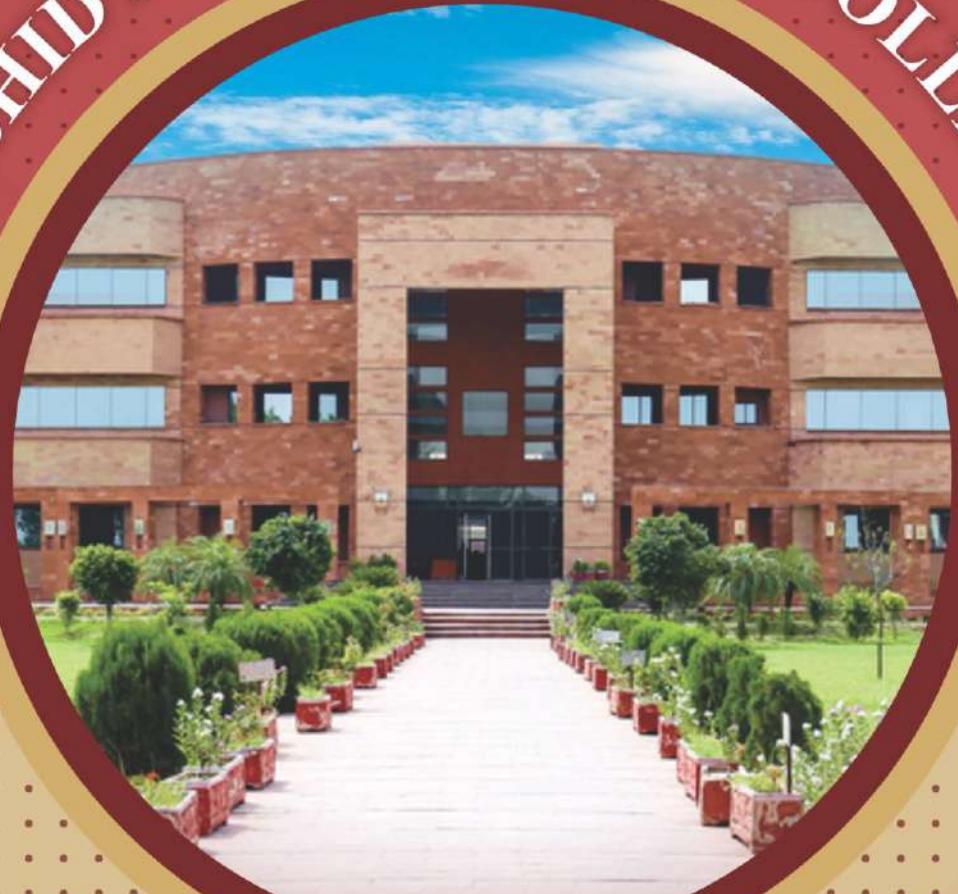




RASHID LATIF MEDICAL COLLEGE



**CURRICULUM COMMITTEE RLMC**

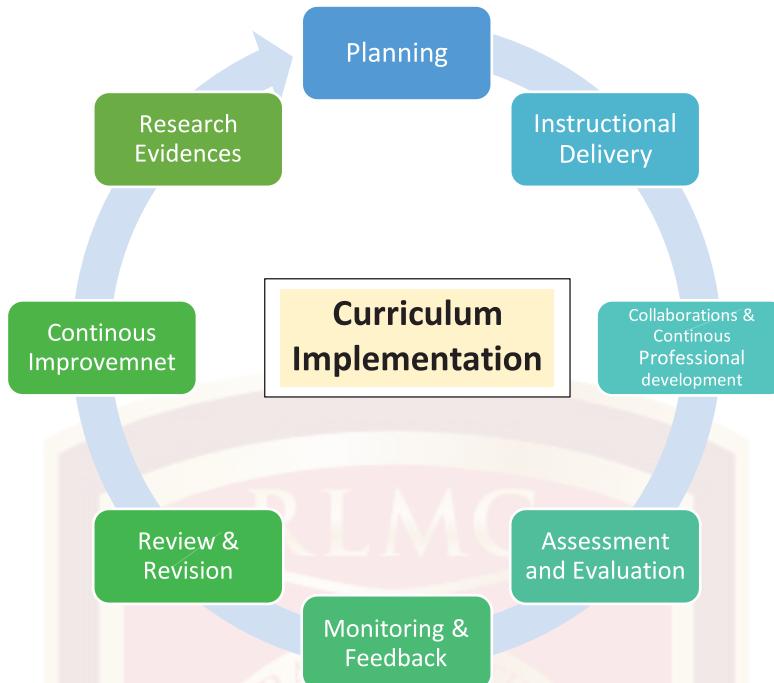
**FACULTY  
HANDBOOK**



## **CURRICULUM COMMITTEE**

**Introduction:** The Curriculum Committee of RLMC is dedicated to supporting faculty in organizing the undergraduate program, encompassing educational content, program management, and assessment.

<b>Objectives</b>
<b>Curriculum Planning:</b> Develop and implement the curriculum for the five-year MBBS program at the institutional level, aligning with PMDC and UHS guidelines.
<b>Teaching Methodologies:</b> Specify appropriate teaching methodologies to achieve desired educational outcomes.
<b>Timetable and Academic Calendar:</b> Prepare timetables, academic calendars, and planners in coordination with the Time Table Committee.
<b>Assessment Process:</b> Establish and review the process for formative and summative assessments of all subjects using various assessment tools, in coordination with the Assessment Committee and Examination Department.
<b>Problem Resolution:</b> Communicate, discuss, and resolve challenges related to curriculum implementation and delivery.
<b>Curriculum Review:</b> Regularly review the curriculum to ensure educational and institutional outcomes are achieved.
<b>Continuous Improvement:</b> Evaluate the program throughout the year for continuous improvement based on feedback reports.
<b>Recommendations:</b> Provide suggestions regarding curriculum enhancements to the Principal for further discussion in the Academic Council.



## DELIVERY OF CURRICULUM

The academic period starts, marking the beginning of the curriculum delivery process.

**Course Planning and Preparation:** Faculty members collaborate to plan and prepare the curriculum for their respective courses.

**Development of Teaching Materials:** Faculty creates or updates teaching materials, including lectures, assignments, and other resources.

**Faculty Training if Necessary:** If there are new teaching methodologies, technologies, or updates in the curriculum, faculty members undergo training.

## BEGINNING OF THE BLOCK

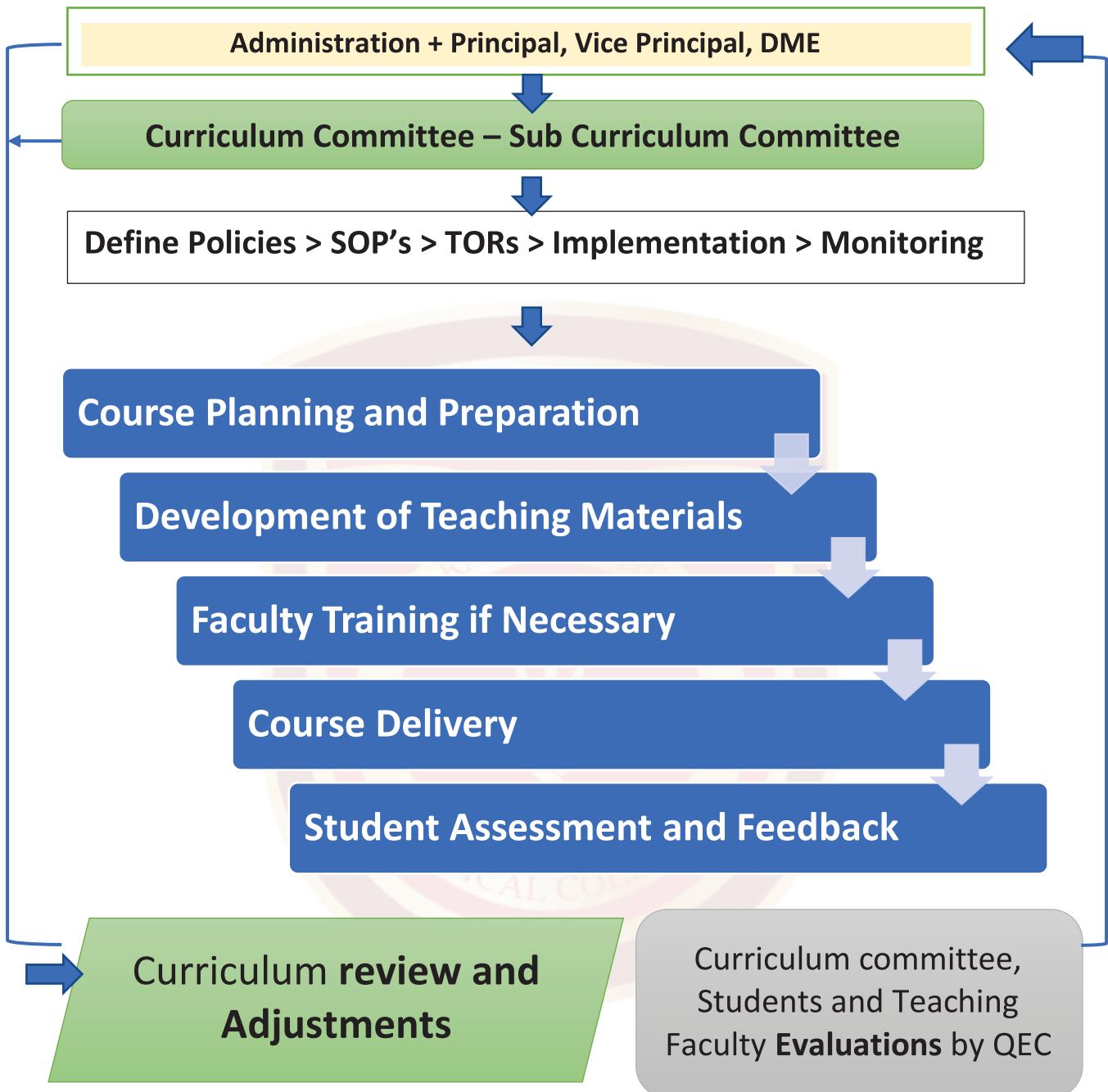
**Course Delivery (Lectures, Labs, Workshops, etc.):** Faculty delivers the planned curriculum through various teaching methods.

**Student Assessment and Feedback:** Continuous assessment of students' progress and feedback mechanisms are implemented to gauge the effectiveness of the curriculum.

**Curriculum Review and Adjustment:** Faculty and curriculum committees review the curriculum periodically, considering feedback, changes in educational standards, and emerging trends.

**End of Block/module:** The current semester concludes, and faculty members finalize grading and assessments.

**Faculty Evaluation:** Evaluation of faculty performance is conducted, taking into account teaching effectiveness, student feedback, and other relevant criteria.





## **Terms of Reference (TORs) for the Curriculum Committee**

**Introduction:** The Curriculum Committee of RLMC is dedicated to supporting faculty in organizing the undergraduate program, encompassing educational content, program management, and assessment.

<b>Objectives</b>
<b>Curriculum Planning:</b> Develop and implement the curriculum for the five-year MBBS program at the institutional level, aligning with PMDC and UHS guidelines.
<b>Teaching Methodologies:</b> Specify appropriate teaching methodologies to achieve desired educational outcomes.
<b>Timetable and Academic Calendar:</b> Prepare timetables, academic calendars, and planners in coordination with the Time Table Committee.
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<b>Problem Resolution:</b> Communicate, discuss, and resolve challenges related to curriculum implementation and delivery.
<b>Curriculum Review:</b> Regularly review the curriculum to ensure educational and institutional outcomes are achieved.
<b>Continuous Improvement:</b> Evaluate the program throughout the year for continuous improvement based on feedback reports.
<b>Recommendations:</b> Provide suggestions regarding curriculum enhancements to the Principal for further discussion in the Academic Council.

