



Faculty Guidelines

RASHID LATIF MEDICAL COLLEGE

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Edition: 2023



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Vision Statement

To become the center of excellence in the field of Health Sciences.

Mission Statement

- a) Groom competent professionals who are outstanding clinicians and investigators with a passion for lifelong learning and providing the highest quality compassionate care and are sensitive to the community's needs.
- b) Provision of quality education in medicine and its related fields through effective teaching methods and techniques.
- c) To keep abreast with the latest developments and research from across the globe and strive to become a center for advancement for the medical profession.
- d) Develop clinicians who are trained to become future leaders in the field of medicine. Our graduates will uphold the dignity of their profession, practice both the art and science of medicine with altruism and incorporate the highest ethical principles into their life and practice.
- e) To promote the practice of Evidence-based Medicine.



Introduction

Faculty is one of the most essential and defining features of any institution. Faculty at Rashid Latif Medical College plays a crucial role in educating and mentoring future healthcare professions. They have overall a strong academic background with relevant postgraduate qualifications. Teaching skills, research and scholarship are the basis of their initial selection, retention, and promotion.

Displaying exemplary professional behavior, they are an embodiment of strict interpersonal and professional ethics. They are groomed in leadership and administrative skills. It makes them part of effective management of academic programs and departments. Innovation, adaptability, and dedication to the service is especially looked for and encouraged. They disseminate and impart basic or applied clinical knowledge to students and assist them with its application. Faculty members are expected to follow developments in the field, so their expertise and knowledge base remains current. Faculty is called upon to perform various roles in addition to designated activities.

Faculty guidelines in a medical institution are crucial for maintaining the institution's quality, professionalism, and integrity across all aspects of its mission and vision, including education, research, and clinical care. They provide a framework for faculty members to excel in their roles while ensuring that the institution meets its educational and ethical obligations.

Rashid Latif Medical College and Arif Memorial Teaching Hospital

Rashid Latif Medical College (RLMC) and Arif Memorial Teaching Hospital (AMTH) are constructed on 28 acres on Ferozepur Road, Lahore. This purpose-built campus consists of a Medical College building, AMTH (750 beds), and hostels for girls and boys with ample space for future expansion. Its environmentally friendly features make it conducive for teaching and learning.

The basic sciences departments are housed in the College block keeping in view the movement and flow of students in an orderly fashion.

Each department's facilities can cater to more than 150 students per class. The library and the lecture theatre block are spaced out to provide the needed quietness and isolation while adding to the aesthetics of the building structure.

The proximity of a hospital to a medical college is mutually beneficial, as it supports the education and training of future healthcare professionals while providing access to quality healthcare services for the community. It creates a dynamic ecosystem



where education, research, and patient care are closely intertwined, contributing to the overall advancement of healthcare.

RLMC Logo

The RLMC logo illustrates core values and mission of the institution. It is a symbol of identity, professionalism, values, and credibility. It plays a vital role in marketing, recruitment, and fostering a sense of belonging within the college community. It is a well-designed logo that contributes to the overall success and reputation of the institution.

Organization and administration

Recognition & Affiliations

Recognized by:	Pakistan Medical & Dental Council
Affiliated with:	University of Health Sciences
Approved by:	Ministry of National Health Services
Listed in:	International Medical Education Directory
Listed in:	WHO Avicenna Directory
Recognized by:	CPSP for FCPS Training

The Board of Governors

Powers and responsibilities:

The Board of governors will be responsible for:

- Oversight of the medical and dental institution.
- Administrative officers and faculty are to be appointed by, or on the authority of, the governing body of the institution.
- The Governing body may give the Principal or Dean appropriate financial autonomy, authority, and control over the college and its attached teaching hospital so that he can function as the chief executive of the institution.



Principal

The chief official of the institution is the Principal/ Dean and is appointed as per PMDC eligibility criteria.

Powers and responsibilities:

1. He has financial autonomy, as decided by the governing body.
2. He has authority and control over the attached teaching hospital and functions as its chief executive.
3. He has ready access to the university authorities and the governing body, and other officials as are necessary to fulfill the responsibilities of the Dean's / Principal's office.
4. He clearly understands the authority and responsibility for the institution's matters along its hierarchy.
5. He is responsible for discipline in the college and shall take steps to prevent harassment of faculty and students and ensure that there is no ragging.
6. He ensures that the faculty and students get opportunities and time for research.
7. He ensures the development of faculty by making appropriate opportunities available.
8. He is responsible for ensuring compliance with all PMDC regulations and supplying correct information as and when required by the Council.

Vice Principal

The Vice Principal reports directly to the principal and assumes supervision on behalf of or in the absence of the principal. At the discretion of the principal, specific responsibilities and latitude of independent action will vary, but he will assist in the administration of the college. The Vice Principal will assist in the formulation of policies, organizational plans, goals, and objectives to develop and maintain an educationally effective college of excellence.

Roles & responsibilities

1. Assist the Principal in supervising and evaluating all tenure and non-tenure staff and assigning teachers to duties.
2. Take responsibility for attendance and discipline and the documentation needed for mandated programs.
3. Meet with teachers and parents/guardians as needed and maintain an effective, positive working relationship with staff.
4. Assist the Principal in conducting orientation for incoming students.



5. Resolving conflicts and arguments between teachers and students.
6. Ensuring smooth functioning of daily college activities along with the principal.
7. Handling any urgent matters responsibly and professionally.
8. Reviewing and updating college policies and rules.
9. Organizing field trips, exhibitions, and other workshops.
10. Communicating with different departments/ committees and forwarding their requests and concerns to the principal.
11. Confer with the Principal and Administrative Assistant on decisions concerning attendance and discipline problems.
12. Performs other duties that the Principal and Chief Executive officer may assign.

The Academic Council

Academic Council is formed in the institution. The principal is the Chairman of the Academic committee. Other members include:

- Dean
- Heads of Departments/teaching units and
- Professors

Powers and duties of Academic Council:

The Academic Council is the academic body of the College. The members meet often enough to have the opportunity to participate in the discussion about educational policies and practices. Academic Council, by the statutes, has the powers to:

1. Lay down institutional academic policies and standards of instruction, curricular delivery techniques, research, publication, and examination to regulate and promote the academic life of the institution as per approved curricula of PMDC.
2. Determine and provide scenarios and appropriate patient access with clear learning objectives in each discipline and function as a supervisory and oversight body.
3. Advise the Board of Governors on academic matters.
4. Regulate the conduct of teaching, research, and publication.
5. Regulate the admissions of students to the courses of studies and examinations in the institution.
6. Regulate the conduct and discipline of the students of RLMC.
7. Propose to the Board a scheme for the constitution and origination of Faculties and teaching departments.
8. Consider or formulate proposals for the planning and development of teaching and research in the institution.
9. Make Regulations prescribing the courses of studies, the planners, and the in-house examination schedules and methodologies subject to the approval of the



Board.

10. Regulate the award of studentships, scholarships, exhibitions, medals, and prizes.
11. Appoint or nominate members to the various Authorities under the provisions of this Act and perform such other functions as may be prescribed by the Statutes.

Study Boards and Curriculum Committee

Study Boards and curriculum committee is formed by the institution to ensure that there are mechanisms for direct faculty involvement in decisions related to the educational program and its delivery and evaluation.

