



**RASHID LATIF  
MEDICAL COLLEGE**

# **STUDENT GUIDE**

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## Preamble

Dear Student,

On behalf of the entire Rashid Latif Medical College family, we extend a warm and heartfelt welcome to you! Entering medical school is a momentous occasion, and we are honored that you have chosen RLMC to embark on this transformative journey.

Established in 2010 with the unwavering commitment to elevate medical education, RLMC Medical College stands proudly recognized by the Pakistan Medical and Dental Council (PM&DC) and affiliated with the renowned University of Health Sciences (UHS), Lahore. Our mission is not merely to equip you with exceptional medical knowledge and skills, but also to mold you into compassionate and ethical physicians, ready to make a profound impact on the lives of others.

Here at RLMC, you can expect:

A transformative medical education where you'll delve into a rigorous curriculum led by passionate faculty, pushing the boundaries of knowledge and research in state-of-the-art facilities. We build unwavering integrity through a focus on medical ethics, empathy, and compassion, fostering a supportive community that prioritizes your well-being. Beyond academics, embrace a vibrant student life filled with connections, diverse activities, and the tools to discover your passions, becoming a well-rounded and exceptional physician ready to serve humanity.

As you embark on this incredible journey, remember that you are not alone. The RLMC family is here to support you every step of the way. We are confident that with your dedication, resilience, and passion, you will not only become exceptional physicians but also compassionate healers who leave a lasting legacy on the world.

Congratulations once again on joining RLMC Medical College. We are excited to witness your growth and celebrate your triumphs in the years to come.

Welcome to the family!

Sincerely,  
The RLMC Team

# Know Your Code: Understanding Your Role in a Thriving Medical Environment

## A Roadmap for Professionalism and Shared Success

As valued members of our educational and medical community, upholding the principles of honesty, integrity, and respect forms the bedrock of our shared endeavor. The Code of Conduct serves as your compass, guiding your interactions and fostering a supportive and enriching environments for all.

We strongly encourage you to familiarize yourself with The Code and relevant policies. By doing so, you equip yourself with the knowledge and understanding to navigate your academic journey with clarity, confidence, and a commitment to shared success.

Engaging with these guidelines is not merely about fulfilling requirements; it's about embracing the values that define our community.





## Embracing Core Values

RLMC is committed to upholding a set of core values that guide our ethical conduct. These values serve as the foundation for our Code of Conduct, reflecting our dedication to fostering an ethical and inclusive community. By aligning our actions with these values, we strive to uphold the mission and principles of the College.

# CHAMPIONS' OUR CORE VALUES

<b>C</b>	Critical Thinking & Innovation
<b>H</b>	Humane Leadership
<b>A</b>	Accountability
<b>M</b>	Motivated Team Player
<b>P</b>	Perseverance
<b>I</b>	Integrity
<b>O</b>	Ownership
<b>N</b>	Nobility
<b>S</b>	Self Discipline
<b>,</b>	Professionalism

‘: Represents the apostrophe “s” which stands for professionalism.

## Code of Conduct

RLMC Code of Conduct serves as a comprehensive framework for ethical practices, encompassing our core values and aligning with international standards. It outlines the principles and guidelines that students should embody in their respective roles.

**Non-Discrimination:** Students will treat all individuals with respect and consideration, embracing diversity and demonstrating humane leadership (H) and nobility (N). They will not discriminate based on race, religion, ethnicity, socioeconomic status, gender, age, or sexual preference.

### Confidentiality:

Students will uphold the value of integrity (I) by respecting patient confidentiality and maintaining the privacy of medical information. They will handle sensitive information with utmost discretion and ensure that patient trust is preserved.

### Professional Demeanor:

Students will demonstrate professionalism ('s) by acting as motivated team players (M), displaying self-discipline (S), and showing respect towards patients, faculty, staff, classmates, and the healthcare team. They will maintain a positive attitude, communicate effectively, and uphold ethical standards in their conduct.

### Misrepresentation:

Students will exhibit integrity (I) by accurately representing themselves and refraining from misrepresenting their position, knowledge, or authority. They will provide honest and accurate information, avoiding any form of dishonesty or deceit.

### Integrity:

Students are expected to demonstrate honesty, accountability (A), and ownership (O) in their education, patient interactions, and relationships with colleagues, faculty, and staff. They will refrain from cheating, plagiarism, and dishonest behavior. They will take responsibility for their actions and promptly address any mistakes or ethical breaches.

#### Conflict of Interest:

Students will prioritize patient welfare, demonstrating critical and innovative thinking (C) when face with conflicts of interest. They will ensure that ethical principles guide their actions and decisions. They will disclose any potential conflicts of interest and act in the best interest of patients and the institution.

#### Sexual Misconduct and Harassment:

Students will maintain a professional environment by refraining from engaging in inappropriate relationships and by reporting any instances of sexual misconduct or harassment. They will embody humane leadership (H) by advocating for a safe and respectful learning environment, where all individuals are treated with dignity and respect.

#### Impairment:

Students will uphold professionalism ('s) by abstaining from alcohol and drug use, especially on college premises, and by supporting colleagues who may require intervention for impairment. They will prioritize patient safety and the well-being of the community.

#### Criticism of Colleagues:

Students will exhibit nobility (N) by refraining from disparaging colleagues without evidence and by promoting civility and cooperation among all members of the healthcare team. They will provide constructive feedback and support their colleagues' professional growth.

#### Research:

Students will conduct research in accordance with ethical guidelines, demonstrating critical and innovative thinking (C) and accountability (A). They will ensure the integrity of their research practices, respect intellectual property rights, and prioritize the welfare of research participants.

#### Evaluation:

Students will actively seek feedback and engage in constructive evaluation, displaying perseverance (P) and a commitment to self-improvement. They will provide prompt and respectful comments while maintaining professionalism ('s). They will use feedback as an opportunity for growth and strive for continuous improvement.



### Competition and Cheating:

Students will demonstrate integrity (I) and accountability (A) by refraining from engaging in unethical competition and cheating. They will adhere to examination rules, submit their own work, and avoid any form of academic dishonesty.

### Substance Abuse and Illegal Drugs:

Students will embody self-discipline (S) and integrity (I) by strictly adhering to the College's standards regarding substance abuse and illegal drugs. They will recognize the importance of maintaining a safe and drug-free environment, both within the College and the wider community. Students will abstain from the possession, use, or distribution of illegal drugs, as well as the misuse of alcohol or other substances. In the event that a student faces personal challenges related to substance abuse, they will proactively seek support and assistance to address these issues in line with our core values.

### Teaching and Learning:

Students will demonstrate professionalism ('s) and self-discipline (S) by maintaining appropriate behavior that fosters a positive and respectful learning environment. They will treat faculty, staff, and fellow students with courtesy and professionalism.

### Conduct Outside of College or Hospital:

Students will uphold professionalism ('s) by maintaining their behavior and actions in alignment with the core values, reflecting positively on themselves, the College, and the medical profession. They will recognize that their actions outside of the College and healthcare settings have the potential to impact their professional reputation and the trust placed in them by patients and the community. Students will exercise good judgment, ethical decision-making, and responsible behavior in their personal lives, understanding that they are always representatives of RLMC and medical profession. By demonstrating integrity, accountability (A), and adherence to our core values in their daily lives, students will contribute to the cultivation of a culture of professionalism that extends beyond the classroom and healthcare facilities.

## Beyond Rules: Building a Thriving Campus Experience with Policies (Positions policies as enablers and not just restrictions)

Our institutional policies are your guide to navigating every aspect of your academic journey, from registration and coursework to support services and student life. They're not just rules, but resources designed to empower you, ensure fairness, and pave the way for your success.

Exploring these policies will equip you with:

**Knowledge:** Clear understanding of procedures, rights,

**Confidence:** Knowing where to find support

**Empowerment:** Making informed decisions about

Ready to chart your course with confidence? Let's dive in!



**Remember,** these policies aren't meant to hinder you, but to help you navigate the exciting landscape of your academic adventure. So, approach them with an open mind and a thirst for knowledge, and you'll be well on your way to a fulfilling and successful journey!

## Academic Integrity

RLMC is committed to upholding the highest standards of academic integrity and ensuring fair and transparent assessment practices. This policy outlines the guidelines and expectations for students regarding academic honesty, ethical conduct, and assessment procedures. By adhering to these principles, we aim to foster a culture of integrity, intellectual growth, and mutual respect.

### Academic Honesty

**Plagiarism:** Students are expected to submit their own work and give proper credit to the ideas, words, and intellectual property of others. Plagiarism, which includes copying, paraphrasing without citation, or presenting someone else's work as one's own, is strictly prohibited.

**Cheating:** Students must not engage in any form of cheating, such as using unauthorized materials, devices, or assistance during examinations, or collaborating inappropriately on assignments or assessments. All work submitted must reflect the individual's own efforts and understanding.

**Unauthorized Collaboration:** Students should respect the boundaries of collaborative work. Unless explicitly permitted by the instructor, all assignments, projects, and examinations should be completed independently. Unauthorized collaboration undermines individual learning and assessment outcomes.

