



Altamash Institute of Dental Medicine

Department of Medical Education

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01			

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1. Purpose

The Online Education Policy applies to all faculty and staff engaged in the delivery of online education courses or classes, and students registering for, enrolled in, and receiving credit for online education courses or programs at Altamash Institute of Dental Medicine (AIDM)

The administrative policies and procedures for online learners are the same as those that govern the on-campus students.

2. Scope

The scope of this policy includes undergraduate, postgraduate and continuing professional development programs being offered by AIDM.

3. Membership in Online Education Committee

The term of membership is one academic year to be renewed by the Principal, AIDM. All members will be approved by the competent authority of AIDM. The committee will be chaired by the Principal or Vice Principals.

4. Policy statement

4.1. Governance

The Academic Council (AC) oversees the quality of online academic courses. The role is to certify online courses after approval from respective department heads (DH). Every online course must be approved by the AC before it is offered. The Council reports directly to the Chair of Academic Council (Principal, AIDM).

4.2. Accessing Course Content

Courses will be delivered primarily through a learning management system and online platforms such as Google Classroom, MOODLE, Zoom, Microsoft Teams etc. The department of Information Technology is responsible for ensuring that the platform contains no barriers, is user friendly, has no ethical issue, no threat to confidentiality of data and is both usable and accessible by everyone. All students enrolled in online courses must have active Google email accounts or institutional accounts if required.

4.3. Assigning Credit-Hour Value to an Online Course

Ordinarily, an online course will be directly comparable to a specific on-campus course. The appropriate academic authority (normally, the Medical Education Department with Department Head) will verify the level of parity between the online and the on-campus course and will assign to the online course the same credit-hour value as held by the corresponding on-campus course. In the case of a new course, the credit-hour value will be established by review of the course syllabus according to the HEC criteria. Online courses will be assigned credit hours based on time spent in asynchronous or synchronous means of instructional interaction.

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4.4. Online Attendance Policy

Student attendance in online classes maybe based on **active participation** or logging in the class with the student identity. Online classes should have a mechanism for student participation, which can be documented by any one or all of the following:

- Login
- Completion of tests or quizzes
- Submission/completion of assignments

The student is solely responsible for checking updates related to the class.

4.5. Online Faculty/Student Communication Policy

The institutional head should develop a communication policy at the beginning of the semester/ academic year and disseminate it through the AIDM website.

4.6. Assigning a Faculty Member to Teach an Online Class

The head of the department is responsible for assigning faculty members to teach online classes according to the policy of the respective accreditation bodies.

4.7. Online Instructor Qualification Policy

All faculty teaching online classes must have attended a training program offered by the department of IT & Department of Medical Education.

Certificates need to be issued to the faculty for attending the training programs.

4.8. Intellectual property right

The originality of the teaching material is the sole responsibility of the individual faculty member and not of the Institute

4.9. Course Evaluation

The online courses will be evaluated during and after completion of the course as per AIDM policy for regular on campus face to face sessions.

4.10. Back-up plan and SOPs for emergency remote teaching (ERT)

The institution is committed to ensuring uninterrupted access to quality education during emergencies. All departments must be prepared to activate remote teaching modalities in a timely and effective manner as per this policy.

Principal shall authorize the activation of ERT. Emergency notification shall be issued within 24 hours of the triggering event. All classes shall transition to remote delivery within 48 hours. A central coordination team comprising academic, IT, and administrative representatives shall manage the transition.

4.10.1. Preparedness Measures

- Each academic department must maintain digital versions of course materials on the online platform or LMS.

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- Faculty must undergo periodic training in online teaching tools and methodologies.
- The IT department shall ensure that core digital platforms (e.g., LMS, video conferencing) are operational and secure.
- A backup communication plan (email, SMS, LMS, WhatsApp groups) shall be in place to reach all students and staff promptly.

4.10.2. Modes of Delivery

- Instruction shall utilize a combination of asynchronous and synchronous methods.
- Faculty shall ensure that content is accessible to students with low-bandwidth or limited digital access.
- Recordings of live sessions shall be uploaded for asynchronous access.

4.10.3. Student Engagement and Assessment

- Assignments, quizzes, and exams shall be adapted for online delivery, emphasizing flexibility and academic integrity.
- Faculty shall provide regular feedback and maintain virtual office hours.
- Attendance and participation shall be tracked via the LMS and session logs.

4.10.4. ERT Monitoring and Evaluation

- Weekly reports on academic continuity shall be submitted by departments to the DME.
- A post-emergency review shall be conducted to evaluate the effectiveness of ERT and update the policy as needed.
- Student and faculty feedback shall be incorporated into improvement strategies.

5. SOPs for Review and Approval of Online Courses

The Academic Council (AC) is to ensure the quality assurance process for online courses recommended by the Higher Education Commission.