## **Terms of Reference (TORs) or Standard Operating Procedures (SOPs) for Curriculum Committee:**

- Develop and implement the curriculum for the MBBS program.
- Align curriculum with guidelines from relevant regulatory bodies (e.g., PMDC, UHS).
- Specify teaching methodologies to achieve educational objectives.
- Prepare timetables and academic calendars in coordination with the Time Table Committee.
- Establish assessment processes and tools for formative and summative evaluations.
- Review and revise curriculum periodically to ensure relevance and effectiveness.
- Address challenges related to curriculum implementation and delivery.
- Evaluate program performance based on feedback and data analysis.
- Recommend curriculum enhancements to the Principal for Academic Council discussion.
- Ensure documentation of meeting minutes and procedural formalities.
- Disseminate meeting minutes within specified timelines.
- Collaborate with relevant departments and stakeholders as needed.



## **Working of Curriculum Committee**

<b>Timeline</b>	<b>Activity</b>	<b>Responsible Person</b>	<b>Responsibility</b>
January	Review previous year's curriculum outcomes	Convener	Assess effectiveness and identify areas for improvement
February	Schedule meeting for curriculum planning	Chairperson	Call for a meeting
February	Curriculum planning meeting	Chairperson	Chair the meeting, discuss curriculum revisions and teaching methodologies
February	Disseminate meeting minutes	Secretary	Share minutes within 5 days of the meeting
March	Finalize curriculum revisions	Convener	Ensure alignment with PMDC and UHS guidelines
April	Plan timetables and academic calendars	Convener & Time Table Committee	Coordinate with Time Table Committee to finalize schedules
May	Coordinate with assessment committee	Convener & Assessment Committee	Establish assessment processes and tools
June	Conduct mid-year curriculum review	Chairperson & Convener	Evaluate progress and address any challenges in curriculum implementation
July	Recommend curriculum suggestions	Chairperson	Present recommendations to the Principal for discussion in the Academic Council
August	Mid-term curriculum evaluation	Chairperson & Convener	Review curriculum outcomes and make adjustments as needed
September	Review feedback reports for improvement	Convener	Assess feedback from faculty and students for continuous improvement
October	Finalize end-of-year curriculum assessment	Convener & Assessment Committee	Coordinate with assessment committee for summative assessments
November	Curriculum review meeting	Chairperson	Chair the meeting to review curriculum outcomes and plan for the next academic year
November	Disseminate meeting minutes	Secretary	Share minutes within 5 days of the meeting
December	Prepare for upcoming academic year	Convener & Chairperson	Plan curriculum implementation, teaching methodologies, and assessment strategies for the next academic year



## **Roles And Responsibilities**

Chairperson	Supervise the overall performance of the committee.
Convener	Ensure smooth implementation and execution of the curriculum in basic and clinical sciences respectively.
Secretary	Prepare agendas, record, maintain, and disseminate minutes of meetings within 5 days.

These TORs guide the Curriculum Committee in effectively planning, implementing, and assessing the undergraduate program to ensure alignment with educational standards and institutional objectives.



## **Terms of Reference (TORs) for Academic Calendar & Time Table Committee:**

**Introduction:** This committee is responsible for developing and revising academic calendars and timetables for all MBBS classes at RLMC medical college in collaboration with basic and clinical science departments.

**Objectives:** Develop, review, and finalize timetables and academic calendars in line with PMC and UHS guidelines.

### **Working:**

- Chairperson schedules and conducts meetings, assigns roles, and ensures implementation of decisions.
- Class coordinators liaise with subject departments for coordination.
- Secretary records, maintains, and disseminates meeting minutes and attendance records.
- Committee operates for a one-year term.
- Meetings held at convener's office or conference room, initially at the start of each academic year and as needed thereafter.
- Minutes shared with participants and Medical Education Department within one week.

### **Evaluation & Review:**

- Annual review of TORs with necessary changes.
- Regular meetings held at least twice a year with 90% attendance maintained.
- Additional meetings called as required to address issues.
- Recommended changes forwarded to Academic Council for final approval.



## **Tasks and Responsibilities Curriculum & Time Table Committee**

Activity	Person Responsible	Time lines	Monitoring Responsibility
Communication of deadlines for development of study guides	Respective curriculum year in charges	<b>4 weeks before the start of block</b>	Co-chair curriculum committee & DME Incharge
Working and submission of Time tables	Respective Block in charges (1 <sup>st</sup> & 2 <sup>nd</sup> year) Year Incharge (clinical years)	Finalized Timetables with Signatures should be submitted to DME <b>2 weeks before the start of module.</b>	Co-Chair curriculum committee
Uploading of timetables on CMS	DME- coordinators DME Data entry operator	Should be submitted <b>1 week before the commencement of classes</b> (As per deadlines)	DME Incharge
Course delivery	Respective Faculty member	As per timetable	Curriculum Year Incharge DME Incharge
Lecture attendance uploaded by the department	Respective Faculty member	By the <b>end of the day</b>	Student affairs
Attendance monitoring / lecture	Student Affairs	Daily report at the end of day	Student affairs
Uploading of learning material on CMS	Respective HODs & E-Coordinators of respective years	Immediately <b>after the lecture or within 24 hours of lecture</b> commencement at the latest.	Curriculum year Incharge
As per schedule time table, adherence to timetable	Block/year Incharge	Block Incharge will submit the report <b>1 day after the end of each module</b> (1 <sup>st</sup> & 2 <sup>nd</sup> year) For Clinical years (monthly report will be submitted- <b>1<sup>st</sup> week of every month</b> )	Curriculum year Incharge
Feedback from students	Program Evaluation Committee	<b>Last day</b> of every module/session	Co-Chair curriculum committee DME Incharge
Feedback from faculty	Program Evaluation Committee	At the end of block (1 <sup>st</sup> & 2 <sup>nd</sup> year) Quarterly / year (3 <sup>rd</sup> , 4 <sup>th</sup> , final year)	Co-Chair curriculum committee DME Incharge
Debriefing & curriculum review meetings	DME Incharge + Curriculum year Incharge + Block Incharge	<b>1 week after the block /session finishes</b>	Chair & Co-Chair curriculum committee
Next Meeting of new block commencement	Curriculum committee	<b>3 weeks before the start of module</b>	Chair & Co-Chair curriculum committee



### **Curriculum Committee RLMC -2024**

<b>Name</b>	<b>Position</b>	<b>Department</b>
Principal	Chairperson	Principal RLMC
Vice Principal	Co- Chairperson	Vice Principal RLMC
Director Medical Education	Member/Secretary	Medical Education (Secretary)
Professor	Member (1 <sup>st</sup> year Incharge)	Anatomy
Professor	Member (2 <sup>nd</sup> year Incharge)	Biochemistry
Professor	Member (3 <sup>rd</sup> year Incharge)	Pathology
Professor	Member (4 <sup>th</sup> year Incharge)	Community Medicine
Professor	Member (Final year Incharge)	Medicine
Professor	Member	Medicine
Professor	Member	Pharmacology
Professor	Member	Surgery
Professor	Member	ENT
Professor	Member	Obs & Gynae
Professor	Member	Eye
Professor	Member	B.S/Psychiatry
Professor	Member	Paediatrics
Students	Member	CR&GR 1 <sup>st</sup> Year MBBS
Students	Member	GR 2 <sup>nd</sup> Year MBBS
Students	Member	CR & GR 3 <sup>rd</sup> Year MBBS
Students	Member	CR & GR 4 <sup>th</sup> Year MBBS
Students	Member	CR & GR 5 <sup>th</sup> Year MBBS

Professor	Advisor	Physiology
Professor	Advisor	Pathology
Professor	Advisor	Surgery
Professor	Advisor	Radiology



**Sub Curricular/Academic Calendar / Timetable Committee -2024**

Name	Position	Department
Principal	Chairperson	Principal/ Paediatrics
Vice Principal	Vice Chairperson	Physiology
Director Medical Education	Secretary	Medical Education
<b>1<sup>st</sup> YEAR MBBS</b>		
BLOCK	<b>Block Incharges</b>	
BLOCK-I	Associate Professor	
BLOCK-II	Associate Professor	
BLOCK-III	Associate Professor	
<b>2<sup>nd</sup> YEAR MBBS</b>		
BLOCK	<b>Block Incharges</b>	
BLOCK-I	Associate Professor	
BLOCK-II	Associate Professor	
BLOCK-III	Associate Professor	
<b>3<sup>rd</sup> YEAR MBBS</b>		
Pharmacology	Professor	
Pathology	Professor	
Forensic medicine	Professor	
Behavioral Science	Professor	
<b>4<sup>th</sup> YEAR MBBS</b>		
Pathology	Professor	
Community Medicine	Associate Professor	
Eye	Professor	
Ent	Professor	
<b>Final YEAR MBBS</b>		
Surgery	Professor	
	Professor	
Medicine	Professor	
	Professor	
Paediatrics	Associate Professor	
Obs&Gynae	Professor	



<b>Sr. No.</b>	<b>Committee Titles</b>	<b>Pg. no.</b>
1.	Mission & Vision Committee	03
2.	Quality Assurance Cell/ Programme Evaluation Committee	04
3.	Research Committee	09
4.	Journal Club/CPC Committee	17
5.	Students Research Society	19
6.	Mentoring & Monitoring Committee	22
7.	Anti-Harassment Committee	28
8.	Grievance Redressal Committee	30
9.	Faculty Affairs Committee	31
10.	Co-Curricular/Extra-curricular activities	32
11.	Student Affairs/E-Coordinators Committee	34
12.	Disciplinary Committee	36
13.	CME/FDP Committee	40



## **MISSION & VISION COMMITTEE**

**Mission & Vision Committee** is hereby reconstituted with the following members.

<b>Mission &amp; Vision Committee</b>		<b>Department</b>
Principal RLMC	Chairperson	Principal
Vice Principal RLMC	Co-Chairperson	Vice Principal
Director Medical Education	Convener	Medical Education
Professor	Member	Surgery
Professor	Member	Community Medicine
Professor	Member	Biochemistry
Student	Member	Final Year MBBS Student

### **TORs of Mission & Vision Committee**

The Mission & Vision Committee's Terms of Reference (TORs) include:

1. The convener will schedule meetings based on recommendations from the academic council or curriculum committee.
2. Meetings will be convened as needed, following the report and analysis of the program evaluation committee, regarding the revision of vision, mission, and outcomes.
3. The committee will revise the vision, mission, or outcomes to align with those of the University of Health Sciences and as per recommendations from the Pakistan Medical and Dental Council.
4. The convener of the committee will maintain records of meeting minutes and procedural formalities. Meeting minutes will be disseminated within 15 days after each meeting.



## **QUALITY ASSURANCE CELL/ PROGRAMME EVALUATION COMMITTEE**

**Quality Assurance Cell/ Programme Evaluation Committee** is hereby reconstituted with following members.

<b>Quality Assurance Cell/ Programme Evaluation Committee</b>		<b>Department</b>
Principal	Chairperson	Principal
Vice Principal	Co-Chairperson	Vice Principal
Professor	Director	Pathology
Professor	Assistant Director	Pathology
Professor	Member	Obs & Gynae
Associate Professor	Member	Obs & Gynae
Associate Professor	Member	Community Medicine
Coordinator	Member	Quality Assurance Cell
Coordinator	Data Entry Operator	Quality Assurance Cell

<b>Position</b>	<b>Responsibility</b>
Director	Review and approve the meeting agenda Ensure that meeting objectives align with department goals Address any urgent or critical matters raised during the meeting Oversee the implementation of decisions made during the meeting Review and provide feedback on the meeting minutes
Assistant Director	Prepare the minutes of the meeting Communicate important decisions or updates to relevant stakeholders
Coordinator	Email meeting notice and agenda
Coordinator	Disseminate minutes after approval
Data Entry Operator	Assist Coordinator with documentation
Designated Committee Members	Conduct feedback from students, faculty, committees



## **Terms of Reference (TORs) for Program Evaluation Committee**

**Introduction:** The Program Evaluation Committee oversees the evaluation of all committees, student and faculty feedback, and provides comprehensive reports to enhance program effectiveness and quality.