### Assessment Procedures:

#### Examination Rules:

Students must adhere to the rules and regulations set forth by the institution regarding examinations. This includes maintaining the confidentiality of examination content, not engaging in any form of academic misconduct during examinations, and following instructions provided by the invigilators (Refer to assessment policy document for details).

#### Internal Assessment:

RLMC follows the internal assessment criteria provided by UHS. The students are intimated about the updated criteria at the start of academic year.



#### Assignment Submission:

Students must submit their assignments in accordance with the specified deadlines and guidelines. Late submissions without valid reasons may be subject to penalties. It is the student's responsibility to ensure that their submitted work is complete, accurate, and meets the required academic standards.



### Authenticity and Originality:

All work submitted by students must be original and authentic. They should not submit work that has been previously submitted for academic credit or that has been produced by someone else. Violating this principle undermines the integrity of the assessment process.

### Consequences of Academic Misconduct:

#### Investigation and Disciplinary Actions:

Any suspected or reported cases of academic misconduct will be thoroughly investigated by the appropriate authorities (Disciplinary Committee) within the institution. The investigation may involve reviewing evidence, interviewing relevant parties, and considering any mitigating circumstances. If misconduct is confirmed, appropriate disciplinary actions will be taken, which may include but are not limited to warnings, academic penalties, probation, suspension, or expulsion.

#### Academic Record:

Instances of academic misconduct may be recorded in the student's academic record. This record could be considered during future applications, transfers, or when seeking employment or further education opportunities.

### Support and Guidance:

#### Education and Awareness:

The institution will provide education and awareness programs to ensure that students are well-informed about academic integrity, ethical conduct, and proper citation practices. This includes workshops, resources, and guidelines to help students develop the necessary skills and understanding.

#### Academic Support:

Students who require additional support, guidance, or clarification regarding academic integrity or assessment practices are encouraged to seek assistance from faculty members, academic advisors, or designated support services within the institution.

*This Academic Integrity Policy will be periodically reviewed and revised to ensure its alignment with best practices and evolving educational standards.*

## ADMISSION POLICY OF RASHID LATIF MEDICAL & DENTAL COLLEGE

### Policy Statement:

Rashid Latif Medical College first open its doors in 2010 under the umbrella of Rashid Latif Medical Complex. The admission policy at RLMC is purely based on the guideline issued by Pakistan Medical & Dental Council (PM&DC).

### Objective of the Policy:

The objective of admission policy of RLMC is to admit students in MBBS course strictly on the basis of merit determined by UHS fulfilling the admission criteria issued by PM&DC.

### Regulation of Admission Policy:

MERIT FOR MBBS & BDS ADMISSION 2023-2024	
Minimum percentage of higher secondary school examination HSCC/Equivalent	40%
<b><u>MDCAT</u></b>	
MBBS PROGRAMME	50%
BDS PROGRAMME	50%
SCC/Matriculation/Equivalent	10%

**Note: Criteria may be revised in accordance with UHS and PM&DC**

### Implementation of the Policy:

This policy will be implemented by the institutional admission committee according to the regulations of PM&DC.

### Composition of Institutional Admission Committee:

The principal shall notify an Institutional Admission Committee according to the regulations of PM&DC. The committee will comprise of:

1. The Principal RLMC (Chairperson)
2. The Vice Principal / Senior most faculty member of RLMC.
3. A faculty member nominated by the academic council RLMC.

## Dress Code for RLMC

At RLMC, we believe that maintaining a professional appearance is crucial in fostering an environment of respect, discipline, and professionalism. Our dress code policy ensures that all students present themselves in a manner that upholds the values of our institution and the medical profession as a whole. By adhering to the dress code, students demonstrate their commitment to professionalism and create a positive impression among faculty, staff, patients, and peers.

### Importance of Dress Code

**Professionalism:** The dress code serves as a visual representation of professionalism, emphasizing the importance of presenting oneself in a manner befitting a future medical professional.

**Respect:** A proper dress code shows respect for patients, faculty, staff, and the medical profession, enhancing trust and fostering a positive environment.

**Identification:** The dress code helps in easy identification of students and promotes a sense of belonging within the RLMC community.

**Safety and Hygiene:** The dress code ensures adherence to safety and hygiene standards, minimizing the risk of contamination and maintaining a clean and professional environment.

### Dress Code for Male Students:





## Admissible

Decent, clean, and pressed jeans with a POLO-Shirt  
Shalwar Kameez (clean and properly pressed)  
Summer sandals with a strap running behind the heel.  
Casual shoes including sneakers and boots.

## Not Allowed

Shorts, cutoff jeans, multi-pocketed faded, torn, and skin-fitted jeans/trousers.  
T-shirts with offensive messages  
Chappals/slippers of any kind  
Bandanas, caps, etc. inside the classroom  
Vests of any kind  
Unkept hair  
Heavy Jewelry

### **Dress Code for Female Students:**

## Formal

Shalwar Kameez  
Dress trousers and formal shirt  
Pumps/Sandals  
Formal Shoes

## Admissible

T-shirts with jeans

Jeans with kurta/shirt

Light jewelry like nose pins, ear studs, and rings on fingers

## Not Allowed

Sleeveless shirts of any kind

See-through and skin-tight dresses

Heavy makeup

Unkept Hair and Heavy Jewelry

### Hospital Dress Code:

**Students are required to wear their Scrubs while attending the Hospital Clinical teaching sessions.**

### Actions against Violation:

Violation of the dress code policy may result in disciplinary actions. The purpose of these actions is not to punish, but to educate and uphold the professionalism and standards of Rashid Latif Medical College. The disciplinary actions may include, but are not limited to:

Verbal warning: A student may be reminded of the dress code policy and given an opportunity to rectify the violation.

Written warning: A written notice may be issued, documenting the dress code violation, and emphasizing the importance of compliance.

**Counselling:** In cases of repeated violations or significant infractions, the student may be required to attend counselling sessions to address the underlying issues.

**Probation:** A student may be placed on probation, which may include additional monitoring and limitations on participation in certain activities.

**Suspension:** In severe or persistent cases of dress code violations, a student may face suspension, leading to a temporary interruption of their educational activities at Rashid Latif Medical College.

#### Professionalism as the Core Value:

Professionalism is the cornerstone of Rashid Latif Medical College, and the dress code policy aligns with this core value. It is essential for students to understand that professionalism extends beyond appearance and encompasses behavior, communication, ethics, and patient care. By embracing professionalism in all aspects, students contribute to their personal and professional growth and become exemplary healthcare providers, dedicated to upholding the highest standards of the medical profession.

## **Classroom Environment and Attendance**

RLMC recognizes the critical role of a respectful classroom environment and regular attendance in fostering academic growth and ensuring student success. This policy outlines our expectations regarding respect for the classroom environment and attendance requirements, aligning with our commitment to providing a high-quality education.

### **Policy Statement:**

RLMC places great importance on maintaining a respectful and engaging classroom environment for all students. We also emphasize the significance of regular attendance to maximize learning opportunities and prepare students for professional examinations. Therefore, the following policy:

### **Respect for Classroom Environment:**

#### **Conduct:**

Students are expected to conduct themselves in a respectful and professional manner during all classroom activities. This includes:

- Treating instructors, fellow students, and staff with courtesy and respect.
- Avoiding disruptive behavior that hinders the learning process, such as talking out of turn, using inappropriate language, or engaging in disrespectful gestures.
- Actively participating in discussions, group activities, and assignments, contributing constructively to the learning experience.

### **Technology Usage:**

Students are encouraged to use technology appropriately and responsibly in the classroom. This includes:

- Refraining from engaging in non-academic activities on electronic devices during class time.
- Being attentive and actively engaging with the material being presented.

### **Punctuality:**

Students must arrive at class on time, prepared and ready to participate in the learning activities. Late arrivals disrupt the flow of the class and may result in missed information or assignments.

### Attendance Requirements:

Rashid Latif Medical College strictly adheres to the assessment and attendance policies set forth by the University of Health Sciences and the Pakistan Medical and Dental Council.

### Attendance Percentage:

RLMC has set a minimum attendance requirement of **75%** for each course/ Subject (as per UHS criteria). Students must attend a minimum of **75%** of the total class sessions to remain eligible to sit for the university professional examination. Additionally, RLMC strongly emphasizes the importance of attendance and expects students to maintain a high level of commitment. Furthermore, the college expects students to maintain not less than 75% attendance throughout their courses.

### Absence Notification:

In the event of unavoidable circumstances or illness that prevent a student from attending class, it is their responsibility to notify the instructor or relevant authority in advance, if possible. Absences should be supported by appropriate documentation, such as a medical certificate or official documentation.

### Makeup Opportunities:

While regular attendance is crucial, we recognize that circumstances may arise that prevent students from attending class. In such cases, students should proactively make arrangements with the instructor to obtain missed lecture notes, assignments, and any other relevant materials. It is the student's responsibility to catch up on missed work and engage in independent study to ensure continuity of learning.

### Consequences of Absence:

#### **Debarment from University Professional Examination**

Students who do not fulfil the minimum attendance requirement of 75% will be deemed ineligible to sit for the university professional examination.