The procedure given below should be followed:

5.1. The AC should initially meet once a week and then it can decide the frequency based on work load.

Every Departmental Head for all constituent institutions must:

- 5.2. ensure that every course follows the guidelines given by HEC for 'Course Readiness' (please consider Forms A & D as checklists)
- 5.3. adjudicate disputes and complaints received from students and faculty
- 5.4. certify the suitability of every course (Form A)
- 5.5. send the certified course to the DH for final approval and certification
- 5.6. If the DH finds a course unsatisfactory he sends it back to the concerned Module coordinator for improvement. This must be a documented process. *Under no circumstances must an unsatisfactory course be put online.*

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- 5.7. Once the DH finds a course to be satisfactory, s/he fills and signs the coursesatisfaction form (Please refer to Form B) and emails it to the AC.
- 5.8. The DH uploads the course/learning material in the designated space on Google class created by the in-charge IT
- 5.9. During the meeting, the AC reviews and approves (or otherwise) the courses that are submitted by the DH.
- 5.10. If the AC finds the course to be satisfactory, the AC Chair will sign the AC certificate of clearance (Form C) and email it to the relevant DH.
- 5.11. if the AC finds the Course to be unsatisfactory, the committee will inform the DH who will then take it back to the concerned faculty for corrections and resubmission
- 5.12. The secretary AC maintains the minutes of the meetings and circulates them to all AC members with copy to the QEC, DME and the Principal AIDM.
- 5.13. The AC will randomly review teaching material and if the AC finds the teaching sessions to be unsatisfactory, the committee will inform the DH who will then take it back to the concerned faculty for corrections and resubmission
- 5.14. The QEC will conduct the evaluation of all online courses and submit a summary report to the respective DH.

6. Responsibilities:

The policy ownership lies with the Department of Medical Education and approvals will be taken through Academic Council, AIDM.

7. Revision/Modification History & Frequency:

7.1. Review Policy

The policy will be reviewed if new guidelines are issued by the regulating and controlling authorities. However, the owner/custodian of the policy may request for a revision based on emerging needs and with the approval from competent authority.

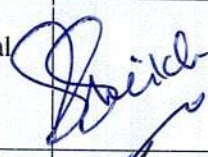
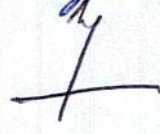
7.2. Custodian of the policy

A formal approval will be required if a policy is revised more than 25%. Director QEC and DME would determine the percentage of revision in consultation with the custodian of policy.

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Appendix
Forms for evaluation of teaching material

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FORM A

This is to be used by the heads of departments (HoD) to evaluate courses. Once s/he finds a course satisfactory, the HoD should email the form given below to the IH.

CHECKLIST FOR ONLINE COURSE READINESS

Every course must have a course description which must include the following information and rating:

KEY: 3= good, 2 = satisfactory, 1 = unsatisfactory, 0 = not applicable

Please tick in the cell that is closest to your opinion. If a course is graded 1 in more than one category, it must be scrutinized by the QEC. Such a course must not be sent to the DH.

	Criteria	3	2	1	0
1	Introduction to the course with aim, relevance and outcome				
2	Learning Objectives				
3	Course pre-requisites				
4	Attendance and its monitoring policy. Attendance requirement				
5	Guidelines, Rules and contact hours				
6	Time tables/ schedule				
7	Readings/ Bibliography				
8	Quality of video lectures/ sessions				
9	Quizzes/ tests • Formative • End of course exam (summative)				
10	University grading policy (if required)				
11	Procedure for course evaluation				
12	Certification eligibility and process				

Final decision (please tick in front of any one):

- No changes needed and can be offered.
- Needs minor corrections and can be offered
- Needs major revision and cannot be offered in the present form

Name and Sign of certifying authority: _____

Date: _____

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FORM B

This is to be used by the DH to certify courses. If the DH finds a course to be minimally satisfactory, he/she should email the form below to the Chair AC.

COURSE SATISFACTORY CERTIFICATE

I hereby certify that the following course is satisfactory in quality and should be uploaded for implementation.

1	Department Name	
2	Program Title	
3	Academic year	
4	Course Title	
5	Course Duration	
6	Course Starting date (proposed)	
7	Course Ending date	

Name of the course Director: _____

Signature: _____

Date: _____

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FORM C

This is to be used by the AC to certify courses. If the AC finds a course to be minimally satisfactory, he/she should email the form below relevant DH for uploading.

COURSE CLEARANCE CERTIFICATE

I hereby certify that the following course is satisfactory/unsatisfactory in quality and should/should not be uploaded for implementation.

1	Name of the Department	
2	Program Title	
3	Academic year	
4	Course Title	

Academic Council Chair Name: _____

Sign: _____

Date: _____

FORM D:

FORM FOR REVIEWING AN ONLINE LECTURE/VIDEO/ TUTORIAL

This form is mandatory for use by the respective Department Head or his/ her nominee for approving the online teaching readiness. The filled form and the record of approval/rejection should be maintained by the DH. The AC may ask for the record if required.

Every lecture should be reviewed on the following aspects:

KEY: 3= good, 2 = satisfactory, 1 = unsatisfactory, 0 = not applicable.

If a lecture is graded 1 in more than one category, it must be scrutinized by the head of the department. Such a lecture must be revised and re-reviewed.

	Criteria	Standards	3	2	1	0
1	Introduction	There is a slide/statement informing the rationale of the lecture and how the lecture topic is related to prior and future learning				
2	Learning Objectives	Learning objectives are aligned with the course outcomes				
		Learning objectives are clearly defined and measurable				
3	Content	aligned to the learning objectives				
		appropriate for the level of the learner				
		based on current (up-to-date) knowledge				
		explains the concepts that are presented in textbooks (1) and is more than that in the textbook (2) with references (3)				
4	Organization	The content of the session is logically presented				
5	Presentation Slides	The text is readable (font size & color do not make it difficult to read)				
		The slides are not very busy i.e. overloaded with text/pictures				
6	Video Recording	Clear and audible				
		Is smooth, without unnecessary pauses, word repetitions or other technical issues				
7	Voice	Is clear, understandable and audible				
8	Readings	Relevant and Additional readings are listed				
9	Quiz/ test	The quiz/test is relevant to the content.				
		Feedback is given on the quiz/test				

Final decision (please tick in front of any one):

- No changes needed and can be offered.
- Needs minor corrections and can be offered
- Needs major revision and cannot be offered in the present form

