for Education to manage student and teacher communication. Students can be invited to join a class through a private "class code" or be imported automatically from a school domain. Teachers can create, distribute and mark assignments all within the Google domain.

Google Classroom was released publicly on August 12, 2014. Later in 2020 Google added integration with Google Meet so that teachers can have a unique meet link within each class. In addition, several features were added to classroom, with Google stating "as educators worldwide have reinvented their practice online, it is also adapting tools to meet the evolving needs of new educational landscape.

Google Classroom also saw a sharp increase in usage as a result of the COVID-19 pandemic in which many schools shifted to remote education options. Specific research programs also used Google Classroom to engage in authentic learning from around the world.

2. Objectives

Your all-in-one place for learning, Google Classroom is an easy-to-use and secure tool that helps educators manage, measure, and enrich learning.

➤ Easy to get started and simple to use:

Sign in once, and get to work with Classroom in minutes. Use Google Workspace for Education tools like Docs and Slides – and enjoy access to top education technology apps and tools.

➤ Built to make learning more personal-with seamless collaboration:

Work together with the whole class, groups, or individuals within Classroom in the same document – or connect face-to-face with reliable, secure Google Meet video conferencing – accessible directly within Classroom

➤ Engage from anywhere, on any device:

Make your classes more versatile and mobile – Classroom can be accessed on any device, even with low bandwidth or offline. Enhancing what's possible for teachers, students, and education leaders Classroom was built to give teachers easier, more dynamic ways to connect with their students. We listen to feedback from educational communities around the world in order to improve our tools to elevate the magic of teaching and learning

Google Classroom as LMS

Policies and Features



How Google Classroom Help Teachers



Assign classwork Educators can create assignments and add in all the necessary documents for students to work on. Students receive an email notification when there is a new assignment and are able to turn the assignment in on Classroom. Classroom sends a notification out to students once the homework is graded, so students can review grades and feedback



Share all relevant classroom materials Within Classroom, educators can share learning resources, reading materials, videos, links, and handouts. This allows students to refer to them at any time, or collaborate with their classmates on learning



Integrate with other apps and content Students have access to thousands of educational apps that spark creativity and create endless opportunities for learning.



Make announcements Educators can send announcements to the whole class, which students receive via email. They also see these announcements when they log in to Classroom, through a web browser or Classroom's mobile app, available on iOS and Android



Collaborate one-on-one or with the entire class Students can message educators directly with questions and/or comments on assignments and announcements. Students can also collaborate with each other for team assignments by working on shared projects in Docs, Sheets, and Slides at the same time

3. Role and Responsibilities

A. Teacher

- Sign in to get started with Classroom and visit our teacher Center to learn the basics
- Set up a class and manage communications in one place
- Add students to a class by simply sending them a link
- Create an assignment and share with multiple classes
- Schedule posts across multiple classes at once
- Use originality reports to help guide critical thinking
- Post announcements on a class stream
- Set up and join a Meet video call
- Create a rubric to keep grading consistent and transparent

B. Student

- Join a Class as student
- Turn in an assignment
- Turn in a quiz assignment
- Turn in an assignment with a doc assigned to you

Google Classroom as LMS



Policies and Features

→ Mark an assignment done

C. Guardian

→ Get an email summary of your student's work.

- Missing work—Work not turned in when the summary was sent.
- Upcoming work—Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).
- Class activity—Announcements, assignments, and questions recently posted by teachers.
- Review announcements and activities.

D. Administrator

- Set Classroom data access
- Verify teachers and set permissions
- Configure class settings
- Grant file sharing access for domains on allow list
- Control user access to Classroom



Rashid Latif Dental College (RLDC)

Campus Management System (CMS)

TORs, Policies and Features

Rashid Latif Dental College is using a cloud-based Educational Information System known as IDRAK developed by MEKDIZ.

1. Background

IDRAK is a digital product for academic institutes that covers educational, administrative and financial processes governing the student life cycle in an institute. IDRAK introduces synergy in an institute through the appropriate use of technology and facilitates operational ease.

The system's aim is to facilitate Management, Administration, Operations, Faculty, Students and Parents by automating the involved processes and procedures that assist in the disciplined execution of the Customer Mission & Vision toward quality Education.