Departments

Basic Sciences Departments Include:

- Department of Anatomy
- Department of Physiology
- Department of Biochemistry
- Department of Pharmacology
- Department of Forensic Medicine
- Department of Community Medicine
- Department of Pathology
- Department of Behavioral Sciences

Clinical Departments Include:

- Department of ENT
- Department of Ophthalmology
- Department of Surgery
- Department of Medicine
- Department of Obstetrics and Gynecology
- Department of Pediatrics
- Department of Orthopedics
- Department of Dermatology
- Department of Psychiatry
- Department of Anesthesia
- Department of Radiology
- Department of Urology
- Department of Cardiology
- Department of Gastroenterology
- Department of Nephrology
- Department of Neurology
- Department of Thoracic surgery
- Department of Accident and Emergency



Administrative Section

The Administrative Section of RLMC is in the front part of the main college building. This section is headed by the Senior Manager Administration, who works under the guidance of the Principal, RLMC. This section comprises of *Establishment Section* and *Students Section*. The Establishment Section deals with administrative affairs, record keeping, and disciplinary matters of faculty, Event management, and building maintenance. The Students Section facilitates the students in solving their problems relating to college and university and deals with all academic and disciplinary matters of the students.

Human Resource Department

Human Resource Department is well established, catering to the critical needs of the institution in hiring faculty, and staff, maintaining their CV records, and guiding faculty in their registration with PM&DC.

Accounts Department

The Accounts Department is also located in the main building of the college. This department is headed by the Director of Finance & Accounts, who works under the guidance of the Principal, RLMC. The Accounts Department deals with all financial matters relating to the faculty and the students.



Responsibilities of RLMC Faculty Members:

Faculty members serve multiple roles as teachers, mentors, clinicians, and scholars. They are expected to excel in teaching and fulfill various responsibilities as active members of the college community. Faculty members carry out their professional and institutional commitments regularly throughout the academic year. They must abide by, and support college policies enshrined in the RLMC Faculty Handbook. The faculty is committed to the vision and mission of Rashid Latif Medical College.

Common Responsibilities of Faculty

To make the education process meaningful, faculty should give attention to the following guidelines regarding their duties and responsibilities.

- Be punctual and be available in the departments during official working hours.
- Follow the Institution's policies, standards, rules, regulations, and procedures.
- Follow the policies, standards, rules, regulations, and procedures of PM&DC / PMC and UHS.
- Conduct the classes at the scheduled times.
- Reach the classroom on time for teaching.
- Plan and prepare every aspect of the topic well before delivering the lecture.
- Develop and use the appropriate teaching aids.
- Use a combination of different methods and techniques of teaching.
- Implement the designated curriculum entirely and in due time.
- Engage students in creative thinking and integrated or interdisciplinary learning experiences.
- Maintain cleanliness, discipline, and a safe, orderly environment conducive to learning.
- Mark the attendance of the students in each class.
- Create a learning environment for the students by giving examples of noble work of great personalities to inspire the students.
- Make the best use of the laboratory and use models, lab equipment, and apparatus to conduct experiments regularly according to the requirement of PM&DC / PMC and UHS.
- Make a schedule for the practical classes and ensure that the entries in the record complete the credit hours.
- Encourage students to prepare and participate in related exhibitions and help them prepare working models.
- Encourage students to develop reading habits by consulting various textbooks, journals, related magazines, etc.
- Help check students' truancy and prolonged absenteeism and find the reasons.
- Must evaluate the students from time to time.
- Display the timetable/teaching schedule of the class.
- Maintain the Faculty's diary (logbook) daily.



- Maintain Inventory of equipment and instruments, chemicals, glassware, and furniture of the concerned departments according to the requirement of PM&DC.
- Contribute to the management tasks in the institute if required.
- Assist the HOD of the department in developing internal and external bodies (e.g., PM&DC / PMC& UHS) that promotes the major field of study and the Institute.
- Provide constructive and timely feedback to students, advise on areas of concern, and suggest improvements.



Job Descriptions specific to faculty positions:

I. Professor: (Basic Sciences)

Reporting to: Principal / Vice Principal

Duties & Responsibilities:

The scope of work for this position is as follows.

Academic Responsibilities

- Responsible for fulfilling the educational obligations concerning the students by PM&DC / PMC and UHS.
- Responsible for performing all such duties to ensure continued improvement in the quality of Medical Education & Research.
- Responsible for teaching Undergraduate (MBBS) Medical students.
- Contribute to research in medical education or other research areas within the subject.
- Responsible for dealing with and carrying out all official correspondence of the college on all academic/administrative matters.
- Responsible for participating and preparing agendas for Academic Council, syndicate meetings, and weekly/monthly faculty meetings with Principal and CEO.
- Responsible for ensuring proper communication and the college's rules and regulations align with PM&DC / PMC/ UHS rules and regulations as applicable to the institute.
- Responsible for representing the college when PM&DC / PMC/ UHS visits are required.
- Responsible for advice and supporting academic council on academic and personal development.
- Responsible for preparing course materials such as syllabi, homework assignments, exams, and handouts and delivering regular lectures to students.
- Conducting tutorial sessions, seminars, and laboratory classes (when necessary)
- Responsible for periodic evaluation/assessment of undergraduate (MBBS) students by conducting their internal College examinations.
- Responsible for developing and enforcing appropriate quality education mechanisms and improving the learning environment, teaching method, and student assessment.
- Advising and mentoring MBBS students and assisting them in pursuing their degree, such as providing academic and career advisement.
- Preparing and marking student assignments and exams and providing one-on-one feedback on academic performance where necessary.



- Responsible for managing and supervising the department's operations, including maintaining student attendance, examination, and academic records and addressing student records and other related grievances.
- Responsible for ensuring that all students comply with the department's policy on academic integrity, including checking for any cheating and plagiarism.

Administrative Responsibilities:

- Responsible for managing and supervising departmental teaching and non-teaching staff and overseeing all their activities.
- Chairing departmental meetings when required to ensure that adequate education takes place with students and to provide continued enhancement in the quality of performance of teaching as well as non-teaching staff of the department.
- Responsible for proceeding with students' disciplinary cases to the principal.
- Responsible for ensuring timely availability of necessary input to the department in the form of Equipment, materials, and academics.
- Responsible for writing "Employee Confidential Report" (Probation / Annual Performance Appraisal) of the employees working in the Dept.
- Participating in HOD(s) meetings for scheduling, teaching program, syllabus, continuing medical education, or sessions by Dean/Principal
- Participate in teaching programs like Tutorials/Group Discussions-Clinics, Demonstrations/
- Practical and other academic activities like Seminars / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programs etc.
- Responsible for approving or refusing any kind of Leave (Casual Leave/Medical Leave/Annual Leave) to
- Dept. Staff member as per leave rules of the organization.
- Responsible for organizing and conducting "Core Competency Development Programs" for Faculty Development and training programs for non-teaching staff.
- Responsible for forwarding the applications and other official documents to the principal in case of staff Promotion etc.
- Coordinating special events and activities for the department/college.
- Responsible for performing any academic or administrative tasks assigned by the competent authority.