### Appeals Process:

In exceptional circumstances where a student's absences are due to valid reasons beyond their control, they may submit an appeal to the designated authority. The appeal should be supported by appropriate documentation and a detailed explanation of the extenuating circumstances. The authority may review the appeal on a case-by-case basis and determine if exceptions can be made to the attendance requirement.

### Academic Support and Remedial Measures:

In RLMC we are committed to supporting students in their academic journey and recognize that unforeseen circumstances may arise that impact attendance. To ensure that students can catch up on missed coursework and regain their academic standing, the institution will provide appropriate academic support and remedial measures. This may include additional study resources, make-up classes, or tutoring opportunities to help students bridge any learning gaps caused by absences.

### Student Counselling and Support:

In cases where absences are related to personal or health challenges, the institution encourages students to seek support from the counselling services available on campus. These services provide guidance and assistance to students facing difficulties and can help them navigate the challenges that may impact their attendance and overall academic performance.

**Recognizing the paramount importance of attendance in undergraduate medical education, we have dedicated a separate policy to emphasize its critical role in achieving academic success and maintaining overall discipline.**

# RLMC Student Attendance Policy

Rashid Latif Medical College strictly adheres to the assessment and attendance policies set forth by the University of Health Sciences and the Pakistan Medical and Dental Council.

## Scope:

This policy applies to all students enrolled at Rashid Latif Medical College. The policy's provisions regarding attendance expectations, notification of absence, review of absence information, our stance on student leave culture, and all other related aspects are applicable to every student within the Rashid Latif Medical College.

## Introduction:

At Rashid Latif Medical College, we uphold a steadfast commitment to the uninterrupted academic growth of our students. We believe that regular attendance in scheduled lectures is integral to achieving this goal. This policy outlines the expectations, guidelines, and procedures related to student attendance, emphasizing our stance against the prevalent student leave culture.

## Attendance Requirements:

1. Students are expected to maintain a minimum of 75% attendance in all scheduled lectures throughout the academic session. This requirement is designed to uphold the continuity of learning and foster an environment of active engagement.
2. The Institute mandates a minimum of 75% attendance in each subject to appear for Annual Professional examinations. Rashid Latif Medical College adheres to this requirement as a prerequisite for appearing in the University Professional examination.

### **Our Stance on Student Leave Culture**

We firmly believe that a student is either present or absent from scheduled teaching sessions.

This stance is rooted in our dedication to providing an uninterrupted and enriching academic experience for our students. We encourage students to embrace the value of consistent engagement with their education.

## Notification of Absence:

1. In cases of unavoidable circumstances that prevent a student from attending a scheduled lecture, the student is required to notify the concerned department in advance.



2. A prescribed absence notification form should be submitted by the student, outlining the reason for the absence and the expected duration. This form must be submitted in person prior to the absence. In cases of emergency, the form should be submitted within one day of the student's next physical presence.

#### Review of Absence Information:

If a student's attendance falls below the required percentage by the end of the academic session, the concerned department, and the Principal of Rashid Latif Medical College will review the submitted Absence Information Reports.

#### Additional Points

- Students are encouraged to proactively manage their schedules to prevent absenteeism and disruption to their learning journey.
- Special consideration may be given to medical or emergency situations that prevent attendance. In such cases, appropriate documentation should accompany the absence notification.
- Students should strive to catch up on missed lectures and coursework.

The RLMC Student Attendance Policy underscores our commitment to maintaining a high standard of education through consistent attendance. We firmly reject the notion of a student leave culture, focusing instead on active participation and commitment to the learning journey.

Note: Should you have any questions or require further clarification on this policy, please feel free to reach out to the concerned administrative department.

*The institution reserves the right to make amendments to the policy based on changing academic or administrative needs.*

## RLMC Academic Performance Policy

Rashid Latif Medical College strictly adheres to the assessment and attendance policies set forth by the University of Health Sciences and the Pakistan Medical and Dental Council.

This policy establishes the academic performance standards for students at Rashid Latif Medical College, aiming to ensure a high level of competence and knowledge acquisition. At RLMC we emphasize the importance of consistent and satisfactory performance in all examinations.

### Academic Performance Standards:

#### Minimum 50% Overall Academic Performance

Students are required to achieve a minimum of 50% overall academic performance in both block and summative examinations during the academic year.

This criterion applies to all subjects and courses offered by RLMC

### Consequences of Below 50% Overall Academic Performance:

#### Ineligibility for Annual Professional Examinations:

Students who fail to meet the minimum 50% overall academic performance standard will not be allowed to sit for the annual professional examinations.

This policy is designed to ensure that students have a solid foundation of knowledge and skills before progressing to the next academic level.

## Review and Support:

### Academic Counseling

Students falling below the 50% threshold may be provided with academic counseling and support services to help them identify areas of improvement.

The college is committed to assisting students in enhancing their academic performance through personalized guidance and resources.

## Appeal Process:

### Grounds for Appeal:

Students who believe that their academic performance was adversely affected by extenuating circumstances may appeal the decision.

#### Extenuating circumstances

- Serious Illness or Injury: Documented medical records detailing the nature and duration of the illness or injury.
- Death in the Immediate Family: Official documentation or a statement explaining the nature and impact of the death of parents or siblings.

### Submission of Appeal:

Students must submit a written appeal application to the Assessment Committee, duly signed by their parents or guardian.

The appeal application should include a detailed explanation of the extenuating circumstances, along with all relevant evidence supporting the claim.

The application must be submitted within a specified timeframe, clearly outlined in the college's policies.

#### Decision:

The Assessment Committee will make a decision based on the merit of the appeal and the supporting documentation.

The decision will be communicated to the student in writing, outlining whether the appeal is accepted or denied.

#### Further Steps:

If the appeal is accepted, the student may be granted specific accommodations, an opportunity for reassessment, or other appropriate measures.

If the appeal is denied, the student will be provided with reasons for the decision and information on any further steps available, if applicable.

#### Final Decision:

The final decision rests with the administration of RLMC and is not challengeable in any court.

This discretionary authority is in place to maintain the integrity of academic decisions and uphold the college's standards.

*Should you have any questions or require further clarification on this policy, please feel free to reach out to the Student Affairs department.*

## **Student Elective Policy**

### **Introduction:**

Electives play a significant role in the medical education journey, offering students the opportunity to gain valuable insights and experiences in specialized areas of medicine. The Student Elective Policy aims to provide guidelines and procedures for students who wish to pursue elective programs as part of their MBBS program at Rashid Latif Medical College. This policy outlines the eligibility criteria, duration of electives, financial responsibilities, application process, the role of the Student Affairs Committee in providing guidance, and highlights the importance of electives in the overall development of medical students.

### **Definition and Explanation:**

Electives refer to specialized programs that allow medical students to explore particular areas of medicine, healthcare systems, and clinical practices. These programs are designed to enhance students' knowledge, skills, and perspectives by providing hands-on experience and exposure to different medical environments. Electives offer a unique opportunity for students to apply theoretical knowledge in real-world settings, deepen their understanding of specific medical disciplines, and foster professional growth and development.

### **Importance of Electives:**

Participating in elective programs offers several benefits to medical students, including:

1. **Exploring Specialized Areas:** Electives allow students to delve into specific areas of medicine that align with their interests and career aspirations. They provide a chance to gain in-depth knowledge and practical experience in fields such as surgery, paediatrics, cardiology, or other specialities.
2. **Experiential Learning:** Electives provide hands-on experience, enabling students to apply their theoretical knowledge in real clinical settings. This practical exposure enhances their clinical skills, critical thinking abilities, and problem-solving capabilities.
3. **Exposure to Different Healthcare Systems:** Electives offer the opportunity to experience diverse healthcare systems, both within the local community and abroad. This exposure broadens students' perspectives, fosters cultural competency, and helps them understand the global landscape of healthcare delivery.

4. **Networking and Professional Development:** Electives allow students to interact with professionals, specialists, and mentors in their chosen field. These connections can foster professional relationships, mentorship opportunities, and potential avenues for research collaborations or future career prospects.
5. **Personal Growth and Adaptability:** Electives provide a chance for students to step out of their comfort zones, adapt to new environments, and develop resilience and flexibility. These experiences enhance personal growth, self-confidence, and the ability to work effectively in diverse healthcare teams.

#### **Policy Statement:**

##### **1. Eligibility:**

Students are eligible to apply for elective programs from their 3rd year onwards in the MBBS program. This allows students to have a foundational understanding of medical knowledge and skills before embarking on elective experiences.

##### **2. Financial Responsibilities:**

The institution does not provide financial support for boarding and lodging expenses during elective programs. Students are responsible for arranging and financing their accommodation, transportation, and other associated costs. It is important for students to consider these financial aspects when selecting elective programs.

##### **3. Duration of Electives:**

Leaves for elective programs will be granted for a maximum of 6 weeks. To avail of this leave, students must provide proof of acceptance from recognized institutes or organizations offering the elective program. The duration of the elective should align with the academic calendar and must not interfere with mandatory coursework or examinations.