2. Objectives

1. ENABLING ACADEMIC EXCELLENCE THROUGH TECHNOLOGY
 2. Setup of Web-based Private Cloud Server
 3. Configuration & Data Integration
 - a) Online Classes
 - b) Analytics
 - c) Mobile App
 - d) User Specific Portals
- Easy to get started and simple to use:
 - Built to make learning more personal-with seamless collaboration

3. Methodology

RLDC CMS deployed on Amazon Cloud (AWS) following SaaS. Following SaaS model, CMS to be deployed on COMPANY owned cloud infrastructure, and accordingly system's availability will be responsibility of COMPANY.

Following High Availability, CMS is configured on AWS with following deployment architecture

1. Cloud Services

- a. Application Servers (for Web App and APIs)
- b. Database Server (MSSQL Server)
- c. Storage/Backup

2. SMS Gateway (Local/Pakistan Service Providers)

3. CLIENT will access CMS over Internet using one of following

- a. COMPANY provided URL
- b. CLIENT provided URL mapped on COMPANY Infrastructure

4. Technical Details

Platform (Technology Stack)

RLDC CMS is developed using the technologies that are latest, industry proven and support scalable design, architecture and deployment strategies.

RLDC CMS has Web & Mobiles interfaces that communicate with back-end server through secure RESTful APIs.

Following is technology stack:

1. Angular (<https://angular.io/>)

Front end to be developed in Angular – JavaScript Framework. An open-source front-end web application platform led by Google. Single framework support both Desktop & Mobile.

2. NodeJS (<https://nodejs.org/en/>)

An open-source, cross-platform JavaScript run-time environment for executing JavaScript code server-side. Node.js has an event-driven architecture capable of asynchronous I/O. These design choices aim to optimize throughput and scalability in Web applications with many input/output operations, as well as for real-time Web applications

3. SQL Server (<https://www.microsoft.com/en-us/sql-server/sql-server-2019>)

Proven RDMS for enterprises from Microsoft.

4. Nginx – Webserver

5. PM2 – Application Server

Idrak Configuration for RLDC

CMS is developed with RASHID LATIF DENTAL COLLEGE designated team for configuration and deployment of Idrak. Following are the activities performed.

1. Analysis
2. Configuration
3. Customization
4. Training

Deployment

CMS is deployed on Amazon Cloud (AWS) following SaaS. Following SaaS model, deployed on Mekdiz-owned cloud infrastructure, and accordingly system's availability will be the responsibility of Mekdiz as per the Service Level Agreement (SLA).

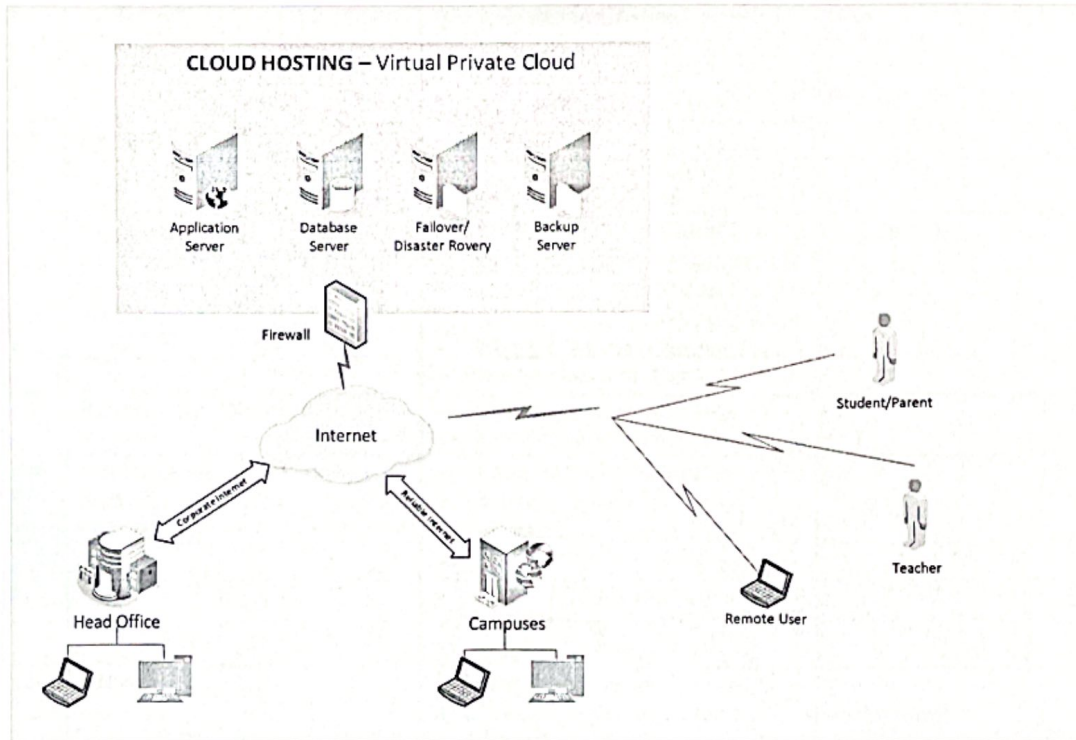
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5. SMS Gateway (Local/Pakistan Service Providers)