II. Professor: (Clinical Sciences)

Reporting to: Principal / Vice Principal

Duties & Responsibilities:

The scope of work for this position is as follows:

Academic Responsibilities

- Responsible for fulfilling the educational obligations concerning the students by PM&DC / PMC and UHS.
- Responsible for performing all such duties to ensure continued improvement in the quality of Medical Education & Research.
- Responsible for teaching Undergraduate (MBBS) Medical students.
- Contribute to research in medical education or other research areas within the subject.
- Responsible for dealing with and carrying out all official correspondence of the college on all academic/administrative matters.
- Responsible for participating and preparing agendas for Academic Council, syndicate meetings, and weekly/monthly faculty meetings with the Principal and CEO.
- Responsible for ensuring proper communication and implementation of rules and regulations of the college by PM&DC / PMC/ UHS rules and regulations as applicable to the institute.
- Responsible for representing the concerned department when PM&DC / PMC/ UHS visit is required.
- Responsible for advising and supporting the academic council on academic and personal development.
- Responsible for preparing course materials such as syllabi, homework assignments, exams, and handouts and delivering regular lectures to students.
- Conducting tutorial sessions, seminars, and laboratory classes (when necessary)
- Responsible for periodic evaluation/assessment of undergraduate (MBBS) students by conducting their internal College examinations.
- Responsible for developing and enforcing appropriate quality education mechanisms and improving the learning environment, teaching method, and student assessment.
- Advising and mentoring MBBS students and assisting them in pursuing their degree, such as providing academic and career advisement.
- Preparing and marking student assignments and exams and providing one-on-one feedback on academic performance where necessary.
- Responsible for managing and supervising the department's operations, including maintaining student attendance, examination, and academic records



and addressing student records and other related grievances.

- Responsible for ensuring that all students comply with the department's policy on academic integrity, including checking for any cheating and plagiarism.

Administrative Responsibilities

- Responsible for managing and supervising departmental teaching, non-teaching staff, and Clinical staff and overseeing all their activities.
- Chairing departmental meetings when required to ensure that adequate education takes place with students and to provide continued enhancement in the quality of performance of teaching as well as non-teaching staff of the department.
- Responsible for proceeding with students' disciplinary cases to the principal.
- Responsible for ensuring timely availability of necessary input to the department in the form of Equipment, materials, and academics.
- Responsible for writing "**Employee Confidential Report**" (Probation / Annual Performance Appraisal) of the employees working in the Dept.
- Participating in HOD(s) meetings for scheduling, teaching program, syllabus, continuing medical education, or sessions by Dean/Principal.
- Participate in teaching programs like Tutorials/Group Discussions-Clinics, Demonstrations/
- Practical and other academic activities like Seminars / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programs etc.
- Responsible for approving or refusing any kind of Leave (Casual Leave/Medical Leave/Annual Leave) to
- Dept. Staff member as per leave rules of the organization.
- Responsible for organizing and conducting "Core Competency Development Programs" for Faculty Development and training programs for non-teaching staff.
- Responsible for forwarding the applications and other official documents to the principal in case of staff Promotion etc.
- Coordinating special events and activities for the department/college.
- Responsible for performing any academic or administrative tasks assigned by the competent authority.

Clinical Responsibilities:

- Responsible for providing patient consultation, attending to inter-departmental references, and examines in patients.
- Responsible for clinical duties in the teaching hospital by conducting ward rounds of OPDs, providing emergency cover and all the cases admitted under their unit, and giving instructions to the Medical Officer, Staff Nurses, and Paramedical Workers.
- Responsible for monitoring and evaluation of young doctors responsible for patient care by Supervising the Work of Associate Professors, Assistant



Professors, Senior Registrars, Senior Medical officers, medical officers, House officers, and Medical Student

Supervise departmental administrative work, which includes:

- Supervise overall coordination of duties of all Para medical staff in the department.
- Supervise maintenance of patient records in the departments.
- Supervise allotment of work to postgraduate students.
- Advising the institution in developing cost-effective patient care
- Complete supervision of Residents, Postgraduate and Undergraduate Students in such a way that there is no “Medical Negligence” in patient care as a result of breach/violation/infringement of any Act / Code of Medical Ethics governing practice of Medicine bringing disgrace to the dignity of Medical Profession and the reputation of the Medical College / Hospital.

III. Associate Professor: (Basic Sciences)

Reporting to: Professor / HOD

Duties & Responsibilities:

The scope of work for this position is as follows:

Academic Responsibilities

- Responsible for performing all such duties to ensure continued improvement in the quality of Medical Education & Research.
- Responsible for teaching Undergraduate (MBBS) Medical students.
- To conduct Research Projects and clinical trials and contribute to medical knowledge through scientific paper publications in indexed journals & their presentation.
- Responsible for assisting HOD in dealing with and carrying out all official correspondence of the college on all academic/administrative matters.
- Responsible for assisting HOD in providing secretarial support to the college's concerned authorities, i.e., Board of Advance Studies and Research, Academic Council, etc.
- Responsible for assisting HOD in preparing agendas for Academic Council, syndicate meetings, and weekly/monthly faculty meetings with principal and CEO.
- Responsible for assisting HOD in supporting the academic council on academic and personal development.
- Responsible for preparing course materials such as syllabi, homework assignments, exams, and handouts and delivering regular lectures to students.
- Conducting tutorial sessions, seminars, and laboratory classes (when necessary)
- Responsible for periodic evaluation/assessment of Undergraduate (MBBS)



students by conducting internal (College) examinations.

- Responsible for assisting HOD in developing and enforcing appropriate quality education mechanisms and improving the learning environment, teaching methods, and student assessment.
- Monitor students and assist them in pursuing their degrees, such as providing academic and career advisement.
- Preparing and marking student assignments and exams and providing one-on-one feedback on academic performance where necessary.
- Responsible for assisting HOD in managing and supervising the department operations, including maintaining student attendance, examination, and academic records, and managing student records and other related grievances.
- Responsible for ensuring that all students comply with the department's policy on academic integrity, including checking for any cheating and plagiarism.

Administrative Responsibilities:

- Responsible for proceeding with students' disciplinary cases to the HOD.
- Participate in teaching programs like Tutorials/Group Discussions-Clinics, Demonstrations, Practical, and other academic activities like Seminars / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programs, etc.
- Responsible for assisting HOD in organizing and conducting "Core Competency Development Programs" for Faculty Development and training programs for non-teaching staff of the Dept.
- Responsible for assisting HOD in coordinating special events and activities for the department/college.
- Responsible for performing any academic or administrative tasks assigned by HOD.

IV. Associate Professor: (Clinical Sciences)

Reporting to: Professor / HOD

Duties & Responsibilities:

The scope of work for this position is as follows:

Academic Responsibilities

- Responsible for performing all such duties to ensure continued improvement in the quality of Medical Education & Research.
- Responsible for performing all such duties to ensure continued improvement in the quality of Medical Education & Research.
- Responsible for teaching Undergraduate (MBBS) Medical students.
- To conduct Research Projects and clinical trials and contribute to medical knowledge through scientific paper publications in indexed journals & their



presentation.

- Responsible for assisting HOD in dealing with and carrying out all official correspondence of the college on all academic/administrative matters.
- Responsible for assisting HOD in providing secretarial support to the college's concerned authorities, i.e., Board of Advance Studies and Research, Academic Council, etc.
- Responsible for assisting HOD in preparing agendas for Academic Council, syndicate meetings, and weekly/monthly faculty meetings with principal and CEO.
- Responsible for assisting in supporting the academic council on academic and personal development.
- Responsible for preparing course materials such as syllabi, homework assignments, exams, and handouts and delivering regular lectures to students.
- Conducting tutorial sessions, seminars, and laboratory classes (when necessary)
- Responsible for periodic evaluation/assessment of Undergraduate (MBBS) students by conducting internal (College) examinations.
- Responsible for assisting HOD in developing and enforcing appropriate quality education mechanisms and improving the learning environment, teaching method, and student assessment.
- Monitor students and assist them in pursuing their degree, such as providing academic and career advisement.
- Preparing and marking student assignments and exams and providing one-on-one feedback on academic performance where necessary.
- Responsible for assisting HOD in managing and supervising the department's operations, including maintaining student attendance, examination, and academic records, and addressing student records and other related grievances.
- Responsible for ensuring that all students comply with the department's policy on academic integrity, including checking for any cheating and plagiarism.