### **Objectives:**

- Evaluate the performance and effectiveness of all committees within the institution.
- Review student and faculty feedback to identify areas for improvement.
- Provide recommendations for enhancing program quality and effectiveness.

### **Responsibilities:**

- Gather feedback from stakeholders, including students and faculty, regarding committee performance.
- Evaluate the effectiveness and efficiency of committee operations and outcomes.
- Analyze feedback data and compile comprehensive reports for institutional review.
- Identify areas for improvement and make recommendations to enhance program quality.
- Monitor the implementation of recommendations and assess their impact over time.

### **Working/Operations:**

- Conduct meetings at the beginning of each academic session to review feedback and evaluate committee performance.
- Analyze data from student and faculty feedback surveys to identify strengths and areas for improvement.
- Collaborate with committee chairs and members to implement recommendations for enhancement.
- Maintain records of meeting minutes and attendance.
- Share meeting minutes and reports with relevant stakeholders within 72 hours of each meeting.
- Ensure a minimum quorum of 1 member, 3 students, and the chairperson/co-chairperson for conducting meetings.

### **Evaluation and Review:**

- Review and evaluate TORs annually to ensure alignment with institutional goals and objectives.
- Assess the effectiveness of recommendations and interventions over time through ongoing monitoring and evaluation processes.



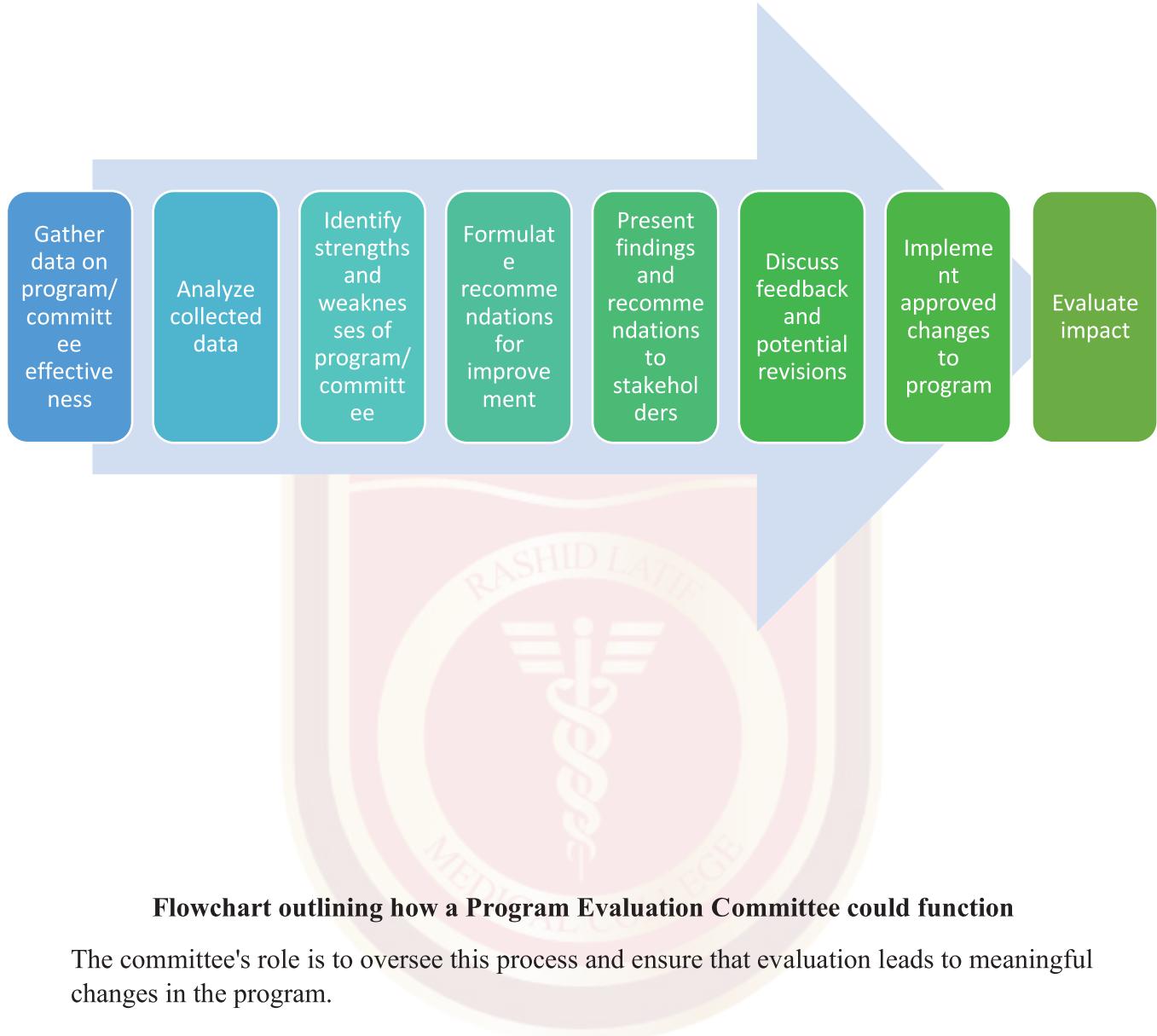
### Timeline for Program Evaluation Committee

Timeline	Activity	Responsible Person	Responsibility		
Beginning of Academic Session	Assessment Evaluation -1	All academic Years	Review feedback and evaluate committee performance	Committee members programme team members of respective department	Gather feedback and assess committee effectiveness
Throughout Academic Session	Assessment Evaluation -2	All academic Years	Review feedback	Committee members programme team members of respective department	Identify strengths and areas for improvement based on feedback data
	Assessment Evaluation -3	1 <sup>st</sup> Year	2 <sup>nd</sup> Year		
After Each Committee Meeting	Compiling of Reports	All academic Years	Compile comprehensive reports	Convenor committee members Data analyst	Document meeting minutes and compile reports for institutional review
Quarterly	Review + recommendation	All academic Years	Monitor implementation of recommendations	DME Committee member Principal/ Vice Principal Chairperson/Convener	Ensure recommendations are implemented and assess their impact over time
Ongoing	Faculty Evaluation	All academic Years	Review feedback + recommendation of respective department	HOD of respective department	
End of Academic Year	Course Evaluation	All academic Years	DME	Programme team member Committee members convenor	Review reports and make recommendations for program enhancement
End of Academic Year	Graduate course feedback	Graduates / House Officer	Monitor + implementation	Committee members	Review reports and make recommendations for program enhancement
End of Academic Year	Alumni Course feedback	Alumni	Monitor + implementation	Committee members	Review reports and make recommendations for program enhancement



**ANNUAL CALENDAR YEAR 2024**

MBBS	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 25
<b>1<sup>ST</sup> Year</b>				Assess ment Evalua tion-1	Report Prepar ation		Ass ess men t Eval uati on-2	Repo rt Prepa ration		Assessm ent Evaluati on-3 Report Prep	Course Evaluatio n Report Prep	Yearly Summar y
<b>2<sup>ND</sup> Year</b>					Assess ment Evalua tion-1	Repo rt Prepa ration			Asses sment Evaluati on-2	Report Preparat ion Course Evaluatio n	Assessme nt Evaluatio n-3	Report Preparat ion Yearly Summar y
<b>3<sup>RD</sup> Year</b>				Assess ment Evalua tion-1	Report Prepar ation			Asses sment Evaluati on-2	Repo rt Prep		Course Evaluatio n Report Prep	Yearly Summar y
<b>4<sup>TH</sup> Year</b>					Assess ment Evalua tion-1	Repo rt Prepa ration				Assessm ent Evaluati on-2 Report Prep	Course Evaluatio n Report Prep	Yearly Summar y
<b>5<sup>TH</sup> Year</b>						Asses sment Evalu ation	Rep ort Prep				Course Evaluatio n Report Prep	Yearly Summar y
<b>Gradu ates</b>											Annual Evaluatio n	Report Preparat ion
<b>Alumni</b>											Annual Evaluatio n	Report Preparat ion



### **Flowchart outlining how a Program Evaluation Committee could function**

The committee's role is to oversee this process and ensure that evaluation leads to meaningful changes in the program.



## **RESEARCH COMMITTEE**

**Research Committee** is hereby reconstituted with following members.

<b>Research Committee</b>		
<b>Name</b>	<b>Position</b>	<b>Department</b>
Professor	Chairperson / Director	Biochemistry
Professor	Co-Chairperson	Community Medicine
Director DME	Convener	Medical Education
Professor	Member	Surgery
Professor	Member	Pathology
Associate Professor	Member	Physiology
Associate Professor	Member	Biochemistry
Research Coordinator	Secretary	Research Cell

### **Terms of Reference (TORs) for the Research Committee**

#### **Meetings**

The Research Committee shall convene regular meetings every third month on a predetermined day, preferably in the second week of the month.

Additional meetings may be called as deemed necessary by the Chairperson or upon request by a majority of the committee members.

#### **Chairperson**

The Dean/Principal or their appointed representative shall serve as the Chairperson of the Research Committee.

The Chairperson shall preside over meetings, set the agenda, and ensure the effective functioning of the committee.

#### **Quorum**

At least 70% of the total committee membership shall constitute a quorum for the transaction of business.

Decisions shall be made by a simple majority vote of members present, with the Chairperson holding a casting vote in case of a tie.

#### **RESPONSIBILITIES**

- Review and assess research papers, proposals, and protocols submitted by faculty and students of RLMC.
- Provide guidance and mentorship to faculty and students on research methodologies, ethical considerations, and grant applications.



- Organize seminars, workshops, and other research-related activities to promote a culture of research within the college.
- Evaluate and endorse faculty research proposals before forwarding them to the **Institutional Review and Ethics Board (IREB)** for final approval.
- Facilitate faculty members in securing grants for national and international conference presentations.
- Foster collaboration with external research institutions and funding agencies to enhance research opportunities and resources for the college.
- Monitor and evaluate the progress of ongoing research activities and projects conducted by faculty and students.
- Submit periodic reports to the Dean/Principal highlighting the committee's activities, achievements, and recommendations for enhancing research endeavors within RLMC.

## **Documentation**

The Research Committee shall maintain accurate records of all meetings, including agendas, minutes, and relevant documentation.

Minutes of meetings and other pertinent documents shall be circulated among committee members and archived for future reference.

## **Amendments**

These TORs may be amended or revised as necessary, subject to approval by the Dean/Principal or the appropriate governing body.

This set of TORs outlines the structure, responsibilities, and operational procedures of the Research Committee, ensuring clarity and accountability in its functioning

<b>Position</b>	<b>Department</b>	<b>Responsibility</b>
Chairperson / Director	Biochemistry	Develop and implement policies and procedures related to research activities, ensuring compliance with institutional and regulatory requirements. Call meetings, provide leadership and guidance
Co-Chairperson	Community Medicine	Assist Chairperson, support committee activities
Convener	Medical Education	Convene committee meetings by following the prepared agenda, Facilitate research discussions and activities
Member	Surgery	Contribute expertise, participate in decision-making
Member	Pathology	Contribute expertise, participate in decision-making
Member	Physiology	Contribute expertise, participate in decision-making
Member	Biochemistry	Contribute expertise, participate in decision-making
Secretary	Research Cell	Organize meetings, document proceedings



## **CONVENER TASKS:**

### **Meeting Coordination:**

- Schedule and coordinate committee meetings, ensuring all members are informed of the date, time, and agenda.
- Ensure meeting venues or virtual platforms are arranged as needed.