##### **4. Submission of Elective Certificate:**

After successful completion of the elective program, students are required to submit a copy of their elective certificate to the Student Section of Rashid Latif Medical College. This serves as evidence of participation and completion of the elective program.

##### **5. Mandatory Elective Requirement:**

Every student must apply for at least one elective program within the last 3 years of the MBBS program. This ensures that students have the opportunity to explore specialized areas of interest and gain exposure to different healthcare systems and practices.

##### **6. Guidance and Support:**

The Student Affairs Committee, consisting of designated members, will provide guidance and support to students in selecting appropriate elective programs. These programs may be conducted by other institutions both within the country and abroad. The Student Affairs Committee will assist students in identifying recognized institutes and organizations offering elective programs that align with their academic and career goals.

**7. Application Process:**

Students interested in pursuing elective programs must follow the designated application process established by the Student Affairs Committee. This process will include submitting the necessary documents, such as proof of eligibility, acceptance letters from the chosen institute or organization, and any additional requirements specified by the committee.

**8. Monitoring and Evaluation:**

During the elective program, students are expected to maintain regular contact with the Student Affairs Committee or designated faculty members to provide updates on their progress and ensure their well-being. The committee may conduct periodic evaluations to assess the quality of the elective programs and gather feedback from students to improve the overall elective experience.

**9. Compliance with Rashid Latif Medical College Policies:**

Students participating in elective programs must adhere to all Rashid Latif Medical College policies and guidelines, including those related to professional conduct, academic integrity, and patient confidentiality. Any violations of these policies may result in disciplinary action as outlined in the Student Code of Conduct.

**10. Recordkeeping:**

The Student Section of Rashid Latif Medical College will maintain records of student's elective program participation, including acceptance letters, certificates, and other relevant documentation. These records will serve as an official record of the students' elective experiences and may be required for future reference or credentialing purposes.

**11. Review and Revision:**

This student elective Policy will be periodically reviewed and revised to ensure its alignment with best practices and evolving educational standards. Students will be notified of any updates or changes to the policy.

**Conclusion:**

The Student Elective Policy provides a framework for students to pursue elective programs as part of their MBBS program at Rashid Latif Medical College. Electives offer unique learning opportunities, allowing students to explore specialized areas, gain practical experience, and broaden their perspectives. By following the guidelines outlined in this policy, students can maximize the benefits of elective programs and enhance their professional growth and development.



## **RASHID LATIF MEDICAL COLLEGE**

### **FEE SCHOLARSHIPS, DISCOUNTS AND CONCESSION POLICY**

#### **Objective:**

The objective of the policy is to define structured mechanism to provide rewards, scholarships and discounts to medical students in terms of reduction of college fee.

#### **PMDC Requirements:**

College fee reduction policy is in compliance with the minimum requirements as defined in the PMDC regulations as follows:

- Students equal to 5% of total strength will be provided at least 25% reduction in tuition fee.

Students fee reduction may be provided under following categories:

#### **A. Position-holders**

Students having 90% or above marks in intermediate exams can avail up to 20% scholarships on his / her tuition fee in first year. Further

- a. Students securing 1<sup>st</sup> position in the affiliated university will be given 100% fee concession in tuition fee for next 1 year.
- b. Students securing 2<sup>nd</sup> position in the affiliated university will be given 75% fee concession in tuition fee for next 1 year.
- c. Students securing 3<sup>rd</sup> position in the affiliated university will be given 50% fee concession in tuition fee for next 1 year.

#### **B. Need Based Scholarship**

- a. Need based Scholarship shall be offered to the needy and financially weak students in order to partially or fully support them.
- b. New admissions and already enrolled students can apply subject to fulfilling the eligibility criteria.
- c. Need based scholarship will be awarded only on the recommendation of the Financial Assessment Committee, formed for the purpose of financial assessment of students.
- d. Management will establish a committee consisting of following:
  - Chief Financial Officer
  - Principal of concerned college
  - General Manager Finance
  - Manager Students Affairs
- e. The committee will assess the need of student applying for concession in fee.

- f. Students seeking concession will submit their request on prescribed application form along with necessary documents as proof of income / financial position of the parents or guardian.
- g. The committee will also consider the academic performance of the student for deciding the amount of concession.
- h. The committee will scrutinize the documents and will made decision about the amount of concession.
- i. The committee may decide the approval of concession for a session or for whole program.
- j. The Committee is the final authority to decline or approve the amount of concession in each case.

## **Migration/Transfer Policy**

### **General Rules:**

- Migration of students will be allowed only between Institutions recognized by Pakistan Medical and Dental Council (PM&DC).
- Migration of students will be allowed only between affiliated/ Constituent Institutions of HEC-recognized Universities.
- Migration Request of any student who was granted admission in violation of admission criteria/ Regulations of the PM&DC shall not be entertained.
- All the vacant seats will be announced on RLMC website. Vacant seats will be filled within the timeline and as per the guidelines of the PM&DC.
- All the received applications will be forwarded to migration committee for scrutinizing the academic records, study gap (if any), time period and curriculum for its recommendations on merit.
- Inter university migrations will also be allowed only on the recommendations by the migration committee.
- The transfer out of RLMC will only be allowed on mutual migration basis.
- The Medical Students of 2nd, 3rd, 4th and 5th year can apply for transfer to another medical college within fifteen days of the declaration of respective professional exam result as per prescribed conditions.
- A medical student asking for transfer must have passed the current Professional Examination. If a student had failed in Professional Exams and is academically detained, the seat shall be considered occupied and transfer of such students will not be allowed.
- A transferred student accepted and admitted in RLMC cannot re-seek transfer to any other institute.
- The student has to pay the tuition fee and other charges as per notified fee schedule of the professional year/session in which he/she is migrating.

### **Process for Migration:**

- Announcement of Vacant seat on RLMC website.
- Submission of Migration request on prescribed application form along with required documents.
- Scrutiny of documents by migration committee.
- Selection of candidate on merit.
- Admission confirmation after payment of requisite dues within due date.

### **Documents to be attached:**

- Matric / O levels Equivalence certificate
- F.Sc / A levels Equivalence certificate
- MDCAT Result
- Domicile
- Passport size picture
- CNIC Copy (Student and Father)
- Previous Transcript / result cards issued by the releasing institution/ University
- NOC from the principal of releasing college / institution
- NOC from the releasing university.



Tel: (92 51) 9106152-54  
Fax: (92 51) 9106159

**PAKISTAN MEDICAL COMMISSION**  
(SUCCESSOR OF PAKISTAN MEDICAL & DENTAL COUNCIL)  
G-10/4, MAUVE AREA,  
ISLAMABAD.

Dated: 31<sup>st</sup> March, 2022

**NOTIFICATION**

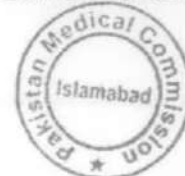
**PMC National Transfer Policy on Vacant Seats 2022**

Pursuant to the PMC Act, 2020 and PMC Medical and Dental Undergraduate Education (Admission, Curriculum and Conduct) Regulations, 2021 (Amended), it is notified that the Transfer Window on vacant seats shall be open from 1<sup>st</sup> April, 2022 for 1<sup>st</sup> year transfers.

1. All public and private medical and dental colleges shall allow students to apply against the **notified vacant seats** with immediate effect (**Link attached**).
2. Any student enrolled in any medical or dental college may transfer to another college in the same program at the same level to a notified vacant seat available in the college, subject to any transfer rules prescribed by the affiliating university.
3. No medical or dental college has the right to restrict a student from leaving a college or applying for transfer. No college shall demand NOC for such transfers. Any such act of restrictions or blocking a student from transfer is illegal.
4. Colleges must display the list of all students applying for transfers (to or from the college) on their websites.
5. The colleges shall notify the final list of students who have transferred to and the college from which the student has transferred out to the Authority by 30<sup>th</sup> April, 2022.
6. No transfer shall be accepted by a college to a vacant seat until reviewed by the Authority to ensure transparency. After review of the transfer lists submitted by each college and reconciling any complaints by students, transfers on Vacant Seats shall be notified by the Authority.
7. All transfers on vacant seats for 2<sup>nd</sup> year to final year students is already open and shall be dealt under Section 18 of PMC Medical and Dental Undergraduate Education (Admission, Curriculum and Conduct) Regulations, 2021 (Amended).

  
Secretary

Pakistan Medical Commission



# Health Policy:

## Policy Statement:

Rashid Latif Medical and Dental College believes in the importance of Physical and mental health of students and provides easily accessible medical facilities to all the students belonging to all the disciplines. Students should avail these facilities according to the following instructions.

**Objective:** The objective of this policy to:  
Ensure the basic health coverage to the students of RLMC.

## Implementation of Policy:

This policy will be implemented in letter and spirit by the administration of RLMC and AMTH according to the procedures and guidelines of the policy.

## Procedures and Guidelines of Policy:

- Students are required to visit dedicated students health clinic.
- A dedicated Medical Officer will handle the students problems.
- If required, Medical Officer will refer the student to relevant specialist.
- Consultant will decide accordingly i.e prescription or admission.

There are two designated rooms for students in the hospital in case of admission.  
The following types of medical treatments are covered under this policy.