Administrative Responsibilities:

- Responsible for proceeding with students' disciplinary cases to the HOD.
- Participate in teaching programs like Tutorials/Group Discussions-Clinical Demonstrations/ Practical, and other academic activities like Seminars / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programs, etc.
- Responsible for assisting HOD in organizing and conducting "Core Competency Development Programs" for Faculty Development and also, training programs for non-teaching staff of the Dept.
- Responsible for assisting HOD in coordinating special events and activities for the department/college.
- Responsible for performing any academic or administrative tasks assigned by HOD.



Clinical Responsibilities:

- Responsible for providing outpatient consultations, attending inter-departmental references and examining patients.
- Responsible for clinical duties in the teaching hospital by conducting ward rounds of OPDs, providing emergency cover and all the cases admitted under their unit, and giving instructions to the Medical Officer, Staff Nurses, and Paramedical Workers.
- Responsible for monitoring and evaluating young doctors responsible for patient care by Supervising the Work of Senior Registrars, Senior Medical officers, medical officers, House officers, and Medical Students.
- Complete supervision of Residents, Postgraduate and Undergraduate Students in such a way that there is no “Medical Negligence” in patient care as a result of breach/violation/infringement of any Act / Code of Medical Ethics governing practice of Medicine bringing disgrace to the dignity of Medical Profession and the reputation of the Medical College / Hospital.

V. Assistant Professor: (Basic Sciences)

Reporting to: Professor / HOD

Duties & Responsibilities:

The scope of work for this position is as follows:

Academic Responsibilities

- Responsible for performing all such duties to ensure continued improvement in the quality of Medical Education & Research.
- Responsible for teaching Undergraduate (MBBS) Medical students.
- To conduct Research Projects and clinical trials and contribute to medical knowledge through scientific paper publications in indexed journals & their presentation.
- Responsible for assisting HOD in dealing with and carrying out all official correspondence of the college on all academic/administrative matters.
- Responsible for assisting HOD in providing secretarial support to the college's concerned authorities, i.e., Board of Advance Studies and Research, Academic Council, etc.
- Responsible for assisting HOD in preparing agendas for Academic Council, syndicate meetings, and weekly/monthly faculty meetings with principal and CEO.
- Responsible for assisting HOD to support the academic council on academic and personal development.
- Responsible for preparing course materials such as syllabi, homework assignments, exams, and handouts and delivering regular lectures to students.



- Conducting tutorial sessions, seminars, and laboratory classes (when necessary)
- Responsible for periodic evaluation/assessment of Undergraduate (MBBS) students by conducting internal (College) examinations.
- Responsible for assisting HOD in developing and enforcing appropriate quality education mechanisms and improving the learning environment, teaching method, and student assessment.
- Monitor students and assist them in pursuing their degree, such as providing academic and career advisement.
- Preparing and marking student assignments and exams and providing one-on-one feedback on academic performance where necessary.
- Responsible for assisting HOD in managing and supervising the department's operations, including maintaining student attendance, examination, and academic records, and managing student records and other related grievances.
- Responsible for ensuring that all students comply with the department's policy on academic integrity, including checking for any cheating and plagiarism.

Administrative Responsibilities:

- Responsible for proceeding with students' disciplinary cases to the HOD.
- Participate in teaching programs like Tutorials/Group Discussions-Clinics Demonstrations/Practical, and other academic activities like Seminars / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programs, etc.
- Responsible for assisting HOD in organizing and conducting "Core Competency Development Programs" for Faculty Development and training programs for non-teaching staff of the Dept.
- Responsible for assisting HOD in coordinating special events and activities for the department/college.
- Responsible for performing any academic or administrative tasks assigned by HOD.

VI. Assistant Professor: (Clinical Sciences)

Reporting to: Professor / HOD

Duties & Responsibilities:

The scope of work for this position is as follows:

Academic Responsibilities

- Responsible for performing all such duties to ensure continued improvement in the quality of Medical Education & Research.
- Responsible for teaching Undergraduate (MBBS) Medical students.
- To conduct Research Projects and clinical trials and contribute to medical knowledge through scientific paper publications in indexed journals & their presentation.



- Responsible for assisting HOD in dealing with and carrying out all official correspondence of the college on all academic/administrative matters.
- Responsible for assisting HOD in providing secretarial support to the college's concerned authorities, i.e., Board of Ailene Studies and Research, Academic Council, etc.
- Responsible for assisting HOD in preparing agendas for Academic Council, syndicate meetings, and weekly/monthly faculty meetings with principal and CEO.
- Responsible for assisting in supporting the academic council on academic and personal development.
- Responsible for preparing course materials such as syllabi, homework assignments, exams, and handouts and delivering regular lectures to students.
- Conduct tutorial sessions, seminars, and laboratory classes (when necessary).
- Responsible for periodic evaluation/assessment of Undergraduate (MBBS) students by conducting internal (College) examinations.
- Responsible for assisting HOD in developing and enforcing appropriate quality education mechanisms and improving the learning environment, teaching method, and student assessment.
- Monitor students and assist them in pursuing their degree, such as providing academic and career advisement.
- Preparing and marking student assignments and exams and providing one-on-one feedback on academic performance where necessary.
- Responsible for assisting HOD in managing and supervising the department's operations, including maintaining student attendance, examination, and academic records and handling student records and other related grievances.
- Responsible for ensuring that all students comply with the department's policy on academic integrity, including checking for any cheating and plagiarism.

Administrative Responsibilities:

- Responsible for proceeding with students' disciplinary cases to the HOD.
- Participate in teaching programs like Tutorials/Group Discussions-Clinics Demonstrations/ Practical and other academic activities like Seminars / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programs etc.
- Responsible for assisting HOD in organizing and conducting "Core Competency Development Programs" for Faculty Development and training programs for non-teaching staff of the Dept.
- Responsible for assisting HOD in coordinating special events and activities for the department/college.
- Responsible for performing any academic or administrative tasks assigned by HOD.

Clinical Responsibilities:

- Responsible for providing outpatients consultation, attending inter-



departmental references and examining patients.

- Responsible for clinical duties in the teaching hospital by conducting ward rounds of OPDs, providing emergency cover and all the cases admitted under their unit, and giving instructions to the Medical Officer, Staff Nurses, and Paramedical Workers.
- Responsible for monitoring and evaluating young doctors responsible for patient care by Supervising the Work of Senior Registrars, Senior Medical officers, medical officers, House officers, and Medical Students.
- Complete supervision of Residents, Postgraduate and Undergraduate Students in such a way that there is no “Medical Negligence” in patient care as a result of breach/violation/infringement of any Act / Code of Medical Ethics governing practice of Medicine bringing disgrace to the dignity of Medical Profession and the reputation of the Medical College / Hospital.