### **Agenda Preparation:**

- Work with the Chairperson and other members to develop meeting agendas.
- Gather input from committee members regarding agenda items and prioritize topics for discussion.

### **Communication:**

- Serve as a primary point of contact for committee members regarding meeting schedules, agendas, and other relevant information.
- Communicate with external stakeholders or relevant departments as necessary to facilitate committee activities.

## **DIRECTOR TASKS:**

### **Meeting Facilitation:**

- Lead committee meetings by following the prepared agenda.
- Ensure that discussions stay on track and that all members have the opportunity to contribute.

## **CO-CHAIR TASKS**

### **Progress Monitoring:**

- Keep track of action items and decisions made during meetings.
- Follow up on assigned tasks to ensure progress is made between meetings.
- Provide updates on the status of ongoing projects or initiatives to the committee.

### **Support and Liaison:**

- Offer support to committee members as needed, providing guidance on procedures or addressing any concerns.
- Serve as a liaison between the committee and other relevant bodies, such as department heads or administrative staff.

### **Evaluation and Improvement:**

- Solicit feedback from committee members on meeting processes and effectiveness.
- Identify areas for improvement and propose changes to enhance the efficiency and productivity of the committee.

## **SECRETARY RESEARCH CELL TASKS:**

### **Documentation:**

Take minutes during meetings, documenting key discussions, decisions, and action items.

Distribute meeting minutes to committee members in a timely manner.

Maintain a record of past meeting minutes and other relevant documents.



RLMC Research Committee has the responsibility for research policy and management, allocation of resources for research, and strengthening of research capacity throughout the University's academic units.

Meeting Type	Frequency	Purpose
Monthly Meetings	Every month	Discuss ongoing research activities, review proposals, address urgent matters
Quarterly Progress Meetings	Every 3 months	Assess status of ongoing research projects, evaluate outcomes, discuss challenges
Biannual Planning Meetings	Twice a year	Strategize, prioritize research initiatives, allocate resources, set goals for upcoming months
Annual Review Meeting	Once a year	Evaluate overall performance of research activities, assess achievements, identify areas for improvement
Ad Hoc Meetings	As needed	Address specific issues, opportunities, urgent matters that arise between regular meetings

The **core responsibilities of the committee** include to develop policies and make recommendations in areas such as:





### **Composition of Ethical Review Committee**

The members will include individuals with backgrounds relevant to the areas of research that these committees will most likely to review. The following factors should be taken into consideration:

1. Members will include individuals with scientific expertise, including expertise in behavioral or social sciences; health care; legal matters; ethics; and lay people whose primary role will be to share their insights about the communities from which participants are likely to be drawn.
2. Lay people and other members, whose primary background is not in health research with human participants, are appointed in sufficient numbers (2-3) to ensure that they feel comfortable voicing their views.
3. In order to enhance independence, committee membership includes 2-3 members who are not affiliated with organizations that sponsor, fund, or conduct research reviewed by the ERC.
4. There will be at least 9 members to ensure that multiple perspectives are brought into the discussion.
5. Quorum requirements provide that at least five people, including at least one lay member and/or one non-affiliated member, are present to make decisions about the proposed research.

### **Documentation and Archiving**

1. The staff is responsible for documentation and archiving.
2. All of the ERCs documentation and communication will be dated, filed, and archived according to the committee's written procedures. This will include the original and revised submissions of the research projects.
3. Records will be kept electronically.
4. Sufficient safeguards are established (e.g., locked cabinets for hard copy files, password protection and encryption for electronic files) to maintain confidentiality.
5. Members of staff are sufficiently trained to understand their responsibilities related to record-keeping, retrieval, and confidentiality.



### **The Role of RLMC Research Office.**

Support and enhancement of scholarly activity of research related faculty.

Supports research governance including the University Research Council, Ethics Review Board and the Institutional Bio-Safety Committee.

Development of a university-wide information management system for research activities.

Monitoring and benchmarking research achievements (Publications, Impact Factor, Research grants).

Coordination of research collaboration and partnerships.

Organizing training sessions for faculty/students on grant writing and management to enhance their skills in developing competitive proposals.

Identification of potential funding opportunities.

Intellectual property and commercialization including the setting up of an Office of Research Innovation and Commercialization (ORIC).

Custodian of research related policies on authorship, research misconduct, intellectual property rights, code of good research practice and mechanism for change of principal investigator.

Ensuring compliance in research in accordance with the national regulatory bodies i.e PMDC, HEC



**Institutional Review Board** is hereby reconstituted with following members.

<b>Institutional Review Board</b>		<b>Department</b>
Professor	Chairperson	Principal
Professor	Co-chairperson	Vice principal
Professor	Convener	Biochemistry
Professor	Member	Medicine
Professor	Member	Community Medicine
Professor	Member	Psychiatry
Professor	Member	Ophthalmology
Director DME	Member	Medical Education
Ms. Ulfat Jahangir	Member	Religious Scholar
Ms. Amna	Member	Social Worker
Barrister Afzaal Ahmed Lali	Member	External Member
Ms. Syeda Tehseen Fatima	Member	External Member
Prof. Rehana Niazi	Member	RLCPT
Dr. Shahnai Basharat	Member	RLIAHS
Mr. Imdad Husain	Member	IT
Mr. Daniyal Safdar	Secretary	Research Cell

#### **TERMS OF REFERENCE (TOR) of the INSTITUTIONAL REVIEW BOARD (IRB)**

- The Committee will prepare and revise guidelines for undertaking research on human subject in Rashid Latif Medical College (RLMC), Lahore and will follow guidelines recommended by the Pakistan National Ethics Committee.
- The Committee will advise the RLMC and all other entities seeking its advice, on all matters pertaining to bioethical issues.
- The Committee shall review proposals submitted to it in respect of human related research proposed to be undertaken in Pakistan.
- The Committee may seek further help from Pakistan Medical and Research Council (PMRC) National Research Ethics Committee and Pakistan Medical & Dental Council (PMDC) on matters relating to education and training in bioethical issues.
- The Committee shall investigate allegations of scientific misconduct in research, referred to it, and make subsequent recommendations in respect thereof.



**Responsibility of IRB Committee:**

<b>Position</b>	<b>Department</b>	<b>Responsibility</b>
Chairperson	Principal's Office	Provide leadership
Co-chairperson	Vice Principal's Office	Assist Chairperson, support committee activities
Convener	Biochemistry	Conduct meetings, Facilitate committee discussions and activities
Member	Medicine	Review research proposals for ethical considerations
Member	Community Medicine	Review research proposals for ethical considerations
Member	Psychiatry	Review research proposals for ethical considerations
Member	Ophthalmology	Review research proposals for ethical considerations
Member	Medical Education	Provide input on educational research ethics
Member	Religious Scholar	Provide ethical perspectives from religious standpoint
Member	Social Worker	Provide ethical perspectives from social welfare standpoint
Member	Legal Expert	Provide legal guidance on ethical issues
Member	External Member	Provide external perspective on ethical matters
Member	RLCPT	Ensure ethical considerations in physical therapy research
Member	RLIAHS	Ensure ethical considerations in allied health sciences research
Member	IT	Assist in ethical considerations related to data security
Secretary	Research Cell	Organize meetings, document proceedings



## **JOURNAL CLUB/ CPC COMMITTEE**

**Journal Club/CPC Committee** is hereby reconstituted with following members.

<b>Journal Club and CPC Committee</b>		<b>Department</b>
Professor	Convener	Surgery
Professor	Member	Medicine
Assistant Professor	Member	Paediatrics
Professor	Incharge Journal club	Biochemistry
Professor	Member	Pathology
Associate Professor	Member	Community Medicine
Associate Professor	Member	Medicine
Research coordinator	Member	Research cell/Medical Education

### **TORs for the Journal Club and CPC Committee**

**Objective:** The Journal Club and CPC Committee aim to facilitate academic discussions, promote evidence-based practice, and enhance professional development among faculty members and residents.

#### **Composition:**

The committee shall consist of the following members:

Convener (from the Surgery department)

Members from various departments including Medicine, Paediatrics, Biochemistry, Pathology, Community Medicine, and Research Cell/Medical Education.

**Meetings:** Meetings shall be held monthly on 1<sup>st</sup> week of every month.

- The Convener shall preside over the meetings.
- Agenda items may include journal article presentations, case discussions, research updates, and other relevant topics.
- All committee members are expected to attend meetings regularly.

### **ROLES AND RESPONSIBILITIES**

#### **Convener:**

- Coordinate meeting schedules and agenda items.
- Facilitate discussions and ensure adherence to meeting protocols.
- Provide leadership and guidance to committee members.



**Members:**

- Actively participate in discussions and presentations.
- Contribute relevant materials and topics for discussion.
- Assist in reviewing and selecting journal articles or cases for presentation.

**Research Coordinator:**

- Send reminders to faculty members regarding meeting schedules and agenda items.
- Coordinate the submission of relevant materials from departments at least two weeks before their scheduled turn.
- Provide administrative support for the committee's activities.

**Submission of Materials:**

- Departments shall submit relevant materials, including journal articles, case presentations, and research updates, to the Research Coordinator at least two weeks before their scheduled turn.
- Materials should be in electronic format and adhere to specified formatting guidelines.

**Documentation:**

- Minutes of each meeting shall be recorded and maintained by the Convener or designated secretary.
- Meeting minutes shall include a summary of discussions, decisions made, and action items assigned.
- Minutes shall be circulated to all committee members for review and kept on file for future reference.

**Review and Evaluation:**

- The committee's performance and effectiveness shall be periodically reviewed and evaluated by the Convener and members.
- Feedback from committee members shall be solicited to identify areas for improvement and refinement of procedures.

**Amendments:**

- These SOPs may be amended or revised as necessary, with approval from the Convener and committee members.

Task	Timeline	Responsible Party
Coordinator sends reminders to faculty	Every Monday before 1:00 PM	Research Coordinator
Departments submit relevant material	At least 2 weeks before their turn	Department Heads
Journal Club and CPC	Every Friday at 1:00 PM	Convener and Committee Members



## **STUDENTS RESEARCH SOCIETY**

**Students Research Society** is hereby reconstituted with following members.

<b>Students Research Society</b>		<b>Department</b>
Chairperson	Professor	Principal RLMC
Co-Chairperson	Professor	Vice Principal
Convener	Professor	Biochemistry
Member	Professor	Anatomy
Member	Associate Professor	Radiology
Member	Associate Professor	Biochemistry
Member	Associate Professor	Medical Education
Secretary	Research coordinator	Medical Education
<b>Students</b>	<b>All Professional Years</b>	
	Student	1 <sup>st</sup> year
	Student	1st year
	Student	3 <sup>rd</sup> year
	Student	3 <sup>rd</sup> year
	Student	3 <sup>rd</sup> year
	Student	4th year
	Student	4 <sup>th</sup> year
	Student	4th year
	Student	4th year
	Student	4th year
	Student	4th year
	Student	4th year
	Student	4th year
	Student	4th year
	Student	Final year
	Student	Final year
	Student	Final year

### **TORs for the Students Research Society**

#### **Objective:**

The Students Research Society aims to promote research culture among medical students, foster collaboration, and provide opportunities for students to engage in research activities.