6. RAHID LATIF DENTAL COLLEGE will access CMS over the Internet using one of following
- Mekdiz provided URL
 - RASHID LATIF DENTAL COLLEGE provided URL mapped on Mekdiz Infrastructure.



5. Features

No.	Modules	Features
1	Campus	- Campus Registrations - Programs - Fee - Policy - Faculty - Staff
2	Academic	- Programs with Specialization - Roadmaps (Programs/Class) - Academic Policies - Freeze/Withdrawal - Incomplete/Add/Drop
3	Academic Calendar	- Academic Calendar - Calendar Terms - Calendar Activities
4	Course Content	- Course Outline (Program/Roadmap) - Course Content/Lesson Plans (Daily, Weekly, Monthly) - Course Content Approval workflow

		- Upload Course Material
5	Admission	- Prospectus Sale - Admission Form Collection - Online Admission form - Admission Test - Eligibility Criteria - Merit List - Student Interview - Admission Challan - Concessions - Student Enrollment - Withdraw/ Drop Reinstate
6	Registration	- Course Offering - Advisor Course Registration - Add/ Drop Courses
7	Fee Management	- Multiple Fee Structures (Fee Heads/Course) - Campus wise Fee Structures & Plans - Installment Plans (Monthly/Bi-Monthly/Semester/Yearly) - Challan Forms (Campus/Program.) - Integration with Bank API
8	Scholarship/ Discount	- Discounts (Heads/Campus.) - Scholarships (Merit scholarship etc.)
9	Student Evaluation/Class Activity	- Class Activity Template - Activity Type - (Quiz, Assignment, Exam etc.) - Marks, Weightage - Activity Evaluation (Result) - Examination - Grading Policy
10	Attendance	- Printed/Online - Approval Workflow (SMS/Email Intimation) - Attendance Policy - Leave Management
11	Timetable	- Time Table templates (slots, rooms, locations, sections, faculty) - Campus Timetable (Adjustment) - Merge Classes-Section Timetable
12	Digital Notice Board	- Student - Teacher - Staff
13	Quality Assessment	- Teacher/Course - Campus
14	Teacher Portal	- Schedule/Classes - Student Attendance (Present/Absent/Late etc.) - Class Activities - Course Material - Course Content Status (Weekly/Daily) - Student/Teacher Interaction - Grading/Curving - Dash Board
15	Student/Parent Portals	- Classes' Schedule - Attendance Status - Assignments/Quizzes/Exams

		- Transcript (Semesters/GPA/CGPA) - Student/Teacher Interaction - Teacher/Course Evaluation - Leave Management - Dash Board - Mobile App
16	Executive Dashboards/Reports	- Campuses - Admissions - Fee Collection - Education Quality: Stats on - Classes Conducted - Attendance Patterns - Class Activities - Teacher Activities - Teacher Workload - Historical Comparisons/Analytical Charts - Statistical Analysis
17	Registrar	- Program /Section Change - Compile Results - Student Promotion - Student Academic Verification - Program Enrollments - Program Duration/Attendance - Issue Transcript - Graduate Student
18	Configurations	- Application-Level Configurations - Banks - Payment Instrument types - Course Types - Evaluation Types - Education Board/Colleges - Challan Types - Workflow - Evaluation Sheets Templates - Email Templates - SMS Template - Email/SMS Broadcast - Policies - Course Registration - Withdraw - Attendance Mark - Student Promotion
19	Security	- Role Based Access Control - Users, Groups and Roles - Multiple Levels of Authorization - Configurable Approval Workflows