### 1. Outdoor Patient Services:

- Diagnostics: 50% Discount
- Lab/Blood Test Lab: 50% Discount
- Medicine: 10% Discount

### 2. Indoor Patient Services:

- Hospital Services: 100% Discount
- Diagnosis: 50% Discount
- Lab/Blood Test at Medical Lab: 50% Discount
- Medicine: 10% Discount

## Requirements:

- Valid college ID card with roll number and class.

## **CONFIDENTIALITY OF STUDENT ACADEMIC AND MEDICAL RECORD**

### **Confidentiality:**

All academic and medical information collected during the sessions is protected strictly by confidentiality by the Student Affairs Department/ Medical Counselor.

### **Student Personal Records:**

A personal record for each student is initiated at the time of admission and is maintained in the Student Affairs Department. The personal file contains an application for admission, including biographical information, test scores, copies of all academic record, and current addresses of parents, guardians, or spouses, information on religious. These files do not include confidential counseling records created by any medical staff member.

Information from student records shall not be sent to employers without the formal approval of the Principal.

### **Academic Records:**

Information about the academic achievement of a student will be available to the student and to the student's parents/guardian as per schedule or upon written request. Academic information will only be released to parents/guardian of student.

### **Student Conduct Records:**

Records of conduct decisions by college student conduct bodies will be maintained by the Student Affairs Department.

Conduct records are primarily for internal use and shall not generally be made available to persons outside the institution.

### **Financial Assistance Records:**

When applying for financial assistance, each student is normally required to submit a Financial Assistance Application. This statement and all other materials pertinent to a student's financial status will be kept in a personal file and shall be available only to those persons working directly with financial assistance. Information on awards for scholarships is considered confidential and will not be released to unauthorized persons.

### **College Health and Counseling Records:**

Medical and psychological records are privileged. A student will have access to these records, and information based on these records may be released only at the request of the student. Those conditions, diseases, or injuries that a licensed healthcare provider is required by law to report would constitute exceptions to this policy.

## Anti-Harassment Policy

RLMC is committed to providing a safe, respectful, and inclusive environment for all members of our community. This policy establishes clear guidelines and consequences regarding harassment, emphasizing our zero-tolerance approach towards any form of harassment. We are dedicated to fostering a culture of respect, equality, and dignity for all individuals.

### Policy Statement

RLMC maintains a strict anti-harassment policy that prohibits any form of harassment defined here.

### Definition of Harassment

Harassment refers to any unwelcome conduct, verbal, non-verbal, or physical, based on protected characteristics, including:

Gender, including gender identity and expression.

Race, ethnicity, or national origin

Socioeconomic status

Sexual orientation

Religion or belief

Disability

Age

Harassment can manifest in various forms, such as:

- Verbal harassment, including derogatory comments, slurs, or offensive jokes.
- Non-verbal harassment, including gestures, graphic materials, or displays that create a hostile or intimidating environment.
- Physical harassment, including unwelcome touching, groping, or physical intimidation.
- Cyber harassment, including online bullying, stalking, or sending offensive or threatening messages.



### Prohibited Conduct:

All individuals associated with our institution, including students, faculty, staff, and visitors, are expected to refrain from engaging in any conduct that constitutes harassment. Prohibited conduct includes, but is not limited to:

- Making unwelcome sexual advances or requests for sexual Favors
- Engaging in unwelcome sexual or romantic relationships that create a conflict of interest or power imbalance.
- Making offensive, derogatory, or discriminatory remarks or comments based on protected characteristics.
- Displaying or distributing offensive or inappropriate material, including explicit or sexually suggestive images
- Engaging in cyberbullying or online harassment through social media platforms, email, or other digital communication channels
- Engaging in any form of physical intimidation, threats, or violence based on protected characteristics.

### Reporting and Investigation:

Any individual who experiences or witnesses' harassment is strongly encouraged to report the incident promptly. Reports can be made to designated individuals or through established reporting channels. The institution is committed to taking all reports seriously and conducting a thorough and impartial investigation.

### Confidentiality and non-retaliation:

The institution will respect the confidentiality of those involved in a harassment complaint to the extent possible while conducting a fair investigation. The institution strictly prohibits any form of retaliation against individuals who report harassment or participate in an investigation. Retaliation is considered a separate violation of this policy and will be dealt with accordingly.

## Consequences

Upon substantiation of a harassment complaint, the institution may take appropriate disciplinary action against the offender. Consequences may include, but are not limited to:

- Verbal or written warning
- Mandatory education or training on harassment prevention
- Suspension from the institution or relevant activities
- Termination of employment or expulsion from the institution

### Support and Resources:

The institution will provide support and resources to those who have experienced harassment, including access to counselling services, advocacy, and information about external support organizations. Additionally, educational programs and awareness campaigns may be implemented to promote understanding, prevention, and intervention related to harassment.

Our Anti-Harassment Policy reinforces our commitment to creating a safe, respectful, and inclusive environment for all members of our institution. By strictly enforcing this policy, we aim to prevent harassment, protect the rights and dignity of individuals, and foster a community that values equality, respect, and dignity for all.

## Anti-Ragging Policy:

*(Upholding Integrity and Self-Discipline)*

At RLMC, we are dedicated to creating a safe, inclusive, and respectful environment for all members of our academic community. Our core values of integrity and self-discipline guide us in developing a comprehensive anti-ragging policy that reflects our commitment to upholding ethical standards and fostering responsible behavior.

### Definition of Ragging

Ragging includes, but is not limited to, any of the following acts.

- Any conduct, whether verbal or physical, by any student or group of students that induces fear or mistreatment in another student.
- Engaging in rowdy or undisciplined activities, or coercing students to perform acts that are against their will, resulting in shame, annoyance, torment, hardship, embarrassment, or psychological harm.
- Disrupting or disturbing the regular academic activities of any student by senior students.
- Engaging in any form of financial extortion from any student.
- Inflicting physical abuse, including sexual abuse, stripping, forcing lewd acts, or causing bodily harm to any student.
- Using verbal or written abuse, such as derogatory or offensive language, publicly insulting, or sending offensive messages, to embarrass, annoy, or discomfort any student.

### Guidelines:

Our anti-ragging policy encompasses the following guidelines aligned with our core values of integrity and self-discipline:

**Prevention:** We promote integrity by fostering a culture of honesty, respect, and ethical behavior. Through awareness campaigns and educational initiatives, we emphasize the importance of self-discipline and responsible conduct to prevent ragging incidents.

**Reporting Mechanism:** The anti-ragging committee, responsible for promptly addressing and investigating all complaints related to ragging. Students are encouraged to report incidents confidentially, ensuring the integrity of the process and holding individuals accountable.

**Support for Victims:** We provide comprehensive support systems, including counselling services, for victims of ragging. Upholding the principles of integrity, we ensure their well-being and provide a safe space for them to seek assistance.

### Actions against Ragging

**Suspension:** Students involved in ragging may face immediate suspension from attending classes and academic privileges.

**Scholarship Withdrawal:** Students found guilty of ragging may have their scholarships, and other benefits withheld or withdrawn.

**Examination Debarment:** Students involved in ragging may be debarred from appearing in tests, examinations, or evaluations.

**Result Withholding:** Results of students found guilty of ragging may be withheld, ensuring that academic evaluations are conducted fairly and maintaining the integrity of our evaluation process.

**Expulsion:** In severe cases, students may face expulsion from the institution for a specified period, with subsequent debarring from admission to any other institution. This decisive action underscores our unwavering commitment to maintaining a campus environment that prioritizes integrity and self-discipline.

Our anti-ragging policy, grounded in our core values of integrity and self-discipline, reflects our commitment to fostering a safe and respectful academic community. By upholding these values and taking appropriate actions against ragging, we ensure the well-being and dignity of every individual within our institution.

## Substance Abuse and Drug-Free Workplace Policy

### Policy Statement

RLMC strictly prohibits the possession, use, distribution, or sale of illegal drugs and the use of alcohol within its premises or during any institution-sponsored activities. This policy applies to all students, faculty, staff, and visitors.

#### Policy Guidelines:

##### Prohibition of Illegal Drugs and Alcohol:

The possession, use, distribution, or sale of illegal drugs and alcohol within the institution's premises or during institution-sponsored activities is strictly prohibited. Any violation of this policy will result in disciplinary action, which may include termination of employment or expulsion for students.

##### Assistance and Support:

We recognize that substance abuse is a complex issue and encourage individuals struggling with substance abuse to seek assistance and support. Confidential counselling services, and resources are available to students, faculty, and staff seeking help.

##### Prevention and Education:

Our institution is committed to providing education and awareness programs that promote a drug-free workplace and address the risks associated with substance abuse. These programs will emphasize the importance of making healthy choices and seeking help when needed.

##### Compliance and Enforcement:

All individuals associated with the institution are expected to comply with this policy. Violations will be subject to disciplinary action in accordance with institutional policies and local laws. The institution reserves the right to conduct random drug testing to ensure compliance with this policy.

##### Confidentiality:

Any information shared by individuals seeking assistance for substance abuse issues will be treated with the utmost confidentiality and in accordance with legal requirements and professional ethical guidelines.