#### **Composition:**

The society shall consist of the following members:

- Chairperson (Principal RLMC)
- Co-Chairperson (Vice Principal)
- Convener (from the Biochemistry department)
- Faculty members from Anatomy, Radiology, Biochemistry, and Medical Education departments



- Secretary (Research Coordinator from Medical Education department)
- Students from all professional years

**Meetings:**

- Meetings shall be held regularly as determined by the Chairperson and Co-Chairperson.
- Agenda items may include planning research initiatives, discussing research opportunities, and sharing progress updates.
- All members are encouraged to attend meetings and actively participate in discussions.

**Roles and Responsibilities:**

<b>Role</b>	<b>Responsibility</b>
Chairperson	Provide leadership and guidance to the society. Facilitate communication and collaboration among members.
Co-Chairperson	Assist the Chairperson in overseeing the activities of the society. Support the Chairperson in executing the objectives of the society.
Convener	Coordinate meeting schedules and agenda items. Facilitate discussions and ensure adherence to meeting protocols.
Faculty Members	Mentor students and provide guidance on research projects. Facilitate access to resources and opportunities for students.
Secretary (Research Coordinator)	Assist in organizing meetings and maintaining records. Coordinate communication between members and external stakeholders.
Students	Actively participate in research activities and projects. Collaborate with faculty members and peers on research initiatives. Present research findings and participate in discussions.

**Project Proposals:**

- Students interested in conducting research projects shall submit project proposals to the Convener.
- Proposals shall include objectives, methodology, and expected outcomes. (as per designed performa)
- Faculty members may provide feedback and guidance to students on their proposals.

**Ethical Considerations:**

- All research projects conducted by students shall adhere to ethical principles and guidelines.



- Students shall obtain necessary approvals from the Institutional Review Board (IRB) before commencing their research.

**Dissemination of Findings:**

- Students shall be encouraged to disseminate their research findings through presentations, publications, and other appropriate channels.
- Faculty members shall support students in presenting their research at conferences and seminars.

**Evaluation and Recognition:**

- The society shall periodically evaluate the progress and impact of student research initiatives.
- Outstanding contributions by students shall be recognized and celebrated by the society.

**Amendments:**

- These SOPs may be amended or revised as necessary, with approval from the Chairperson and Co-Chairperson.

**Table of Tasks and Person Responsible with Timelines**

<b>Task</b>	<b>Responsible Party</b>	<b>Timeline</b>
Schedule meetings	Chairperson and Co-Chairperson	Once in 2 months, regularly scheduled
Coordinate meeting logistics	Convener and Secretary	Prior to each meeting
Facilitate discussions	Convener and Faculty Members	During each meeting
Mentor students	Faculty Members	Ongoing
Submit project proposals	Students	As needed, ongoing
Review project proposals	Convener and Faculty Members	Upon submission
Obtain IRB approvals	Students with Faculty Support	Prior to conducting research
Disseminate research findings	Students with Faculty Support	Ongoing
Evaluate progress	Society Members	Periodically
Recognize outstanding contributions	Society Members	Periodically



## **MENTORING AND MONITORING COMMITTEE**

**Mentoring and Monitoring Committee** is hereby reconstituted with following members.

<b>Mentoring and Monitoring Committee</b>	
Chair	Prof. Mudassar Ali Khan
Co-Chair	Dr. Kainat Javed
Convener	Dr. Sadaf Sajid
Data Entry Operator	Mr. Shahzaib

<b>Year</b>	<b>Mentoring Incharge</b>
1 <sup>st</sup> Year MBBS	Dr. Adnan Sadiq
2 <sup>nd</sup> Year MBBS	Dr. Sadia Islam
3 <sup>rd</sup> Year MBBS	Dr. Sadaf Sajid
4 <sup>th</sup> Year MBBS	Dr. Syma Arshad
5 <sup>th</sup> Year MBBS	Dr. Uzma Aziz

### **Objective:**

The Mentoring and Monitoring Committee aims to provide support, guidance, and oversight to students throughout their academic journey.

### **Meetings:**

The committee shall convene meetings as needed to discuss mentoring strategies, review progress, and address any concerns.

Meetings shall be scheduled by the Convener and communicated to all members in advance.



## **Roles and Responsibilities:**

<b>Chair</b>
<ul style="list-style-type: none"><li>• Provide overall leadership and direction to the committee.</li><li>• Ensure effective communication and collaboration among members.</li></ul>
<b>Co-Chair</b>
<ul style="list-style-type: none"><li>• Assist the Chair in overseeing the activities of the committee.</li><li>• Support the Chair in executing the objectives of the committee.</li></ul>
<b>Convener</b>
<ul style="list-style-type: none"><li>• Coordinate meeting schedules and agenda items.</li><li>• Facilitate discussions and ensure adherence to meeting protocols.</li></ul>
<b>Data Entry Operator</b>
<ul style="list-style-type: none"><li>• Assist in documenting meeting minutes and maintaining records.</li><li>• Manage data related to mentoring activities and student progress.</li></ul>
<b>Mentoring Incharges</b>
<ul style="list-style-type: none"><li>• Oversee mentoring activities for their respective year of MBBS program.</li><li>• Ensure that mentors meet students at least once a month as per the scheduled timetable.</li><li>• Liaise with the student affairs office to address any student-related issues or concerns.</li><li>• Collect reports from all mentors of their year, maintain a file, and submit copies to the Director DME, Vice Principal, and student affairs office.</li><li>• Send reports to the weak students identified during mentoring sessions, providing support and guidance as needed.</li></ul>
<b>Mentors</b>
<ul style="list-style-type: none"><li>• Meet with assigned students at least once a month to provide guidance and support.</li><li>• Address any academic, personal, or professional concerns raised by students.</li><li>• Maintain records of mentoring sessions and student progress.</li></ul>

## **Data Management:**

The Data Entry Operator shall maintain a database of mentoring activities, including meeting schedules, session notes, and student feedback.

Data shall be updated regularly and accessible to committee members as needed.

## **Reporting:**

Mentoring Incharges shall compile reports from all mentors of their year, summarizing mentoring activities and student progress.

Reports shall be submitted to the Director DME, Vice Principal, and student affairs office on a regular basis, as specified by the committee.

## **Evaluation and Feedback:**

The committee shall periodically evaluate the effectiveness of mentoring activities and make necessary adjustments.

Feedback from students, mentors, and faculty members shall be solicited to improve mentoring processes and outcomes.

## **Amendments:**

These SOPs may be amended or revised as necessary, with approval from the Chair and committee members.



**Table of Tasks and Timelines:**

<b>Task</b>	<b>Responsible Party</b>	<b>Timeline</b>
Schedule committee meetings	Convener	Regularly scheduled in 2 <sup>nd</sup> week of every month.
Coordinate mentoring activities	Mentoring Incharges	Ongoing
Ensure mentors meet students	Mentoring Incharges	Once a month, as per timetable
Liaise with student affairs office	Mentoring Incharges	Ongoing
Collect and maintain mentoring reports	Mentoring Incharges	Ongoing
Submit reports to Director DME, Vice Principal, and student affairs office	Mentoring Incharges	Regularly, as specified <b>(By the 10<sup>th</sup> of every month)</b>
Send reports to weak students	Mentoring Incharges	As needed, during mentoring sessions

**Mentors** of 1<sup>st</sup> Year MBBS is hereby reconstituted with following members.

<b>MENTORS LIST 1<sup>st</sup> year MBBS</b>		
<b>Department</b>	<b>Mentors</b>	<b>Roll numbers</b>
Anatomy	Dr. Attiya Shahid	28001-28010, 28144
	Dr. Huma Qamar	28011-28020, 28145
	Dr. Uzma Hanif	28021-28030, 28146
	Dr. Amna Arif	28031-28041, 28147
	Dr. Kinza Fatima	28042-28051, 28148
Physiology	Dr. Saman Saeed	28052-28061, 28149
	Dr. Sadia Islam	28062-28071, 28150
	Dr. Tashfeen Ikram	28072-28081, 28151
	Dr. Sumbal Khalid	28082-28093, 28152
	Dr. Shazia Sukhera	28094-28103, 28153
Biochemistry	Prof. Fahim ul Haq	28104-28113
	Dr. Adnan Sadiq	28114-28123
	Ms. Shama Akram	28124-28134
	Dr. Sumera Saghir	28135-28143, 28154, 28155



**Mentors of 2<sup>nd</sup> Year MBBS is hereby reconstituted with following members.**

<b>MENTORS LIST 2<sup>nd</sup> year MBBS</b>		
<b>Department</b>	<b>Mentors</b>	<b>Roll numbers</b>
Anatomy	Prof Fatima Qaiser	27005-27022, 26003
	Dr. Attiya Shahid	27023-27028, 26073
	Dr. Huma Qamar	27029-27038, 26114
	Dr. Uzma Hanif	27039-27047, 26118
	Dr. Amna Arif	270048-27053, 26124
	Dr. Kinza Fatima	27054-27059, 26136
	Dr. Zubda Akhtar	27060-27069
Physiology	Dr. Saman Saeed	270780-27085
	Dr. Sadia Islam	27086-27091
	Dr. Tashfeen Ikram	27092-27097
	Dr. Sumbal Khalid	27098-27103
	Dr. Ayesha Akram	27104-27114
	Dr. Ruqqaiya Maham	27115-27124
	Dr. Shanzay Fatima	27125-27134
Biochemistry	Prof. Sadia Qureshi	27135-27144
	Prof. Fahim ul Haq	27145-27150
	Dr. Sumera Saghir	27070-27079
	Dr. Adnan Sadiq	27151-27156
	Dr. Shama Akram	27157-27162
	Dr. Amna Noor	27163-27170



**Mentors of 3<sup>rd</sup> Year MBBS** is hereby reconstituted with following members.

<b>MENTORS LIST 3<sup>rd</sup> year MBBS</b>		
<b>Department</b>	<b>Mentors</b>	<b>Roll numbers</b>
Pharmacology	Prof. Samina Karim	26001- 26014
	Prof. Sajida Malik	26015- 26030
	Dr. Rao Salman Aziz	26032-26053
	Dr. Navida Manzoor	26055- 26070
	Dr. Almas Raza	26072-26087
	Dr. Maria Qamar	26089- 26106
Pathology	Prof. Sophia Khan	26107- 26127
	Prof. Sahar Mudassar	26128-26144
	DQuratulain Javed	26145- 26158
Forensic Medicine	Prof. Shaukat Ali	26159-26170
	Dr. Sadaf Sajid	26171- 26186
	Dr. Nida Yousaf	26187 - 26191, 25019, 25023, 24041, 24056, 24076
	Dr. Khyzer Hayat Sukhera	25028, 25029, 25050, 25077, 25080, 25083, 25094, 25108, 25128, 25134, 25147

**Mentors of 4<sup>th</sup> Year MBBS** is hereby reconstituted with following members.

<b>MENTORS LIST 4th year MBBS</b>		
<b>Department</b>	<b>Mentors</b>	<b>Roll numbers</b>
Pathology	Prof. Naila Atif	25001-25012
	Dr. Qurat ul ain Javaid	25013-25026
Community Medicine	Prof. Maaz Ahmad	25027-25040
	Dr. Muhammad Fayyaz Atif	25041-25053
	Dr. Syma Arshad	25054-25066
	Dr. Fizza Anwar	25067-25079
	Dr. Asma Kanwal	25081-25095
Ophthalmology	Prof. Nasira Inayat	25096-25107
	Dr. Syed Abdullah Mazhar	25109-25120
	Dr. Khalid Rafique	25121-25135
ENT	Prof. Shahid Imran	25136-25152
	Dr. Wardah Zia	25153, 24067, 24075, 24084, 24095, 24097, 24101, 24106, 24128, 24144, 23099, 20046



