

Rashid Latif Dental College

1. ONLINE TEACHING POLICY

According to HEC online teaching guidelines universities /colleges during Covid-19 Pandemic lockdowns were to continue teaching via various distance learning approaches e.g.; internet, one-way or two-way transmissions by open broadcast, closed circuit, cable, broadband lines, fiber optics, audio-conferencing, wireless communication devices or sharing CDs for students without internet access. Based on these guidelines following Online Teaching Policies & Procedures were devised at Rashid Latif Dental College striving for Exemplary Quality Tier of HEC.

HEC BASED QUALITY TIERS FOR ONLINE TEACHING

Basic: Requirements met superficially. Difficult to access course info, or interact with faculty or students

Effective: Requirements met substantively. The system optimizes access, links to evaluation, accepts diversity, encourages feedback

Exemplary: Requirements met in letter and spirit. In addition, there is a continuous learning system involving both students and faculty

PURPOSE

The purpose of the policy is to continue teaching & learning activities at RLDC within the constraints of Covid-19 Pandemic forced closure of educational institutions by the government. The policy will provide guidelines related to management of online teaching as in adequate and comprehensive technology infrastructure, IT support, faculty readiness, student issues, availability of digital library and training of other staff.

ONLINE TEACHING POLICY& PROCEDURES

2.1 During Covid-19 Lockdown the governance will be via "Online Academic Council" for approving online teaching, faculty & staff involved, as well as to rule upon any complaint or disputes.

2.2 DME committee will oversee all requirements for online teaching to be implemented.

2.3 Learning can be synchronous, asynchronous or even a blend of both depending on content and context of online teaching.

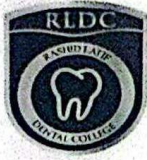
2.4 Faculty involved in online teaching will be trained accordingly over time.

2.5 Student's training for online teaching will be carried out as well.

2.6 IT Helpdesk (IT@rlmc.edu.pk) will be functional 24/7 to support faculty and students for smooth running of online education.

2.7 Online internal assessments will be carried out using Google class room / Microsoft Teams. To make internal assessment fool proof, students will be required to turn on cameras.

2.8 Online lectures will be delivered using Google meet / Microsoft Teams.



Rashid Latif Dental College

2.09 Digital contents / study material will be shared with students via using RLDC web portal (LMS).

2.10 Remote Attendance will be carried out using RLDC web portal (LMS) within the lecture time.

2.11 Online teaching schedule will be available on RLDC web portal (LMS) (<https://cms.rlk.com.pk/time> table) and student's Mobile Apps.

2.12 Regular faculty and students' feedback of online teaching systems will be conducted.

2.13 Quality assurance systems will be ensured for online teaching & learning.

2.14 Online teaching policy & procedures will be reviewed as is required and any amendments and improvements carried out in collaboration with Quality Assurance committee recommendations.

2. ONLINE TEACHING PROCEDURES

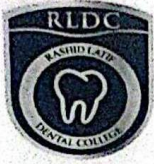
a. Online Academic Council was notified (Annexure 1) and 1st meeting via Skype conducted (Annexure 2: Minutes of meeting) to oversee the policy & procedures necessary for mandatory (Covid-19 Pandemic Lockdown) online teaching.

b. DME will implement the online teaching policy & procedures in collaboration with the departments for fulfilling the necessary requirements. The committee will oversee the various online modalities to be incorporated in consultation with IT department for teaching and assessments. The various departmental heads will be given the autonomy to use from the online supports as is appropriate for their subject matter. The committee will have regular meetings (Annexure 3) online / in person to constantly oversee any issues, obstacles or challenges faced during online teaching.

c. Hands on faculty training for online teaching during lockdown may be difficult, however, IT will carry out demos to give them the basic concepts of using the online tools for teaching. (Annexure 4) When opportunity arises for on premises, faculty training will encompass hands on training in Green IT lab. (Annexure 5) During online teaching a junior faculty will be supported by a senior faculty to streamline any issues. Keeping in mind internet connectivity may be deficient on student side, therefore, where feasible faculty should use the recording option to support learning. Faculty User ID for Google Meet & Microsoft Teams will be created for all those involved in online teaching.

Clinical subject faculty keeping in mind that ward rotations will be disrupted should concentrate on conducting theoretical content online. If feasible clinical ward teaching should be instituted utilizing online tools. Laboratory and practical work demo may be video recorded of appropriate content by basic subjects to put up online. Teachers can utilize social media for online teaching if feasibly appropriate for content like Facebook, YouTube, WhatsApp groups for each class and share digital content and resources.

d. Students User ID of classes already in use for Academic information portal will be utilized. Those classes lacking will have User ID made on urgent basis. Students should be oriented with



Rashid Latif Dental College

online teaching modalities class wise taking support from departmental faculty and IT. Regular feedback will be taken from student's online forms can be utilized. Those students facing internet and connection issues will be provided if feasible with recording of lectures as well as CDs can be posted.