VII. Demonstrator: (Basic Sciences)

Reporting to: Professor / HOD

Duties & Responsibilities:

The scope of work for this position is as follows:

- Responsible for conducting tutorials as required in the PM&DC / PMC& UHS curriculum.
- Responsible for demonstrating the use of practical equipment and conducting experiments, exercises, workshops, and processes that may form an element of an undergraduate course of study.
- Responsible for assistance/guidance, where required to students during the demonstration / practical exercises etc.
- Responsible for organizing and implementing an instructional program.
- Responsible for planning and delivering demonstrations of the lab and practical work.
- Responsible for planning and assessing class tests, quizzes, and tutorials.
- Responsible for assisting in department management and inventory management.
- Responsible for formulating internal student evaluations at the end of the academic session.
- Responsible for assisting in the conduction of annual exams.
- Where required, to ensure that equipment is functional and material for demonstrations, exercises are prepared before the start of the session.
- Responsible for maintaining student attendance records.
- Responsible for assisting HOD in the day-to-day management of the department.
- Responsible for performing any academic or administrative tasks assigned by HOD.



Faculty Policies

a. RLMC Code of Ethical Conduct

In persistence of maintaining and promoting RLMC's reputation for excellence and integrity, the Board of Governors has disseminated this Code of Ethical Conduct, which sets forth the general principles to which we subscribe and to which we expect every member of RLMC – Every employee, faculty member, officer, trustee, administrator, and advisory board member to adhere:

i. Adherence to the highest ethical standards

At all times, every member of the university shall conduct their activities by the highest professional and community ethical standards.

ii. Respect for and compliance with the law

Every member is expected to become familiar with the laws, regulations, and rules that apply to their position and duties and to comply with their letter and spirit.

iii. Compliance with all contractual and grant terms and conditions

Every member of RLMC is expected to maintain access to and comply strictly with the terms and conditions of the institution in which they are working.

iv. Support of RLMC goals and avoidance of conflicts of interest

RLMC is an institution dedicated to teaching and research. Every member of RLMC is expected to devotedly carry out their professional duties to fulfill the institution's mission. Every member must avoid conflicts between their interests and official responsibilities and comply with the guidelines for reporting and reviewing actual and potential conflicts of interest and conflicts of commitment.

v. Maintenance of the highest standards of academic integrity

Every member of RLMC involved in teaching and research activities is expected to conform to the highest standards of honesty and integrity. Activities such as plagiarism, misrepresentation, and data falsification are prohibited. All research at RLMC must be conducted strictly with the organization's applicable research policies and procedures.

Vi. Respect for the rights and dignity of others

RLMC is committed to a policy of equal treatment, opportunity, and respect in its relations with its faculty, administrators, staff, students, and others who are part of this institution. Every member of RLMC is proscribed from being discriminated against based on race, color, religion, gender, marital or parental status, national origin, citizenship status, age, disability, and any other legally protected status.



Vii. Striving to attain the highest standards of patient care

Every member of the RLMC involved in furnishing medical services is expected to provide the highest quality of services responsive to the needs of patients, their families, and the communities in which the institution functions. All patient care must be reasonable, necessary, and appropriate to the situation and be provided only by duly qualified personnel. All patient records and documentation must conform to all applicable legal and professional standards. Every member of RLMC is expected to protect the confidentiality of patient information.

Viii. Maintenance and preservation of accurate records

Members of RLMC are expected to tabulate and maintain records and documentation which fully conform to all applicable laws and professional and ethical standards.

ix. Conducting business practices with honesty and integrity

Every member is expected to conduct all business with patients, payers, vendors, competitors, and the academic community honestly and honestly. This duty includes but is not limited to: adherence to federal and state anti-fraud and referral prohibitions in dealing with vendors and referral sources; adherence to all antitrust laws (such as those governing prices and other sales terms and conditions, improper sharing of competitive information, allocation of territories, and group boycotts); and protecting and preserving institutions property and assets--including proprietary intellectual property, buildings, equipment, books, supplies, and funds.

X. Concern for health and safety; respecting the environment

Every member of RLMC is expected, in the performance of their duties, to comply with all laws and regulations which govern occupational and patient health and safety and to make every reasonable effort to ensure that students, faculty, patients, employees, and visitors are protected from undue health risks and unsafe conditions. Every member is expected, in the course of their activities: to comply with all applicable environmental laws and regulations; to ensure that the institution has obtained all necessary licenses, permits, and approvals; and to employ the proper procedures and controls in the storage and handling of radioactive and toxic materials and the handling and disposition of hazardous and bio-hazardous wastes.

XI. Reporting suspected violations of the code; enforcement of the code

This code of conduct has been created for the benefit of the entire institution and its members. It exists in addition to and is not intended to limit the specific policies, procedures, and rules endorsed by the institution.



Every member is expected to uphold the standards of RLMC, and report suspected code violations or any other apparent irregularity to either their supervisor, human resources, financial compliance and internal audit, research compliance, or disciplinary committee.

Xii. Whistle blower

If a member prefers, they may make the report anonymously. The institution will, if requested, make every reasonable effort to keep confidential the identity of anyone reporting a suspected violation, to the extent permitted by law, and except if doing so would effectively prevent the institution from conducting a full and fair investigation of the allegations.

Disciplinary actions will be determined on a case-by-case basis and by the applicable penal codes.

Xiii. The promise of no retaliation

The institution promises that there will be no adverse action, retribution, or other reprisal for the good faith reporting of a suspected violation of this code, even if the allegations ultimately prove to be without merit. The institution will, however, pursue disciplinary action against any member who is shown to have deliberately filed a false report to harm another.

The institution reserves the right to amend this code of conduct in its sole good faith, discretion at any time, and without notice. This code does not form a contract.

b. Professional performance

- Be on campus during work, remembering that an eight-hour workday is expected.
- Provide remedial help to students and modify teaching methods to meet the needs of students.
- Continue to learn methods to promote higher-order thinking skills.
- Seek opportunities for professional growth and development.
- Remain contemporary in their academic discipline.
- Safeguard confidential information. Postgraduate with minimal identifiers.
- Maintain high standards of research integrity.
- Carry out objective evaluations of all administrators, faculty, staff, and students.
- Participate in other extracurricular activities (e.g., advising, sponsoring student organizations, serving on committees).
- Manage time effectively to be productive.
- Meet all institution deadlines (e.g., grading, attendance reports, requests for information).



c. Professional behavior and integrity

- Treat students, faculty members, staff, and administrators with courtesy and impartiality.
- Set an example for all by behaving ethically and honestly.
- Dress up professionally.
- Refrain from smoking on campus to reduce health risks and to model healthy behavior to students.
- Assist RLMC proctors in maintaining positive student behavior on campus.
- Refrain from sexual and religious harassment. Work to prevent discrimination and harassment by others.
- Conduct their lives by the Core Values of RLMC.

d. Faculty's academic freedom

Faculty's academic freedom in RLMC is not only a cherished tradition but also a critical driver of progress in medical education, research, patient care, and community engagement. It empowers faculty members to explore, innovate, and contribute to the betterment of healthcare, while also upholding the ethical and professional standards that are central to the medical profession. Striking the right balance between academic freedom and responsibility is essential for the continued success and advancement of medical colleges and the broader field of medicine.

e. Faculty appointment, renewal of appointment, and registration

The number of faculty is as per criteria defined in the Pakistan Registration of Medical and Dental Practitioners Regulations, 2008, and appointed and promoted by the regulations of the Council. The faculty is registered with the Council, and only registered faculty members are acceptable as faculty. The faculty shall have his valid faculty registration. No faculty shall be over the age of seventy years unless granted the status of Professor Emeritus by the affiliating University. The faculty includes.

Demonstrators/Senior Demonstrator:

Appointed as a contract of one year, which is renewed yearly depending on the performance appraisal.