**Mentors** of Final Year MBBS is hereby reconstituted with following members.

<b>MENTORS LIST Final year MBBS</b>		
<b>Department</b>	<b>Mentors</b>	<b>Roll numbers</b>
Medicine	Prof. Asma Kazi	24001-24006
	Prof. Mansoor-ud-Din Sajid	24007-24013
	Dr. Aisha Aziz	24014-24020
	Dr. Fahad Mahmood	24021-24027
	Dr. Muhammad Riaz	24028-24035
Surgery	Prof. Sarfaraz Ahmad	24036-24043
	Prof. Abul Fazal Ali Khan	24044-24050
	Dr. Rabia Akram	24051-24058
	Dr. Rana Shoaib Aslam	24059-24066
	Dr. Khalil ur Rehman	24068-24074
Obstetrics & Gynaecology	Prof. Asma Yasin	24077-24083
	Dr. Uzma Aziz	24085-24091
	Dr. Madiha Afzal	24092-24100
	Dr. Samar Hussain	24102-24109
	Dr. Asma Amin Baig	24110-24116
	Dr. Ayesha Azhar Khan	24117-24123
Radiology	Prof. Khawaja Khurshid	24124-24131
	Dr. Sasui Memon	24132-24138
Dermatology	Prof. Khawar Khurshid	24139-24146
	Dr. Zafarullah Khan	24147-24152
Paediatrics	Dr. Muhammad Anwar	23091, 23097, 23123, 23138, 23154
	Dr. Sehar Zahid	22041, 22076, 22082, 22087, 22132
Psychiatry	Prof. Usman Amin Hotiana	21129, 21138, 20092, 20127



## **ANTI HARASSMENT COMMITTEE**

**Anti-Harassment Committee** is hereby reconstituted with following members.

<b>Anti-Harassment Committee</b>		<b>Department</b>
Professor	Convener	Forensic medicine
Professor	Member	Pathology
Professor	Member	Physiology
Professor	Member	Obs & Gynae
Professor	Member	Psychiatry
Professor	Member	Medicine

### **Anti-Harassment Policy**

Whereas the RLMC is a co-education institute and hence there is a large number of girl students along with women faculty members and women employees;

AND WHEREAS the protection against harassment of women at the workplace Act 2010 extends to the whole country making provision for the protection of women from the harassment at this institute; an anti-harassment committee (AHC) has been constituted.

1. The AHC will work according to the Protection against Harassment of Women at the workplace act 2010 and Protection against Harassment of women at the Workplace (Amendment) Act, 2022.
2. “Harassment” means any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment.
3. The Jurisdiction of this committee extends to all the buildings in campus, corridors, open area and grounds.
4. The committee can co-opt any other member for any case.
5. In case complaint is made against one of members of AHC that member will be replaced by another for that particular case.
6. The competent authority for implementation of anti-harassment activities and decision is Principal RLMC
7. The competent authority may refer the complaints involving harassment to the AHC to establish the facts and frame recommendations.
8. Complaints of harassment must be filed within 30 days of infraction.
9. The AHC shall have power to regulate its own procedure for conducting inquiries;
10. The AHC within 3 days of receipt of a written complaint will communicate to the accused the charges and statement of allegations leveled against him. The notice for hearing shall include the time, date and place of hearing as well as statement of the charges and a copy of hearing procedures.
11. The AHC will require the accused within seven days from the day the charge is communicated to him to submit a written defense and on his failure to do so without reasonable cause, the Committee shall proceed ex-parte.
12. The AHC will enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as the Committee may consider necessary and each party shall be entitled to cross-examine the witnesses against him/her.
13. Hearing shall only be open to members of the AHC and the Committee however can seek



The members of committee shall not attend any proceedings involving their close relatives (s).

14. AHC in case of the hostility of the witness/ complainant/ defendant towards it, reserves the right to culminate the proceedings and refer the issue to the competent authority for taking an appropriate action.

15. The Committee reserves the right to accept or reject any evidence after ascertaining its authenticity.

16. The statement and other evidence acquired in the inquiry process shall be considered as confidential. Both parties, the complainant and the accused, shall have the right to be accompanied by a friend or a colleague.

17. Following the hearing, the Committee shall deliberate in private. It may decide to:

i) Dismiss the case on the grounds of:

- a. No violation
- b. Insufficient evidence
- c. Lack of jurisdiction

ii) Find the accused responsible and recommend penalty.

18. AHC shall give its recommendations to the Competent Authority within thirty days of the Initiation of inquiry.

19. All decisions shall be determined by a majority vote of the AHC members.

20. A written copy of the finding(s) and decision(s) of the Committee shall be prepared and delivered to the Competent Authority as soon as possible and at least within 72 hours of the close of deliberations.

21. Depending upon the gravity of harassment Penalty may be:

**a) Students:**

- i. Warning
- ii. Fine which will be deposited in the account of PWS of AMTH.
- iii. Suspension from classes for a certain time period.
- iv. Rustication

**b) Faculty:**

- i. Warning
- ii. Stoppage of Promotion for a certain time period
- iii. Stoppage of annual increment for a certain time period
- iv. Termination of services

**c) Other Employees:**

- i. Warning
- ii. Stoppage of Promotion for a certain time period
- iii. Stoppage of annual increment for a certain time period
- iv. Termination of services

22. An appeal may be filed with Competent Authority within 15 days of the imposing of decision of the original hearing deliberations.

23. Appeal may be sought exclusively on the following grounds:

- a) Biased hearing
- b) Gratuitous punishment.
- c) New evidence.
- d) Violations of due process of hearing.

24. If the appeal is brought on the grounds of a biased trial, the Competent Authority shall refer the case to Academic Council for constituting a committee. This Committee after consideration of facts may:

- a) Deny the appeal



b) Send the case back to the AHC for retrial, with instructions to revoke the biased member(s).

25. If appeal is brought on the grounds of gratuitous punishment, the Committee constituted by the Academic Council as stated supra.

- Deny the appeal.
- Leave the Penalty as imposed.
- Lower or remove the Penalty.
- Increase the Penalty.

26. If the appeal is brought on the grounds of new evidence, the above constituted Committee may:

- Deny the appeal
- Send the case back to the AHC for a retrial.

27. If the appeal is brought on the grounds of a due process violation, the above Committee may:

- Deny the appeal
- Send the case back to the AHC for a retrial with instruction to ensure due process

28. Implement an anonymous reporting mechanism to encourage individuals who may fear retaliation or social stigma to come forward with their complaints.

### **GRIEVANCE REDRESSAL COMMITTEE**

**Grievance Redressal Committee** is hereby reconstituted with following members.

<b>Grievance Redressal Committee</b>		<b>Department</b>
Professor	Convener	ENT
Professor	Member	Pathology
Professor	Member	Obs/Gynae
Professor	Member	Psychiatry
Associate Professor	Member	Ophthalmology
Associate Professor	Member	Medicine
Associate Professor	Member	Physiology

### **Student Grievance Policy**

- Student will submit a written complaint of the alleged events to the principal.
- The request should identify the party (student) against whom the allegations are brought.
- The allegations should be described with specificity
- On receiving the request, the principal will discuss the nature of allegation with the vice principal and senior manager student affairs.
- The principal will mark the issue to be taken up by the disciplinary committee/ grievance committee or harassment committee to work with the parties (students) to gather the additional relevant information as necessary.
- The designated staff will attempt to help the students in finding a mutually acceptable resolution
- Those issues that should not be addressed through the grievance process include student's financial concerns



### **Faculty Grievance Policy Process**

1. In general, grievance procedures should be kept as informal as possible and based on principles of mediation and conciliation. Problems involving employer-employee relations will arise from time to time.
2. This policy addresses individual employee concerns about applying a specific policy from this document or handling a personnel matter.
3. It is in the best interest of the College and the administrator, staff, or faculty member to resolve these matters quickly and as close to the source as possible.
4. The review process should not be read as establishing a formal step-by-step process with prerequisites; instead, the supervisor or department head may avail himself/herself of any of the steps recommended in whatever order desired.
5. The usual method for addressing such problems is to bring them to the employee's supervisor's attention and attempt to resolve the matter by discussing it.
6. Those issues that should not be addressed through the grievance process include those:
  - Related to faculty contracts
  - Which involve faculty academic conduct
  - Which specifically involve Student conduct
7. If the matter is not resolved to the employee's satisfaction, the employee may proceed to the Principal RLMC.
8. In some cases, the employee may be asked by the supervisor's supervisor to present the problem in writing with all relevant details and the remedy or corrective action sought.

### **FACULTY AFFAIRS COMMITTEE**

**Faculty Affairs Committee** is hereby reconstituted with following members.

<b>Faculty Affairs Committee</b>		<b>Departments</b>
Professor	Chairperson	Principal
Professor	Co-chairperson	Vice principal
Professor	Member	Physiology
Professor	Member	ENT
Professor	Member	Radiology
Associate Professor	Secretary	Biochemistry

### **TORs Faculty Affairs Committee**

#### **Introduction**

The faculty affairs committee oversees the matters pertaining to the rights, privileges and responsibilities of academic appointees, including but not limited to policies and procedures related to issues of academic freedom appointments, promotion, and compensation and



working conditions.

### **Purpose/Objective**

The purpose of the faculty affairs committee is to recommend and oversee the implementation of procedures and program designed to support faculty in the attainment of their professional goals while contribution to the mission and strategic goals of the college and university.

### **Roles and Responsibilities**

The faculty affairs committee shall address matters of faculty responsibilities and rights in teaching, research and service. This committee advises the Principal/Dean on matters related to the faculty in the college.

Specific duties include recommend:

1. College criteria & procedure for appointment, promotion and tenure in accordance with the University promotion and PMDC/PMC guideline.
2. College procedures and programs to support faculty development and success such as peer review of teaching, mentoring and evolution etc.
3. Faculty for honors and award in accordance with the university policies and procedures (360° evolution).
4. The Dean/Principal with regard to disputes, grievances discipline and other faculty related matters upon request.
5. Policy concerning faculty scholarship and grants.
6. Policy concerning faculty annual leaves.

### **Working/ Operation:**

- To make a written report to the faculty at least once a year. The chair of the committee shall file a record of the committee's activities.
- Role of each member assigned by chairperson/ convener
- Meeting will be called on quarterly basis or as per requirement.
- Meeting will be conducted at office of the Convener/senior member or maybe in the committee room.
- Appointed Secretary will record, disseminate minutes of meeting and also will be responsible for taking attendance.

## **CO-CURRICULAR/ EXTRA-CURRICULAR ACTIVITIES**

**Co-Curricular/ Extra-Curricular Activities Committee** is hereby reconstituted with following members.

<b>Co-Curricular/ Extra-Curricular Activities Committee</b>		<b>Department</b>
Professor	Chairperson	Paediatrics
Professor	Co-chairperson	Physiology
Professor	Convener	Radiology
Professor	Member	Orthopedics
Professor	Member	Forensic medicine
Professor	Member	Biochemistry
Medical Director RLMC	Member	Medical director
Professor	Member	Pathology
Professor	Member	Medicine



Associate Professor	Member	Biochemistry
Associate Professor	Member	Biochemistry
Mr. Jahangir	Member	Sports

### **TORs Co-Curricular/ Extra-Curricular Activities Committee**

#### **Introduction:**

The Co-Curricular/Extra-Curricular Activities Committee is formed to conduct activities that allow students to relax and identify and explore on their hobbies and interests. Co-curricular/Extra-curricular activities are important aspects of student

life. Through participating in or organizing such functions, students can cultivate their personal interests, develop their talents, enhance their inter-personal skills, and foster their team spirit. Co-curricular activities are meant to bring social skills, intellectual skills, moral values, personality progress and character appeal in students. It includes athletics, cultural events, Library activities, science lab activities, classroom activities, creative arts and meditation etc.