## Student Grievance Policy & Procedure for redressal

RLMC is committed to providing a conducive and supportive learning environment for all its students. We recognize the importance of addressing any grievances that may arise during a student's academic journey. The Student Grievance Policy outlines the procedures for students to raise and resolve their concerns, complaints, or grievances in a fair and timely manner.

### Scope of Grievance:

A student may file a grievance regarding any matter that affects their academic or non-academic life within the college premises or any related activities.

In the student context, the scope of grievance refers to the wide range of concerns, complaints, or issues that a student may raise regarding their academic or non-academic experiences within the institution. Grievances can encompass a variety of topics and situations that affect the student's well-being, learning experience, and overall engagement with the college. It is essential to recognize and address these grievances promptly and fairly to ensure a conducive and supportive learning environment for all students.

### Elaboration on the scope of grievance in the student context:

**Academic Matters:** This includes grievances related to grading disputes, unfair evaluation, course content, instructional methods, and concerns about academic integrity or academic misconduct.

**Faculty-Student Relations:** Grievances may arise concerning interactions with faculty members, such as issues with communication, responsiveness, respect, and fair treatment.

**Administrative Issues:** This involves grievances related to administrative processes, such as registration, enrolment, fee payments, financial aid, and record keeping.

**Discrimination and Harassment:** Grievances concerning any form of discrimination, harassment, or bias based on race, ethnicity, gender, sexual orientation, religion, or any other protected characteristic.

Facilities and Infrastructure: Grievances about inadequate facilities, maintenance issues, and campus infrastructure that impact the student's well-being or learning experience.

Non-Academic Misconduct: Grievances related to non-academic misconduct, such as violations of the college's code of conduct or policies by other students or staff members.

Student Services: Grievances regarding the quality, accessibility, or effectiveness of student support services, such as counselling, health services, career guidance, or library facilities.

Extracurricular Activities: Grievances pertaining to extracurricular activities, clubs, events, or student organizations that may affect the student's participation or overall experience.

Safety and Security: Grievances concerning safety concerns, security measures, or incidents on campus that impact the student's sense of security and well-being.

Accessibility and Accommodation: Grievances related to accessibility issues for students with disabilities or challenges in obtaining reasonable accommodations.

### **Informal Resolution:**

Students are encouraged to attempt an informal resolution of the grievance first. They can discuss the issue with the relevant faculty members, staff, or advisor. In most cases, a resolution can be reached through informal communication.

### **Formal Grievance raising Procedure:**

If the grievance remains unresolved through informal means, the student may initiate a formal grievance raising procedure by following these steps:



Written Complaint: The student must submit a written complaint to the Head of the concerned department or the Convener Student's affairs committee, clearly stating the nature of the grievance, relevant details, and any previous attempts at informal resolution.



Grievance Committee Formation: Upon receiving the written complaint, the Student Affairs Committee will constitute a Grievance Committee within five working days. The committee will be composed of impartial faculty members, staff, and student representatives, not directly involved in the issue.



Investigation and Resolution: The Grievance Committee will investigate the matter thoroughly, including interviewing involved parties and gathering relevant evidence. They will aim to resolve the grievance within twenty working days from the date of complaint submission.



Communication of Decision: The Grievance Committee will communicate its decision in writing to the student, explaining the findings and any remedial actions to be taken, if applicable.

#### Appeal Procedure:

If the student is dissatisfied with the decision of the Grievance Committee, they may appeal within ten working days from the date of receiving the decision. The appeal must be submitted in writing to the Principal of RLMC.

#### Appeal Committee Formation:

The principal will constitute an Appeal Committee comprising of senior faculty members and administrators not involved in the initial grievance or appeal process. The Appeal Committee will review the case independently and impartially.

#### Appeal Review:

The Appeal Committee will review the entire grievance process, including the original complaint, the Grievance Committee's decision, and any new information presented during the appeal. The committee will aim to reach a decision within fifteen working days from the date of appeal submission.

### Final Decision

The decision of the Appeal Committee will be communicated to the student in writing. This decision will be final and binding.

#### Confidentiality:

All parties involved in the grievance process, including the students and members of the committees, must maintain strict confidentiality throughout the proceedings.

#### No Retaliation:

RLMC strictly prohibits any form of retaliation against a student who files a grievance in good faith.

We encourage all students to utilize this grievance policy responsibly and sincerely. It is our commitment to address grievances fairly and promptly, striving to maintain a harmonious learning environment for everyone at RLMC.

## **Student Counselling:**

*(Fostering Student Well-being and Mental Health)*

### **Introduction:**

RLMC is committed to providing comprehensive support for students to enhance their personal well-being and address emotional, social, and psychological concerns. Our student counselling services prioritize confidentiality, non-judgmental support, and timely interventions. Through the application of diverse counselling techniques, we assist students in managing behavioral challenges, coping with stress, alleviating anxiety, and distress, and addressing psychological disorders. Our objectives encompass resolving personal, educational, social, and psychological issues, raising awareness about mental health, offering career guidance, and making appropriate referrals to experts when necessary. To achieve these goals, RLMC has established a Counselling & Wellness Centre (CWC) and a Career Counselling Cell (CCC).

### **Counselling & Wellness Centre (CWC)**

The CWC serves as a comprehensive resource addressing the diverse counselling needs of RLMC students. We prioritize the utilization of innovative, evidence-based counselling and therapeutic approaches to equip students with the necessary psychological skills for managing educational, familial, emotional, and psychological challenges. Our commitment lies in providing inclusive, individualized, and collaborative care and support to all RLKUMC students.

### **Career Counselling Cell (CCC)**

The CCC is dedicated to providing guidance to students regarding their interests and career choices. We organize webinars and seminars in collaboration with the RLKUMC Alumni Society to enhance awareness of medical licensing exams globally. The CCC encourages students to explore various career options, gather relevant information, set goals, and take proactive steps towards their chosen career paths. Additionally, we offer information on international requirements and facilitate interactions with medical specialists to serve as role models.

### Roles and Responsibilities:

**Individual Counselling Sessions:** Our team conducts confidential counselling sessions to address personal issues faced by students.

**Building Self-esteem:** We promote self-esteem among students, particularly those who may be weaker or face physical challenges.

**Overcoming Learning Difficulties:** We provide assistance to students in overcoming learning challenges.

**Transition Support:** We facilitate the adjustment of new students to the college environment.

**Training Programs:** We conduct counselling skills training programs for faculty and staff members.

**Mental Health Seminars:** We organize seminars in collaboration with the wellness center to raise awareness of mental health and addiction issues among students.

**Communication:** We maintain open communication channels with the head of departments and parents to address any psychological concerns identified in students.

### Referral Process:

Students can be referred to the Student Counselling Cell by various sources such as the hostel, principal, head of department, faculty, staff, peers, or through self-referral. During the initial stage, we gather necessary information and seek consent from the individual while ensuring strict confidentiality of all records. Based on a comprehensive analysis of the provided information, we establish a diagnosis and develop an appropriate treatment plan. After successful counselling sessions, we conduct follow-up sessions and compile detailed reports. In cases where the treatment plan proves ineffective, the counsellor may review the case or refer the student for psychiatric evaluation.

### Appointment Protocol:

Consultation timings: Monday to Friday, 8:30 am to 3:00 pm.

RLMC students can register for counselling by walking in or emailing [counseling.wellness@rlmc.edu.pk](mailto:counseling.wellness@rlmc.edu.pk).

There is no session fee for students.

RLMC students can receive assistance during extreme distress, even outside regular office hours, including crises management in the hostel.

## Monitoring And Mentoring Program

The Monitoring and Mentoring Program at RLMC is designed to provide medical students with the guidance, support, and feedback they need to succeed in their academic pursuits, with a focus on developing professionalism, personal growth, an interest in research and other academic and clinical career counselling. The program is aimed at ensuring that each student is making progress towards their academic goals, while also fostering their development as professionals and individuals.

In the first two years of the medical college, the program focuses on developing foundational skills and competencies that are essential for success in any profession. Mentors work with their mentees to build a strong foundation in areas such as communication skills, ethical decision-making, and professional conduct.

Starting in the third year of the medical college, the program focuses on increasing the mentees' interest in research and other academic careers. Mentors encourage mentees to explore research opportunities and assist them in finding research projects that align with their interests. Mentors also provide guidance on developing academic skills, such as critical thinking, scientific writing, and data analysis, that are necessary for success in research and academic careers.

In the fourth and final year of the medical college, the program will focus on career counselling and fostering interest in certain specialties. Mentors will work with mentees to identify their strengths, interests, and goals, and will provide guidance on selecting a medical specialty that aligns with these factors. Mentors will also provide information on residency programs and career opportunities in different specialties and will assist mentees in navigating the application process.

In addition to career counselling, mentors will also continue to regularly meet with their mentees to discuss their academic progress, including their classroom grades and attendance. Mentors will provide feedback and guidance to help their mentees improve their academic performance and will work with them to set academic goals that are achievable and challenging.