Assistant Professor, Associate Professor, and Professor: Appointed on a contractual basis for three years, which can be renewed with mutual understanding or terminated with one notice from either side.

f. Open Door Policy:

RLMC strives to provide a work environment free of conflict or disagreements; misunderstandings may occasionally arise, or unhappiness may occur. RLMC encourages all employees to immediately bring these matters to light for quick resolution, thus making RLMC an enjoyable workplace in which all individuals work in a spirit of cooperation and respect. RLMC firmly believes that the best interests



of all employees can be served from within and that we are each individually responsible for contributing to the strong team spirit that is necessary for all to flourish. In our spirit of open communication, we believe in the open-door policy. Every employee has the right to speak out on issues, raise questions, or voice complaints to their HOD or other members of management. RLMC believes that if an employee has a work-related problem or suggestion, the matter should receive prompt consideration. Any questions or complaints should be discussed directly with the employee's HOD or manager and, if unresolved, to the higher management.

g. Inclement Policy:

The RLMC maintains the policy of remaining open during bad weather unless the severity of conditions and local government or federal government rulings close the office. Employees should make every reasonable effort to get to work or continue working if already in the office unless otherwise notified.

h. Second Job policy:

Second jobs or other outside employment, such as freelance employment, consulting is not prohibited by the RLMC, but it is regulated.

Outside employment must not be engaged during the scheduled working hours. The use of the RLMC supplies, equipment, telephone, materials, and personnel are prohibited in this regard. Outside employment must not cause a conflict of interest or deterioration in satisfactory performance while in RLMC employment.

Supervisors must communicate the policy and ensure adequate job performance by taking the appropriate action, which could involve terminating or disciplining an employee. Employees are responsible for their performance, and if it is adversely affected by their second job, they must decide whether it is necessary to terminate or cut back the second job's hours.

i. Workload policy:

To achieve our goal of becoming a top academic medical college, all our faculty members must be provided with clear performance objectives, and their efforts must be aligned with the mission and goals of the RLMC. It is the responsibility of the head of the department to effectively converse and communicate with each faculty member of the respective department about performance expectations, set high standards, give clear feedback about performance, and appropriately incentivize high levels of productivity.

The Department head must establish a clear workload policy that articulates high standards in teaching and service and defines how the responsibilities in these mission areas are assigned to faculty members in the department. The criteria should be periodically reviewed and increased to align with the expectations of the Department and College. They are expected to meet with each faculty member to define the performance expectations for the coming academic year and make adjustments necessary to the faculty member's assignments. Each faculty member



must have assignments that reasonably and appropriately represent 100% of a full-time effort. All faculty members must receive clear, objective, and constructive written feedback regarding their performance.

Each Department head is responsible for providing the resources assigned to it to make the most effective use of those resources.

j. Grievance Policy and Process

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. This policy addresses individual employee concerns about applying a specific policy from this document or handling a personnel matter. It is in the best interest of the College and the administrate or, staff, or faculty member to resolve the matters quickly and as close to the source as possible.

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 themselves of any of the steps recommended in whatever order desired.

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.

Those issues that should not be addressed through the grievance process include those:

- Related to faculty contracts.
- which involves faculty academic conduct.
- which specifically involves Student Conduct.

If the matter is not resolved to the employee's satisfaction, the employee may proceed to the supervisor's supervisor. 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.

k. Faculty Discipline Policy

Termination of any institution member will be based on the adequate cause.

Adequate cause includes (but is not limited to) one or more of the following:

- Incompetent or inefficient service.
- Neglect of duty
- Repeated and will full disregard of the rules of academic freedom.
- Any conduct of a character seriously prejudicial to their teaching or the welfare of RLMC.

Unsatisfactory job performance or violations of college rules and regulations can result in disciplinary action. Supervisors are expected to deal with such situations promptly and fairly. In cases where unsatisfactory job performance or in appropriate workplace behavior has occurred, employees will be informed of then a true of the



problems, expectations, and time frame for correcting the situation. However, if the employee fails to show expected improvement in the areas identified within the established period, the staff member may be separated from college employment. Severe breaches of rules and regulations or gross negligence in work performance may result in immediate dismissal from employment, depending on the severity of the offense.

Below are the steps the manager/ department head is expected to follow in progressively disciplining an employee for poor performance or bad behavior. They are intended to be fair and allow employment opportunities for improvement where possible. It is important to note that the College retains the right to determine the discipline sequence in any case.

- **Oral Warning:** The supervisor should inform the employee of the nature of the unsatisfactory performance and indicate the improvement expected in a face-to-face meeting. The supervisor will make a written notation of the discussion for their records to document that the oral warning was given.
- **Written Warning(s):** If the unsatisfactory performance continues or reoccurs, the supervisor will again discuss the problem with the employee, and the employee will be given a written warning which will state the nature of the unsatisfactory performance, the improvement expected, and the time frame in which the improvement should occur. A copy of the letter will be sent to the principal and placed in the employee's personnel file. The employee will be allowed a reasonable period to correct the problem as specified in the written warning. An improvement may be expected immediately if the problem can be easily fixed. A more extended period may be appropriate if the problem is more complex.

If the behavior is not corrected or improved; it may be necessary to send a more forceful message in the form of a second written warning. Following the completion of the period specified in the first written warning, a second written warning may occur if the supervisor feels that further improvement is necessary. Again, a copy of the letter should be sent to the principal and placed in the employee's personnel file.

- **Dismissal from the Job:** If the expected improvement is not achieved by the date specified or if the problem reoccurs, the employee is dismissed from college employment.

I. Smoking Policy

Smoking is not allowed in campus buildings or on campus vehicles; this includes classrooms, lavatories, administrative offices, maintenance facilities, and hostels. Designated smoking areas may be provided outside of specific campus buildings.

m. Performance Appraisal

Each faculty member's performance shall be periodically rated by their Head of Department, not less than annually. The appraisal process is meant to encourage dialogue between faculty and their supervisor, enhance professional development, clarify goals and expectations, and provide a basis for compensation decisions. The



supervisor discusses the appraisal report with the faculty member to be evaluated, who then signs the report indicating that the performance appraisal has been discussed with the relevant person, not necessarily that the faculty member agrees with the performance assessment. Performance appraisals become part of the faculty member's personnel record and are confidential.

n. Performance Evaluation

The most important key to the quality of teaching of any college is the quality of its faculty. The process for the selection of the faculty and the criteria for choosing among the candidates is the first important step. Closely related to it is the process for evaluating faculty performance. The Criteria upon which faculty members are evaluated and the nature of the process are essential ingredients in the strength of a college.

We seek to implement a rigorous process for evaluating the performance of the teaching faculty to maintain and improve the quality of teaching at the College. The process for the evaluation of faculty members will be based on the following criteria and procedures:

Faculty members will be evaluated on the following criteria:

- a) The quality of their teaching.
- b) Evidence that they continue to remain up to date in the knowledge of their relevant discipline (attending faculty development workshops, seminars, CMEs, international exposure, etc.
- c) Their interaction and relationship with the students inside and outside the classroom.
- d) Their involvement in extracurricular activities.
- e) Skills enhancement and professional development to improve themselves as teachers and mentors.
- f) Their relationship with their peers and seniors
- g) Fulfillment of previous year's goals and objectives
- h) Showing good university results
- i) Showing proactive behavior towards teaching, interdepartmental relationships, and maintaining a friendly teaching environment at RLMC.