#### **Objectives:**

- To create a strong resume of students that highlights his/her progress in terms of achievements, improvements in skill-sets, and traits.
- To foster leadership roles in the student Committee, university clubs and residence halls will certainly spruce up an undergraduate resume.
- To encourage students to participate in the activities to get the most of their learning experiences.
- All in all, the pursuit of these activities will certainly lead to a fulfilling academic experience.

#### **Roles and Responsibilities:**

##### **The responsibilities of the Co-Curricular/Extracurricular Committee shall be:**

- First and foremost, to develop the student-teacher relationship bond.
- To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college.
- To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields.
- To suggest various co-curricular/extra-curricular activities to be organized in an academic year.
- To prepare proposals for conducting State Level and National Level events in co-curricular/extra-curricular activities.
- Convene periodic meetings with the members of co/extra-curricular Committee to discuss and delegate tasks.
- Display of information on the Notice Boards/Website about events to be conducted by the Cultural Committee like Fresher's Day, Festival Celebrations, Independence Day, Republic Day, College Foundation Day, etc.
- Responsible for conduct of all intra and inter collegiate sports or cultural events in the Institute's premises.
- Plan and prepare budget for all cultural events and take necessary steps for its approval by the administration.
- Arrange the venue and logistics (audio/video systems, dais, podium etc).



- Arrange to send invitation to the Chief Guests and other dignitaries.
- Arrange mementos / gifts / bouquets, etc. for guests and gifts/certificates for the participants and achievers.
- Maintain records and file the activities conducted

**Working/ Operation:**

- Appointed Secretary will be responsible for report writing and completion of Minutes of Meeting.
- Meeting will be called on quarterly basis or as per requirement.
- Meeting will be conducted at office of the Convener.
- Appointed secretary of committee will record and disseminate minutes of meeting and will also be responsible for maintaining record.
- Appointed secretary of committee will be responsible for taking attendance.
- Co-opted members will be added as per requirement.

### **STUDENT AFFAIRS / E-COORDINATORS COMMITTEE**

**Student Affairs / E-Coordinators Committee** is hereby reconstituted with following members.

<b>Student Affairs / E-Coordinators Committee</b>		<b>Department</b>
Principal	Chairperson	Principal
Vice Principal	Co-Chairperson	Vice Principal
Incharge Student Affairs	Convener	Student Affairs
Student Affairs RLMC	Secretary	Student Affairs
Student Affairs RLMC	Member	Student Affairs
Student Affairs RLMC	Member	Student Affairs
<b>E -Coordinators</b>		
Demonstrator	Member	Physiology
Demonstrator	Member	Anatomy
Demonstrator	Member	Pharmacology
Demonstrator	Member	Pathology
Assistant Professor	Member	Surgery

### **TORs Student Affairs Committee**

**Introduction:**

This student affairs committee in alliance with the student affairs department will address all matters associated with the students.

**Objectives:**

To review, improve and approve all steps taken to facilitate the students so as to appropriate tools for students' betterment and facilitation



**Roles and Responsibilities:**

**Chairperson:**

Provide overall leadership and direction to the committee.  
Ensure effective coordination and collaboration among members.

**Co-Chairperson:**

Assist the Chairperson in overseeing the activities of the committee.  
Support the Chairperson in executing the objectives of the committee.

**Convener:**

Coordinate student affairs activities, including extracurricular events, counseling services, and student support programs.  
Facilitate communication between students, faculty, and administration regarding student-related matters.

**Secretary:**

Maintain records of committee meetings, decisions, and action items.  
Assist the Convener in organizing student affairs initiatives and events.  
Student Affairs RLMC Members:

Represent the interests and concerns of students within the committee.  
Assist in planning and implementing student-oriented programs and services.

**E-Coordinators:**

Ensure that all content relevant to their respective years is uploaded on the Content Management System (CMS) or Learning Management System (LMS).  
Coordinate with faculty members to upload lectures, MCQs, learning materials, and other educational resources.  
Monitor the availability and accessibility of content on the online platform and address any technical issues or discrepancies.  
Provide support and guidance to students regarding online learning resources and platforms.

**Content Management:**

E-Coordinators shall be responsible for uploading lectures, related MCQs, learning materials, and other educational content for their respective years on the CMS/LMS.

Content should be uploaded in a timely manner and organized effectively for easy access by students.

E-Coordinators shall ensure that content is relevant, accurate, and aligned with the curriculum requirements.

**Communication and Coordination:**

The committee shall facilitate communication and collaboration between E-Coordinators, faculty members, and students to ensure smooth functioning of online learning platforms.

Regular meetings and updates shall be provided to E-Coordinators to discuss content upload schedules, address issues, and share best practices.



**Evaluation and Feedback:**

The committee shall periodically evaluate the effectiveness of online learning platforms and content delivery methods.

Feedback from students and faculty regarding the quality and accessibility of online resources shall be solicited and used to improve content management practices.

**Amendments:**

These TORs may be amended or revised as necessary, with approval from the Chairperson and committee members.

**Tasks and Responsibilities of student affairs and E-coordinators**

Task	Responsible Party	Timeline
Upload Daily Attendance on CMS	Student Affairs RLMC	Within 24 hours of lecture
Ensure Content Upload on CMS/LMS	E-Coordinators	Within 24 hours of lecture
Monitor Content Availability	E-Coordinators	Ongoing
Address Technical Issues	E-Coordinators	As needed
Coordinate with Faculty for Content Upload	E-Coordinators	Ongoing

**DISCIPLINARY COMMITTEE**

**Disciplinary Committee** is hereby reconstituted with following members.

Disciplinary Committee	Department
Professor	Convener
Professor	Member
Professor	Secretary
Professor	Member
Assistant Professor	Member
Assistant Professor	Member

**TORs Disciplinary Committee**

**Introduction:** A committee charged with examining alleged breaches of discipline within an organization, profession, etc. and adjudicating on them.



**Objectives:** The disciplinary committee is mandated to ensure protection of the public interest by establishing and maintaining a framework for dealing with matters referred to it for discipline by the inquiries, complaints and reports committee.

**Roles and responsibilities:**

**The responsibilities of the discipline committee shall be:**

1. To review and update all policies and documents of the college with regard to the disciplinary process.
2. To select a panel from the membership of the committee to conduct a hearing upon a referral from the inquiries, complaints and reports committee.
3. To hear a referral of a member's application for reinstatement of a certificate of registration, from the registrar, if the certificate was suspended or revoked on the grounds of professional misconduct or incompetence.
4. To ensure that the findings of a hearing are made public.
5. To ensure that documents and things put into evidence at a hearing are released to the person who produced them, on request, within a reasonable time after the matter has been finally determined.

**Composition:**

- Convener: Professor.
- Members basic sciences: Faculty members from basic science departments.
- Members clinical sciences: Faculty members from clinical science departments.
- Co-opted members: will be opted from concerned dept as required.
- Secretary: Faculty member assigned by conveners.

**Disciplinary regulations**

The students are expected to observe the following regulations in letter and spirit. Violation of these regulations may lead to fine, rustication, expulsion or any other punitive measure as deemed necessary by college administration.

1. Ragging is strictly prohibited. Anyone found guilty will be imposed with a heavy fine and other disciplinary actions including rustication/ expulsion from college/ hostel.
2. The students should wear white coat and their ID tags all the time during academic hours.
3. Roaming during lectures in college premises is prohibited.
4. The appearance and dress code must be in accordance with the accepted norms and dignity of profession. The following are not allowed:
  - a) Extreme hair styles.
  - b) Revealing clothes.
  - c) Visible body parts.
  - d) Body and face jewelry (except small ear studs, necklace and simple ring).
  - e) Untidy dress.
  - f) Slippers.
5. Pasting/ hanging posters, graffiti and promotion material of any kind is prohibited.



6. Any type of political activity, demonstration, protest and procession are strictly prohibited. Offenders/ abettors will be expelled from college.
7. Any damage whatsoever caused by student will be recovered/ repaired ‘as per actual’ from him/ her. A fine may also be imposed.
8. All students must provide their and parents’ / guardians’ correct mailing address, phone numbers and emails. Any falsification in this regard will be considered as breach of discipline and any loss to college consequently, will be recovered from student in addition to fine.
9. Use of alcohol and drugs and keeping of arms of any and all types are strictly prohibited. Offender will be expelled from college. RLMC is declared as a no smoking zone.
10. Falsification/ abuse of college record/ data shall be considered as a serious offence, resulting in strict disciplinary action.
11. Any misconduct/ negligence on the part of student which endangers the life, health and safety of other students and/ or staff or brings disrepute to college shall be considered as a serious offence and will be punished accordingly.
12. Impersonation of any academic, financial or otherwise gain shall be considered a serious offence and will be punished accordingly.
13. Theft and fraud will bring severe punitive action on offender.
14. Any intimidation/ harassment on the reasons of age, gender, race, disability or religious belief shall result in expulsion from college.
15. College and hostel premises are strictly ‘no smoking zone.’ non-compliance in this regard in hostels will result in intimation to parents. On next violation, rustication of students will result from hostel premises. Third violation will result in expulsion from college.
16. Any kind of press conference, interview, writing articles etc. In media (print and electronic) are strictly prohibited violation shall be seriously punished.

### **Working/ operation**

- Convener will schedule meetings, assign roles to the members and ensure smooth implementation of committee decisions after approval from higher authority.
- Class co-coordinators will co-ordinate with the different subject departments included in their respective classes.
- Committee secretary will record, maintain and disseminate minutes of meeting & the attendance record of participants
- Committee will be appointed for a period of one year.
- Meeting will be conducted in the convener’s office or conference room,
- Initial meetings will be held at the start of each academic year and when required.
- Soft and hard copies of minutes of meeting will be shared with the participants, and copy sent to Principal Office within one week.

### **Disciplinary committee policies & procedures**

#### **General:**

- The disciplinary committee shall be the mechanism within RLMC medical college to make a formal judgement on a disputed matter. The committee shall determine all matters



referred to it and determine facts, resolve disputes, make recommendations and decisions, and issue suspension letter or fines if deems appropriate.

- No person serving on the committee shall be eligible to sit on a dispute matter or hearing in which he/she has an interest

**Application procedure:**

- All matters shall be referred to the committee in writing, and shall set forth grounds or the committee to take action.
- Within seven (7) days of receipt of the written application, the chair of the committee shall set a date for hearing and shall so notify all parties to the matter.
- The notice shall inform the parties of the time, place, date, and purpose of the hearing. The notice shall also advise that if a party does not attend the hearing, the matter may proceed in the party's absence without further notice.
- A hearing may be adjourned from time to time as may be necessary in order to do justice between the parties in dispute.

**Hearing procedure:**

- Any application may be resolved on the written consent of all parties, prior to or during a hearing, and before the committee takes the matter under advisement to issue its decision, and the committee shall issue such order as may be necessary to give effect to such consent, provided it is not inconsistent with any policy of the college
- Committee can conduct such cross-examinations of witnesses as may be reasonably required for a fair and full disclosure of any facts given in evidence, submit written documents, and present argument.
- The hearing shall not be open to the public unless the chair otherwise orders, for good cause. Witnesses appearing before the committee shall be sequestered after giving testimony. All reasonable efforts shall be made by the parties, witnesses, and the committee to keep all matters confidential and preserve the privacy of the parties

**In a hearing the committee shall:**

- Determine whether the matter is within its jurisdiction;
- Confirm that all papers and evidence has been properly submitted
- The chair of the committee may add as a party to a hearing any person or association that he/she determines might be affected by the resolution of the issues before the committee.