The program will continue to require mentees to track and report their attendance in classes, and to undergo periodic performance assessments, such as exams or evaluations of clinical skills, to assess their academic progress. Mentors will use this data to monitor the mentee's progress and provide targeted guidance and support as needed.

Overall, the Monitoring and Mentoring Program aims to foster a culture of collaboration and mentorship among faculty and students, and to ensure that each student has the support they need to achieve their academic goals while also developing into competent and compassionate healthcare professionals with a strong foundation in professionalism, personal growth, an interest in research and other academic careers, and career counselling that helps them identify and pursue their desired medical specialty.

Table:1 Monitoring and Mentoring Programme

<i>Year</i>	<i>Key Steps</i>	<i>Focus Areas</i>
1-2	<ul style="list-style-type: none"> <li>• Assign mentors to students.</li> <li>• Regular meetings between mentor and mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Developing professionalism and personal growth</li> <li>• Building communication skills, ethical decision-making, and professional Conduct</li> </ul>
3	<ul style="list-style-type: none"> <li>• Assign mentors to students.</li> <li>• Regular meetings between mentor and mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Increasing interest in research and other academic careers</li> <li>• Exploring research opportunities</li> <li>• Developing academic skills such as critical thinking, scientific writing, and data Analysis</li> </ul>
4-5	<ul style="list-style-type: none"> <li>• Assign mentors to students.</li> <li>• Regular meetings between mentor and mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Career counselling and fostering interest in specialties.</li> <li>• Identifying strengths, interests, and goals</li> <li>• Providing guidance on selecting a medical specialty</li> <li>• Assisting mentees in navigating the application process</li> </ul>
<i>All years</i>	Monitor mentee's academic progress, including classroom grades and attendance. Provide feedback and guidance to help mentees improve academic performance	

Table:2 Intended Outcomes

<i>Outcome</i>	<i>Description</i>
<i>Improved academic performance</i>	Students will receive regular feedback and guidance on their academic progress, leading to improved grades and attendance.
<i>Professionalism and personal growth</i>	Students will develop essential skills such as communication, ethical decision-making, and professional conduct through regular meetings with their mentors.
<i>Increased interest in research and academic careers</i>	Students will be exposed to research opportunities and develop academic skills, leading to an increased interest in pursuing research and other academic careers.
<i>Informed career decisions</i>	Students will receive career counselling and assistance in navigating the application process for medical specialties, leading to informed career decisions.
<i>Strong mentor-mentee relationships</i>	The program will build strong relationships between mentors and mentees, providing students with ongoing guidance and support throughout their medical education and beyond.





RASID LATIF  
MEDICAL COLLEGE

MEET THE  
Champions



## RLMC MENTORING COMMITTEE

Our dedicated Mentoring Year In-Charges at RLMC are working tirelessly, coordinating with mentors, and ensuring that every student's needs are met with care and guidance.



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### RLMC MENTORSHIP PROGRAM

MENTORS AND MENTEES 1<sup>ST</sup> YEAR



### RLMC MENTORSHIP PROGRAM

MENTORS AND MENTEES 2<sup>ND</sup> YEAR



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### RLMC MENTORSHIP PROGRAM

MENTORS AND MENTEES 3<sup>RD</sup> YEAR



### RLMC MENTORSHIP PROGRAM

MENTORS AND MENTEES FINAL YEAR



## Policy for Co-Curricular Activities:

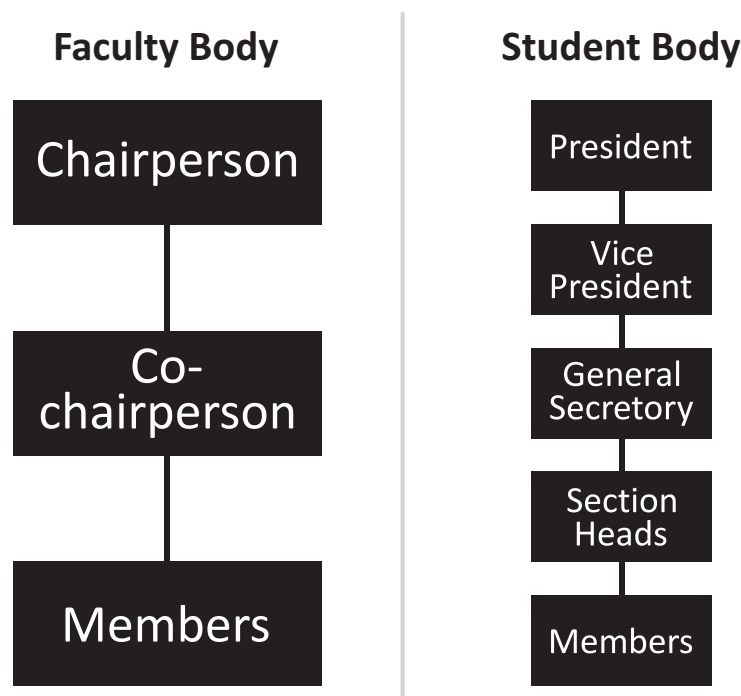
Life of a medical student is flurry of commitment, tenacity and development. They undertake a hard journey that is full of both challenges and victories as they balance demanding academics, long hours of studying and practical training. The ***Co-Curricular and Extracurricular Student Societies*** at RLMC give them a place to explore their passions further, whether they are involved in “community service, medical research or speciality focused activities”. They encourage collaboration as well as friendship among people who share similar interests. They experiences equip them not only for dealing with challenges of medical school ut also for an enjoyable and well-rounded existence outside the boundaries of the classroom.

### List of Societies at Rashid Latif Medical College:

- Literary Society
- Adventure Society
- Debating Society
- Dramatics Society
- Music Society
- Arts and Design Society
- Magazine Society
- Quiz Society
- Patient Welfare Society
- Student Research Society
- Youth Club

### Composition of Society

Each society is composed of a faculty body and a student body.



## **Rules for Students:**

1. Student members will be selected on merit according to the skills after interviews conducted by the faculty members.
2. Positions will be allotted to the students on the basis of seniority and skills. President will be most probably from Final year, Vice President from 4<sup>th</sup> year, General Secretary from third year. Members can be selected from all classes.
3. Final decision will be of the Chairperson and Co-chairperson.
4. Any student with supply in any subject cannot hold the lead position of the society.
5. One student can hold can one lead position in any society. He/she can be a member in more than one society.
6. Students can participate in the events taking place in other medical colleges/universities after seeking permission from the chairperson of the society.
7. Permission will be granted keeping in view the academic record and attendance. Moreover, the academic activities of the participants must not suffer.



## Facilities at RLMC:

### Information and Technology Section:

RLMC has a spacious computer lab with fifty installed latest branded computers equipped with high bandwidth internet managed by highly professional trained staff of IT department. Located adjacent to the library this lab makes an invaluable addition to the self-learning facilities of the college. Its layout and space allow provision of computer workshops as and when required.

Services for teachers and students are as follows;

Online Examination from filling for UHS

Printing

Scanning

E-Data

Wi-Fi

### Security of the Campus:

Security Guards and one Security Supervisor have been appointed for round the clock security of college. It is expected by students to show respect and empathy to these Security Officers who guard them at risk of their lives. With liaison of anti-terrorist police mock drills are conducted to review security weakness and improvement.

### Playgrounds

The campus has a ground that is custom designed and well maintained for different sports activities. For management promotion of each sport, a full time Physical Officer has been hired to manage all outdoor activities.

### RLMC Library

The library has been organized to meet the requirements of students and teachers and importantly facilitate in research work.

It has following sections:

- Basic Sciences, Clinical Sciences and Reference Books Sections
- Reading Area

#### Timings:

Monday - Saturday 08:00am to 10:00pm

The library will be closed on all public holidays.

### RLMC Hostel:

Hostels are adjacent to the college campus. The facility consists of Five hostels. There are 209 single rooms which can accommodate around 700 students. Hostel Committee is responsible for the hostel affairs headed by Principal and comprising chief hostel warden and Assistant Wardens, there is Warden, Assistant Warden and a housekeeper.

#### Hostel Timings:

a) From October to March, hostel will be closed from 10:00pm to 5:00am.

b) From April to September, hostel will be closed from 10:00pm to 6:00am.

c) Exceptional timings in examination days:

Hostel will be closed at 12:30am, because of library timings extended during examinations.

*The hostel gate closing timings as given above will be strictly observed and adhered by the residents of all hostels.*



**Transport System:**

In addition to excellent academic environment, the college transport system brings peace of mind to parents and students both. The college has a contract with Transport Company to provide pick and drop facility to RLMC students. The transport company provides air-conditioned coasters. CNG is not allowed for safety purpose. The administration intervenes in case of any dispute arises with the transport company.

- The charges are equal for all students irrespective of distance. The students will pay six monthly dues directly to transport company. The college is not involved in any collection of funds in this respect.
- The students has to serve one month notice in writing to discontinue facility. However, students discontinuing the facility immediately before annual leave or exams leave has to pay the transport charges for leave period as well.

The college has a spacious air-conditioned library consisting of leading and reference sections. The library fully caters the academic needs of students and staff with a sitting capacity of 200. A spacious library is located in separate block adjacent to the college building. It has all the essential text and reference books along with reference journals. The books are placed subject college building. It has all the essential text and reference books along with reference journals.