The results of these evaluations will influence administrative decisions concerning performance evaluation, salary increments, and promotions.

o. Promotions

The promotion criteria are as per the rules of PMDC, depending upon seat availability.



Benefits

a. Employee Development:

RLMC is committed to the growth and development of staff. Employees will work with their HODs and managers on an annual basis on their development plans. The Human Resource department will partner with the employee and their HODs to provide opportunities for growth and development. In addition, Human Resource Department will provide staff training and leadership development.

b. Paid Time Offs (PTO) Policy:

RLMC's Paid Time Offs (PTO) Policy is paid time made available for staff throughout the year by taking time off work. PTO includes vacation/ gazette holidays and sick leaves subject to the leave balance. PTO must be scheduled in advance with an employee's HOD or manager, when possible, to conform to an orderly flow and operation of RLMC. PTO may be taken either in case of an annual leave balance up to 15 days collectively subject to the balance. The employee's manager / HOD must approve PTO. A HOD/manager has the right to deny a PTO request submitted because of workload or coverage needs. Sometimes, a department cannot grant PTO because of an annual inventory, year-end closing, etc.

c. Holidays:

RLMC/AMTH recognizes & observes all gazette holidays offered or announced by the Government of Pakistan, the Government of Punjab, or the local government.

d. Employee Leave Policy:

RLMC believes in keeping employees motivated and energetic; therefore, it facilitates balancing their work and personal life.

- A Leave year is defined as a Calendar year. i.e. (Jan to Dec)
- All types of leaves will be applied through ERP HR Module before proceeding on leave.
- The HOD and the management have reserved the right to grant, refuse, and postpone any type of leave applied.
- In case of emergency leave, intimation through telephone, SMS, or email will only be entertained for acknowledgment purposes. However, it must be regularized within (2) working days on ERP HR Module before proceeding with monthly payroll.
- In case any employee fails to submit a leave application request on the ERP HR module before the payroll date, then the salary will be deducted from the month-end payroll.
- During the probation period, employees are not authorized or entitled to any kind of leave. However, in case of emergency, the leave may be granted subject to the approval of the respective department HOD. Such leaves will



be treated as unpaid leaves.

After the confirmation of employee status, the employee will be entitled to the following leave on a prorated basis from the date of joining.

Entitlement & Quantum of Leaves:

Casual Leaves	10 Days
Medical Leaves	15 Days
Annual Leaves	30 Days (Non-Faculty Staff)
Annual Leaves	15 Days (Faculty Staff)
Maternity Leaves	45 Days

Casual Leave:

- An employee will be entitled to Casual leave on confirmation of employment services because of successful completion of probation period as per employment policy guidelines.
- On joining RLK GROUP in the middle of the calendar year, the employee's Casual leave account shall be credited on a prorated base.
- Casual Leave shall not be granted for more than three days a month.
- Casual Leave cannot be forwarded to the following year, and the balance of un-availed leaves will expire at the end of each calendar year.

Medical Leave:

- An employee will be entitled to Sick leave on confirmation of employment services because of successful completion of probation period as per employment policy guidelines.
- On joining RLK GROUP in the middle of the calendar year, the employee's Sick leave account shall be credited on prorated base.
- In case of medical leave for more than three days, a medical certificate from a registered medical practitioner will be required along with employee approved leave application form.
- Medical leaves cannot be forwarded to next year; the balance of un-availed leaves will expire at the end of each calendar year.

Annual Leave:

- An employee will be entitled to Annual Leaves earned and accumulated every month.
- Quota of annual leaves is 15 days annually for Faculty.
- The quota of annual leaves is 30 days for non-faculty.
- Employees are eligible for this leave after completing one year of service in the company.
- Annual leaves accumulation is permitted for a maximum of 30 days. If annual leaves are not availed of one year, it can be carried over to next year.



- Annual leaves, over 30 days, shall automatically expire. Annual leaves must be pre planned and approved by the HOD with a minimum advance notice of 2 weeks to avoid inconvenience.
- Encashment of Annual leaves is not permitted.
- Annual leave for employees joining during the year is calculated pro-rata.

Maternity Leave:

- Female employees are eligible for paid maternity leave after one-year of regular service.
- Maternity Leave shall be for a period of 45 Calendar days from the date of its commencement or 30 days from the date of confinement, whichever is earlier.

Short Leave:

1. Short leave of maximum of 02 hours (will be added in the casual leave or annual leave subject to availability) may be allowed subject to the medical emergency or urgency of work and casual leave balance.
2. Casual or annual leave subject to availability will be deducted after 03 short leave (of employees performing 07 hours). More than three or four short leaves accumulated to one day of casual or annual leave will not be allowed in any case in a single month.

Ex-Pakistan leaves:

All Ex-Pakistan leaves can be granted with the recommendation of the concerned department, HOD, and approved by the relevant Head of the Institute and CEO

Leaves of House Officers and Trainees:**House Officers:**

The quota of leaves for House Officers is (12) paid days annually.

Trainees:

Residents of FCPS / MCPS will be entitled to paid leave according to the rules of the College of Physician Surgeons of Pakistan and RLMC.

Leave Application:

Prior application of leave through ERP HR Module in the case of casual leave / short leave and separate application recommended from HOD in the case of annual and LWP is essential, 02 days before in the case of casual leave and 05 days before in the case of annual / earned leaves, except in the case of emergency.

Leave Sanctioning/Recommending Authority:

Head of Department or Managers (or any designated / assigned employee), Managerial & Non-Managerial staff, Head of Departments / all immediate supervisors can recommend the leave of their subordinates.

Leave Record:

Leave records of all employees on the proper form will be maintained by HR Department on ERP HR Module.



e. Gift Policy:

- Our Institute gift policy is a no-gift policy. To avoid a conflict of interest, our institute and its employees do not accept gifts from vendors, suppliers, students, potential employees, potential vendors, or suppliers, or any other individual or organization, under any circumstances.
- Our company code of conduct requires that all employees demonstrate our organization's impartially treating all people and organizations with whom we come into contact or conduct business. Our employees demonstrate the highest standards of ethics and conduct.

f. Gift Policy Exceptions:

- Exempted from this policy are gifts such as t-shirts, pens, and trade show bags that employees obtain, as members of the public, at events such as conferences, training events, seminars, and trade shows, that are offered equally to all members of the public attending the event.
- Exempted are cards, thank you notes, certificates, other written forms of thanks and recognition.
- Exempted are food, beverages, and moderately priced meals or tickets to local events (Cinema Tickets, etc.)

g. AMTH Medical Facility for Employee

- This policy covers an employee's immediate family members (i.e., the employee's spouse and children).
- After completing a successful probation period, an employee will be eligible for the medical facility at Arif Memorial Teaching Hospital.

The following types of medical treatment are covered under the policy.