**Decision:**

- At the conclusion of the hearing, the committee may allow or dismiss the application or make such order as is just in the circumstances and consistent with the policies principles of the RLMC
- The committee shall give its decision or recommendation, and order if any, in writing within 10 calendar days of the hearing date to the parties. It will be submitted in writing to dean principal RLMC
- Where on evidence produced the committee concludes that there has been a contravention of any order, policy, rule, or prior decision, the committee may take actions according to the disciplinary regulations mentioned above



- Each party agrees to be and shall be bound by decision of the committee and agrees take all such steps as are necessary to ensure compliance with such decisions
- The decision of the committee shall be final and binding on all parties, member, subject only to such further rights of appeal as may be available under policies, and procedures of the college

**Appeals:**

- Any party aggrieved by a decision of the committee shall have the right to appeal that decision to the dean/ principle RLMC who shall process such appeal consistent with the procedures and principles stated herein.
- The appeal must be submitted in writing within ten (10) days from the date of the committee's written decision.
- Authority shall set the time and place for the appeal as the interests of justice may require
- No person designated to hear an appeal shall be eligible to sit on such matter or hearing in which he/ she has an interest.

At the conclusion of the appeal, the authority shall approve or dismiss the appeal shall uphold or modify in whole or in part, the original decision of the committee make such other or additional decision to serve the interests of justice.

The authority shall issue its decision in writing within ten (10) days of the hearing which shall be binding on the parties and members.

### **CONTINUING MEDICAL EDUCATION COMMITTEE/FDP**

Continuing Medical Education (CME) Committee/FDP is hereby reconstituted with following members.

<b>Continuing Medical Education (CME) Committee/FDP</b>	<b>Department</b>
Professor	Chairperson
Director	Co- Chairperson
Demonstrator	Convenor
Professor	Member
Associate Professor	Member
Associate Professor	Member
Associate Professor	Member
Associate Professor	Member
Associate Professor	Member
Assistant Professor	Member



## **TORs Continuing Medical Education (CME) Committee**

### **Introduction:**

This Continuing Medical Education (CME) Committee in alliance with the Medical Education (CME) Committee will address all matters associated with the students.

Continuing Medical Education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills and professional performance and relationships that a faculty/physician uses to provide services for student, patients, public and the profession. The Continuing Medical Education (CME) Program aims to advance the sharing and dissemination of knowledge by supporting the faculty.

### **Objectives:**

To provide faculty/physician expertise and guidance of Continuing Medical Education. This expertise and guidance enable the Office of CME to function as a nationally accredited provider of continuing medical education credit through the Accreditation Council for Continuing Medical Education. The committee is empowered to take action regarding Continuing Medical Education matters.

### **Roles and Responsibilities:**

#### **The responsibilities of the continuing medical education (CME) Committee shall be:**

- To ensure that the educational content of all CME activities meets the guidelines set forth by the Accreditation Council for Continuing Medical Education (AACME).
- To establish Continuing Medical Education broad-based policies relating to the administration of the CME program.
- To provide an ongoing monitoring system to ensure that the policies adopted by the Committee foster an effective and efficient CME program.
- To ensure that the CME program meets the needs of the faculty/physicians of RLMC Medical College.
- To assume a leadership role in the support and involvement of faculty in CME activities.

<b>Chairperson</b>
Provide overall leadership and direction to the committee.
Approve the annual Faculty Development Program calendar.
<b>Co-Chairperson</b>
Assist the Chair in overseeing the activities of the committee.
Support the Chair in executing the objectives of the FDP.
<b>Convener</b>
Coordinate meeting schedules and agenda items.
Facilitate discussions and ensure adherence to meeting protocols.
Develop and implement the Faculty Development Program calendar.
<b>Committee Members</b>
Participate in the planning and execution of faculty development activities.
Provide input and suggestions for training sessions and workshops.
Assist in the evaluation of program effectiveness and participant feedback.
<b>Demonstrate</b>
Assist the Convener in organizing and conducting faculty development activities.
Coordinate logistics for training sessions and workshops.
Maintain records of attendance and participation in FDP activities.

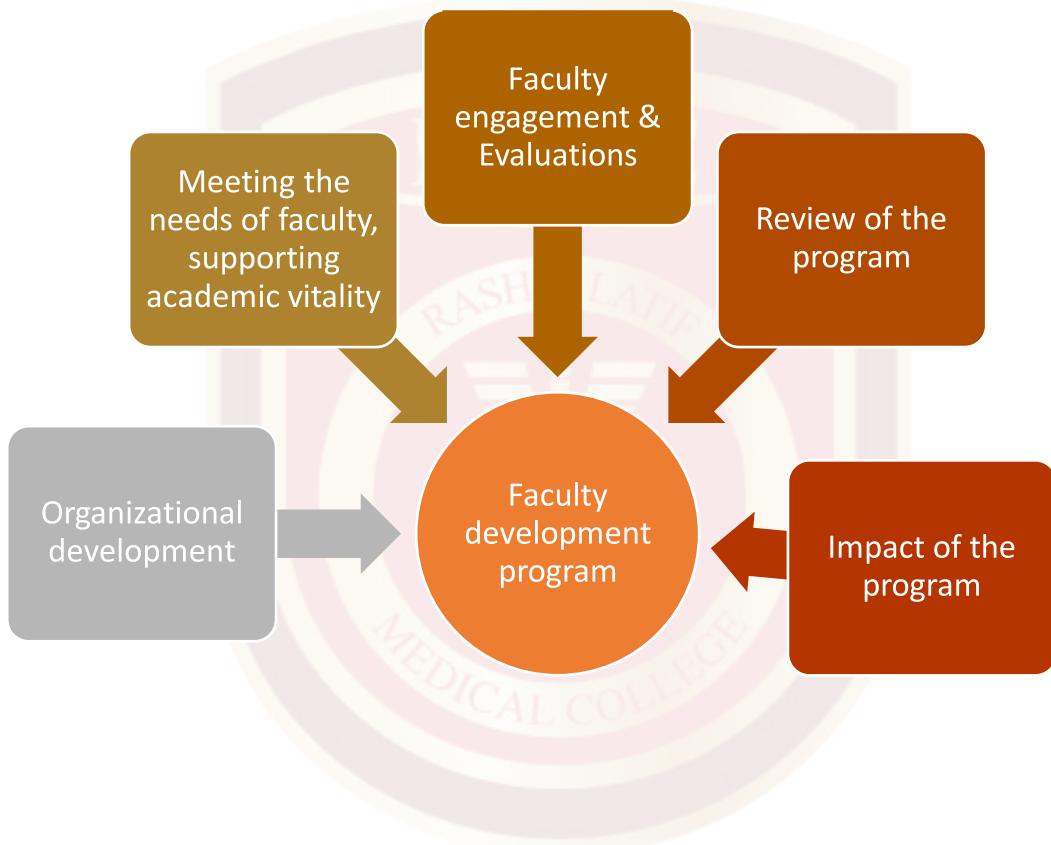


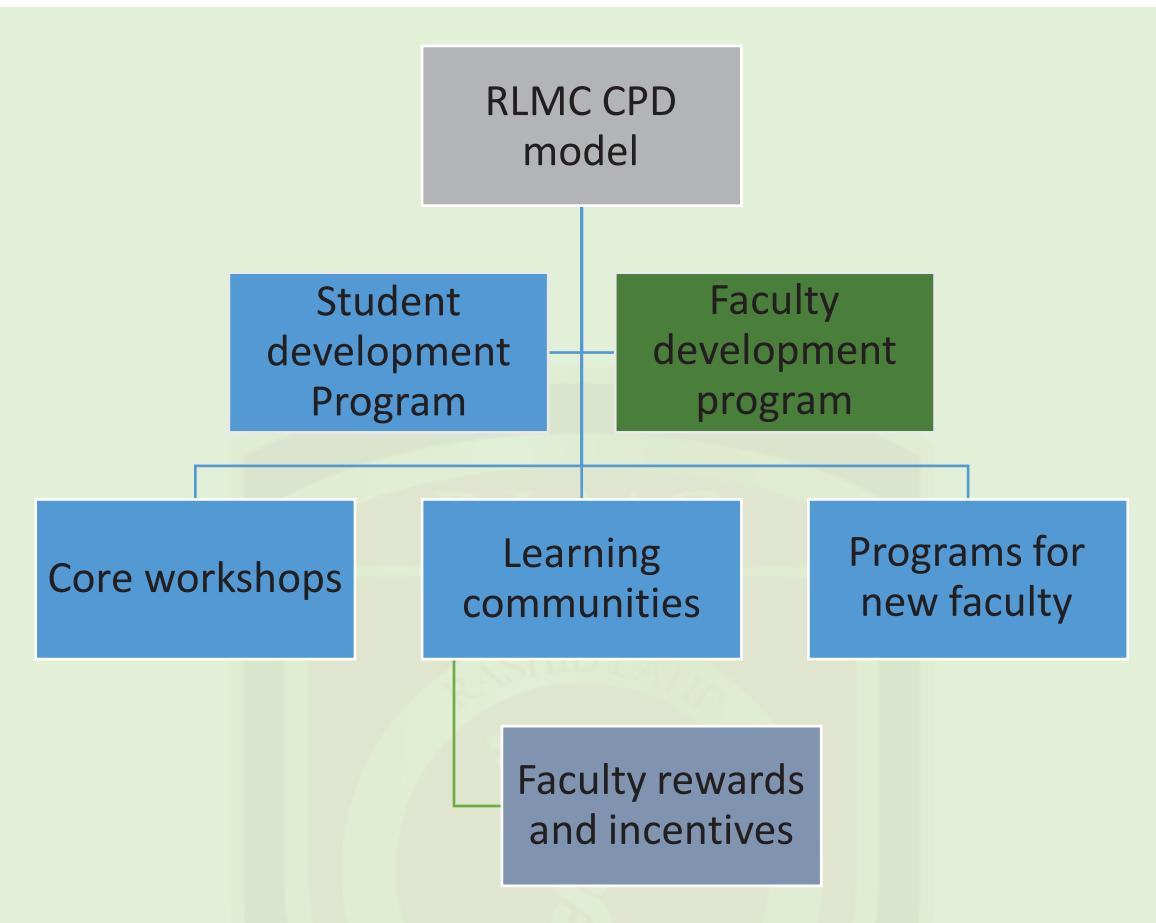
## **FDP Committee Guidelines and Expectations**

### **General:**

Co-Chair terms for each Committee are recommended to be staggered in order to allow sufficient overlap for onboarding and transfer of knowledge.

Co-Chair term limits may be extended when needed, such as to achieve staggered appointments, to complete an ongoing Demonstration, or delay in appointing a new co-chair.





### **Faculty Development Program Calendar:**

The Convener shall develop the annual Faculty Development Program calendar in consultation with committee members.

The calendar shall include dates, topics, and facilitators for training sessions, workshops, seminars, and other development activities.

The calendar shall be submitted to the Chairperson for approval.

### **Approval and Dissemination:**

The Chairperson shall review and approve the Faculty Development Program calendar.

Once approved, the calendar shall be disseminated to all faculty members through official channels, such as email and notice boards.

### **Evaluation and Feedback:**

The committee shall evaluate the effectiveness of faculty development activities through participant feedback and program assessments.

Feedback shall be collected and analysed to identify areas for improvement and refinement of future programs.



**Documentation:**

The Convener shall maintain records of all Faculty Development Program activities, including attendance sheets, feedback forms, and program evaluations.

Documentation shall be kept on file for reference and reporting purposes.

**Amendments:**

These SOPs may be amended or revised as necessary, with approval from the Chairperson and committee members.

### Timeline for FDP Committee Tasks

Task	Responsible Party	Timeline
Develop FDP Calendar	Convener	Annually, prior to the start of the academic year (every December)
Review and Approve FDP Calendar	Chairperson	Prior to dissemination
Disseminate FDP Calendar	Convener	Upon approval from Chairperson
Organize and Conduct FDP Activities	Demonstrator	As per calendar schedule
Collect Feedback and Evaluation	Convener and Committee Members	After each FDP activity