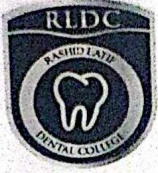
e. IT Helpdesk (IT@rlmc.edu.pk) will be ensured for both students and faculty. The online software modalities starting with Google classroom, Google Meet and further Microsoft Teams will be in use. With approval from OAC further internet upgradations will be carried out as is required for advancement of better online teaching (Annexure 6). Online learning using VTP (Virtual Teaching Platforms) or LMS (Learning Management Systems) will be incorporated. IT department will manage teacher's portal, student's portal, online assessments uploading, online result preparation and other announcements & attendance management. IT Helpdesk will be available during any online departmental activity. All information regarding online teaching will be available on RLDC Web portal (<https://cms.rlk.com.pk/time-table>) for students and faculty.

f. Timetables for online teaching will be made according to department needs for online content. (Annexure 7)

g. Feedback of online modalities used in 1st phase will be taken from faculty and students by sending link. (Annexure 8) Further as online teaching continues feedback regarding the teaching strategies as well of faculty involved in online teaching will be taken.

h. Assessments will be carried out using the formats available as in MCQ, SEQ, assignments according to subject to be assessed by different departments. With IT support online assessments will be conducted maintaining academic integrity and transparency in line with a fair standard and objectivity. The full report of time and tool for assessments of each department will be sent to Assessment Committee.

i. Quality assurance systems for online teaching will be conducted by Quality Assurance Committee.



Rashid Latif Dental College



**GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

Dated Lahore, the 28th March, 2020

Phone: 99210031
E-mail: pphed092@gmail.com

NOTIFICATION

SO(Admn)Misc./2020: In pursuance of Government of Pakistan, Ministry of Federal Education & Professional Training Notification No.F.1-1/2020-FE&PT dated 27.03.2020, all Universities and Colleges (Both Public & Private) including Autonomous Colleges of the Higher Education Department in Punjab, will remain closed till 31.05.2020 in the backdrop of Pandemic of COVID-19. The closure will be treated as Summer Vacations.

**SECRETARY
HIGHER EDUCATION DEPARTMENT**

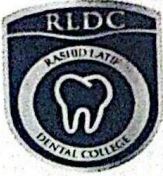
NO. & DATE EVEN:

A copy is forwarded for information and further necessary action to:-

1. The Principal Secretary to Chief Minister.
2. The Secretary to Governor, Punjab.
3. All the Vice Chancellors of Public/Private Universities in Punjab.
4. All the Additional Secretaries, in Higher Education Department.
5. DPI (Colleges), Punjab, Lahore.
6. All the Chairpersons of BsISE in Punjab.
7. All the Deputy Secretaries, Higher Education Department.
8. All the Directors of Education (Colleges) in Punjab.
9. All the Principals of Public/Private Colleges, in Punjab.
10. PS to Chief Secretary, Punjab.
11. PSO to Minister for Higher Education Department.
12. PS to Secretary, Higher Education Department.
13. Office order file.


(MIAN AZHAR SIDDIQUE)
SECTION OFFICER (ADMN)

Scanned with CamScanner



Rashid Latif Dental College

ANNEXURE 1 (NOTIFICATION)

**TO BE PUBLISHED IN THE NEXT ISSUE
OF THE WEEKLY GAZETTE OF PAKISTAN PART-I**

No.F.1-1/2020-FE&PT
Government of Pakistan
Ministry of Federal Education & Professional Training
◀◀◀◀◀◀

Islamabad, 27th March, 2020

NOTIFICATION

In continuation of this Ministry's Notification of even number dated 19th March, 2020 and in the backdrop of pandemic of COVID-19, National Coordination Committee on the recommendations of Inter Provincial Education Minister's Meeting held on 26th March, 2020, has decided that all the education institutes in the country including public and private schools, colleges, universities and madaris shall remain close till 31st May, 2020. The closure will be treated as Summer Vacations.

2. This issues with the approval of the competent authority.

The Manager,
Printing Corporation of Pakistan Press
Stadium Road
Karachi


(Kanwal Javed)
Deputy Secretary (Admn)

Copy to:

1. Additional Secretary-I, Prime Minister Office, Islamabad
2. All Provincial Secretaries, Education Department, Punjab, Sindh, Khyber Pakhtunkhwa, Balochistan, AJK, Gilgit-Baltistan
3. Chairman, HEC, Islamabad
4. Director General, FDE, Islamabad
5. Chairperson, PIERA Islamabad
6. Chairman, FBISE, Islamabad
7. Secretary, IBCC, Islamabad
8. PSO to Federal Minister for FE&PT
9. SPS to Secretary, FE&PT
10. SPS to Additional Secretary, FE&PT

SHAHED
MPL
27/3

Scanned with CamScanner