**Gymnasium**

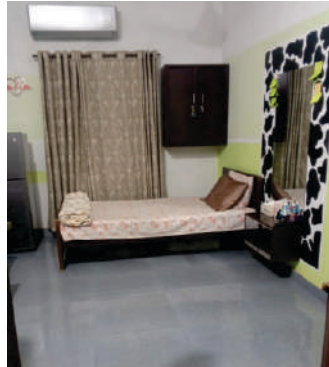
RLMC has a well equipped gym to align physical and mental well being. There is separate timing allocated for boys and girls.

**Food Court**

RLMC 's food court offers convenient and quality food options throughout the day.







## Restriction on Political Activities for RLMC Students

### Policy Statement:

The RLMC is committed to providing a conducive and focused environment for academic excellence, professional growth, and the overall development of its students. In pursuit of this goal, the college has implemented a policy that prohibits students from engaging in any form of political activities during their tenure as students at the institution.

### Policy Rationale

The decision to restrict students from participating in political activities is based on several key reasons:

**Academic Focus:** RLMC prioritizes academic excellence and the rigorous training of future medical professionals. Engaging in political activities can divert students' attention and time away from their studies, potentially compromising their academic performance.

**Impartiality and Patient Care:** Medical professionals are required to provide unbiased care to patients from diverse backgrounds. Engaging in political activities may lead to perceptions of bias or partiality, which can adversely impact patient-doctor relationships and overall healthcare outcomes.

**Safety and Well-being:** Political activities, especially those involving public demonstrations or protests, can sometimes be associated with unrest and security risks. Barring students from such activities helps ensure their safety and protects the college's reputation as a secure and peaceful learning environment.

**Conflict of Interest:** Active involvement in political activities could create conflicts of interest for students in the future when they pursue medical careers. Remaining neutral during their education helps maintain the integrity and trustworthiness of RLMC graduates.



## Guidelines:

### **Prohibition on Political Activities**

All students enrolled at RLMC Medical College are strictly prohibited from participating in any form of political activities, including but not limited to political campaigning, demonstrations, protests, rallies, or public endorsements of political parties or candidates.

### **Social Media and Online Activities**

Students are reminded to exercise caution while using social media and online platforms to ensure that their personal views or engagements do not give the impression of political affiliations. Publicly displaying political involvement online is also not permitted.

### **Student Organizations**

Student organizations within the college should refrain from endorsing or promoting any political activities or affiliations. Such organizations must focus on academic and non-political extracurricular pursuits.

### **Monitoring and Disciplinary Actions**

The college administration, faculty, and staff will keep a vigilant eye on student activities to ensure compliance with this policy. Violations will be subject to disciplinary actions, which may include warnings, probation, or, in severe cases, suspension or expulsion from the college.

### **Educational Outreach**

The college may organize seminars or workshops to educate students about the importance of remaining politically neutral during their education and medical career, emphasizing their role as future healthcare professionals.

*The college administration may periodically review the effectiveness of this policy and make necessary adjustments if deemed appropriate.*



## **Disclaimer for Unsupervised Student Activities Outside RLMC Premises**

**Objective:** To clearly communicate the institution's stance and disclaim any responsibility for unsupervised student activities that occur outside the institution's premises.

**Scope:** This policy applies to all students enrolled at the RLMC Medical College and engaging in activities beyond the institution premises.

### **Policy Statements:**

#### **Clarity of Boundaries**

The institution's responsibility for student safety and security is limited to activities that occur within the institution premises and during institution-sponsored events.

Any activities, events, or outings that students choose to participate in outside of the institution premises are considered unsupervised and fall beyond the scope of the institution's responsibility.

#### **Disclaimer of Liability**

The institution shall not be held liable for any incidents, accidents, injuries, damages, or consequences that may arise as a result of student participation in unsupervised activities outside of the institution's premises.

Parents and guardians are advised to exercise due diligence and caution when allowing their wards to participate in such activities.

### **Parental Consent and Awareness:**

Parents and guardians are encouraged to maintain open communication with their children regarding their activities outside of institution hours.

Prior to participating in any unsupervised activity, students and their parents/guardians must acknowledge and accept the disclaimer provided by the institution.

#### Educational Campaigns:

The institution shall periodically conduct educational campaigns to inform students, parents, and guardians about the limitations of the institution's responsibility for off-campus activities. These campaigns will emphasize the importance of informed decision-making and personal safety when engaging in activities outside of the institution's control.

#### Acknowledgment of Disclaimer:

Before the commencement of each academic year, students and their parents/guardians will be required to sign an acknowledgment form indicating their understanding and acceptance of the institution's disclaimer regarding unsupervised activities.

#### Emergency Preparedness:

Students shall be educated about basic emergency response procedures and safety measures to follow in case of incidents that occur outside the institution's premises. The institution will encourage students to contact local authorities and emergency services in case of emergencies or accidents.

*This policy shall be reviewed periodically to ensure its relevance and effectiveness.*

*Any necessary updates or changes to the policy shall be communicated in a timely manner*

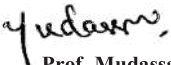



# RASHID LATIF MEDICAL COLLEGE

## EXTRACURRICULAR, CO-CURRICULAR & HOLIDAYS CALENDAR SESSION 2026

Events		Date/Time	Departments Responsible/Event Hosts
Student Empowerment Activities		Alternate month	DME RLMC
Orientation Day		Febraury 2026	Vice Principal, DME, All basic science Depts RLMC/RLDC
7th Convocation RLMC		14th Febraury 2026	Principal, Vice Principal RLMC/RLDC & Convocation Committee
TEDx		April 2026	RLMC
World Health Day		13th April 2026 12:30 pm onwards	Community Medicine & DME of RLMC
Drama Event		22th April 2026 12:30 pm onwards	Dramatics Society RLMC
Annual Sports Day		29th April 2026 9:00 am onwards	Sports Society RLMC + RLDC
Music Gala		13th May 2026 12:30 pm onwards	Music Society RLMC
World Hypertension Day		19th May 2026	Medicine Department RLMC
Immunization Seminar		5th June 2026	Community Medicine + Pathology Dept + RLDC
Thalasemia awareness Day & Blood Donation Drive		12th June 2026	Physiology, Biochemistry, Paeds and Pathology Dept with Patient welfare socitey RLMC
World Hepatitis Day		7th August 2026	Medicine Dept RLMC
3rd International SUTCON 2026		21-22 August 2026	Principal and Vice Principal Office, Executive committee, DME, Research Cell, Dramatic society
Annual Cake Cutting		1st September	Principal & Vice Principal Office
Career counselling Fair		15th September 2026	Physiology Dept, Vice Principal Office, Alumni cell RLMC
Mind Marge		18th September 2026 12:30 pm onwards	Quiz Society RLMC
Physiology Day		23rd September 2026	Physiology Department RLMC
4th MUN (Intercollegiate) Annual Concert		26-28 September 2026	Vice Principal Office, Debating Society & Patient Welfare Society RLMC
Seerut nabi conference		30th September 2026 1:00 pm onwards	Youth Club RLMC
Breast Cancer Awareness Day		1st October 2026	Pathology, Surgery, Radiology & Gynecology
World Mental Health Day		10th October 2026	Behavioral Sciences & Psychiatry Dept RLMC
Infection prevention & control week		13-Oct-26—19-Oct-26	PathologyDepartment
Anatomy Day		15th October 2026	Anatomy Department
Annual College funfair		16th October 2026 11:00 am onwards	Patient Welfare Society of RLMC
Qawali Night		17th October 2026	Dramatics Society
World arthritis & Osteoporosis Day		21st October 2026	Orthopedic Dept RLMC
Biochemistry Day		3rd November 2026	Biochemistry Department RLMC
World Oral Health Day		4th November 2026	DME RLMC & RLDC
World Diabetes Day		14th November 2026	Medicine Department RLMC
Pathology Day		25th Novmber 2026	Pathology Department RLMC
World Antibiotic Resistance awareness seminar		1st December 2026	Pharmacology & Medicine Department RLMC
Journal Club/CPC		Every Friday	DME & Surgery Department of RLMC
Annual Alumni dinner		26th December 2026	Principal & Vice Principal Office & Allumni Cell
National Holidays & Vacations			
Kashmir Day	5th February 2026	Youm Takbeer	28th May 2026
Eid-ul-Fitr	21-23 March 2026	Youm -e- Ashura	25-26 June 2026
Pakistan Day	23rd March 2026	Summer Vacations	5-17 July 2026 (02 Weeks)
Spring Break	6-10 April 2026(01 Week)	Independence Day	14th August 2026
Labour Day	1st May	Iqbal Day	9th November 2026
Eid-ul-Azha	27-29 May 2026	Winter Break	28-1 January 2027 (01 Week)

  
Dr. Kainat Javed  
Director DME

  
Prof. Mudassar Ali  
Vice Principal  
Rashid Latif Medical College

  
Prof. Tahir Masood Ahmad  
Principal  
Rashid Latif Medical College



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