Outdoor Patient Services

Diagnostics: 50% Discount
Lab/Blood Test at Medical Lab: 50% Discount
Medicine: 10% Discount

Indoor Patient Services

Hospital Services 100% discount
Diagnostics: 50% Discount
Lab/Blood Test at Medical Lab: 50% Discount
Medicine: 10% Discount

h. Employee Old Age Benefit

- This policy applies to all employees working under the RLMC.
- The company will pay the EOBI contribution of employer and employee monthly to the EOBI department as specified in EOBI rules and regulations.
- All registered employees will be eligible for EOBI benefits as defined in EOBI rules and regulations.



i. Employee Social Security

- This policy applies to only specific employees eligible to be registered under the PESSI rules and regulations.
- The company will pay employer contributions to PESSI monthly as specified in PESSI rules and regulations.
- All registered employees will be eligible for PESSI benefits as defined in PESSI rules and regulations.

j. Employee Group Health Insurance

- This policy applies to those employees who are not eligible to be registered in PESSI.
- The company and employee will both contribute 50% of the total premium. The employee contribution will be deducted from the employee's salary on a monthly prorated basis.
- All registered employees under the medical insurance policy are eligible for health insurance benefits as defined in a health insurance policy.

k. Employee Loan Policy

- This policy applies to all employees working under the RLMC.
- After completing one (1) year of regular service, an employee will be eligible for a loan benefit equal to one gross salary maximum.
- The approved loan amount will be divided into 12 equal monthly installments maximum and deducted from the employee's salary.
- If the applied loan amount exceeds one gross salary, approval must be required from the Chief Executive Officer.
- To avail of loan benefits, an employee will submit a Loan Application Form to the HR department after duly signing by the concerned department HOD and two (2) guarantors' signatures.
- After confirming the eligibility, the HR Department will forward the loan application form to the accounts department for further processing.

l. Employee Gratuity

- This policy applies to all employees working under the RLMC.
- Employee gratuity will only be payable at retirement from the services or separation from the company.
- The eligibility for employee gratuity benefits will start after five years of continuous service with the organization.
- The completed six months services will be rounded to one year for computation of employee gratuity services period.
- Those employees who left the company after proper processing of notice period and submitted clearance form duly signed by all concerned authorities will be eligible for gratuity payment.



m. Employee's Annual Appraisal Policy

RLMC aims to retain and motivate employees who perform well in their annual period. Performance appraisal is a written evaluation of the employee's job performance. Information derived from the performance appraisal can be considered when decisions concerning promotion, demotion, annual increments, or continued employment.

Policy:

- Employee appraisals will be conducted at the end of each calendar year.
- Those employees who complete a minimum of six months of regular service from the date of joining will be considered for annual appraisal.
- The HR department will conduct an Employee 360 Degree Annual Appraisal with the coordination of HOD and the Respective Head of Institute to evaluate employee performance during the year.
- In employee 360-degree feedback, the HR department will take individual employee performance feedback from their HODs, subordinates, co-workers, and students (In-case of Faculty)
- After Appraisal is conducted, the HR department will review all appraisals to ensure that it has been conducted fairly and objectively and arrange an appraise meeting with the relevant Head of the Institute to give them feedback about their performance review.
- The HR department will also prepare an Annual Performance Appraisal Consolidated Report and will submit it to senior management, i.e. (The head of Relevant Institute / CEO).
- The Appraiser must duly sign all appraisals.

For Faculty Staff:

Relationship to Feedback Recipient	Weightage 100%
Feedback from HOD	50%
Feedback from Students	25%
Feedback from Subordinates	12.5%
Feedback from Co-workers	12.5%

For Administration/ Operational and Clinical Staff:

Relationship to Feedback Recipient	Weightage 100%
Feedback from HOD	50%
Feedback from Subordinates	25%
Feedback from Co-workers	25%



n. Employee's Annual Reward Policy:

RLMC always aims to retain and motivate employees who perform well and give them rewards for their achievements.

Policy:

- Employee reward ceremony will be conducted at the end of each calendar year.
- Those employees who fall in our “Excellent” and “Outstanding” performance scale graphs will be considered for an annual reward.
- After Appraisal is conducted, the HR department will finalize the list of employees who qualify for the annual reward and forward it to the senior management, i.e. (Head of Relevant Institute /CEO).

o. Employee's Annual Increment Policy:

RLMC always believes in keeping employees motivated and provides monetary benefits to encourage employees to work harder and challenge them to go beyond the outlined expectations.

Policy:

- Those employees who have completed a minimum of six months of regular service from the date of joining will be considered for an annual increment or salary review.
- The cutoff date for annual increment computation is the 31st of December of each calendar year.
- Annual Increment amount will only be paid on the basic salary that does not include any extra Medical, Fuel, Maintenance, Mobile & other conditional allowances.
- The employee Annual Increment will be on merit and entirely at higher management's discretion.

RESPONSIBILITY OF THE HR DEPARTMENT

The HR department will finalize the list of employees qualifying for the annual increment and forward it to the Accounts & Finance department for further processing.

RESPONSIBILITY OF THE ACCOUNTS DEPARTMENT

The Finance department will process the annual increments as approved by the CEO.

p. Safety Policy:

Management is firmly committed to a policy enabling all work activities to be carried out safely and with all possible measures taken to remove (or at least reduce) risks to the health, safety, and welfare of workers, contractors, authorized visitors, and anyone else who may be affected by our operations.



q. Anti political activity Policy:

All faculty members, teaching and administrative staff at Rashid Latif Medical college and Arif Memorial Hospital are strictly prohibited from participating in any form of political activities, including but not limited to political campaigning, protests, rallies, or public endorsement of political parties or candidates.

RESOURCES FOR FACULTY

a. Library & Computer lab

The college has a well-maintained library and information facilities, sufficient in size and information technology, with free Wi-Fi access for all faculty and students. There is free physical and electronic access to leading books, biomedical, clinical, and other relevant periodicals, and sufficient current numbers are readily available.

The library and information services staff are responsive to the needs of the faculty and students of the institution. A professional staff supervises the library and information services and provides instruction in accessing resources to the users. The library and information services staff are proficient in accessing current international, regional, and national information resources and data systems and know contemporary information technology techniques. Further, the library is a hundred percent lending library with adequate copies of textbooks and sufficient sets of reference books in each subject; the library has more than 200 seating facility and one computer for every ten students on the role of the college. The library observes extended timings. In addition to the main library, there is a departmental library in each department with adequate reference books relevant to that department.

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

- Printing
- Scanning
- E-Data
- Wi-Fi

b. Learning Management System (LMS)

RLMC has LMS for authorized students and faculty for online teaching, provision of study material and assessment.

c. Medical Education Department

Effective teaching requires knowledge of the discipline and an understanding of curriculum design and development, evaluation, and methods of instruction; Faculty members involved in teaching, course planning, and curricular evaluation shall possess or acquire expertise in teaching methods, curriculum development, program



evaluation, and student evaluation. A department of medical education supplies such expertise. The combined efforts of the Medical Education Department and faculty enable faculty to design the learning activities and corresponding evaluation methods (student and program) in a manner consistent with the institution's stated educational objectives and sound educational principles.

The Faculty and the Students

a. Academics

The faculty is responsible for developing objectives to guide the curriculum content delivery and provide the basis for evaluating the educational program's effectiveness in achieving the graduates' defined competencies as laid down by the Council. The student should assess the student's progress in terms of competencies that the Council and the public expect out of a registered practitioner.

b. Privacy of Student's Educational Records:

The faculty is supposed to maintain the student's record's privacy and not disclose or discuss with the irrelevant person.

c. Academic advice and mentoring:

The faculty of RLMC is involved in the academic advice and mentoring of the students. Mentoring and monitoring of students in RLMC is an indispensable component of education and professional development. These processes play a vital role in shaping the future healthcare workforce and ensuring that medical students acquire the necessary knowledge, skills, and values to become competent and compassionate healthcare professionals.

d. Discipline

The faculty's sole responsibility is to maintain the discipline at RLMC. A Disciplinary Committee handles breaches of academic disciplines, such as cheating on examinations, matters involving violations of the peace, or disruptive disturbances in the institution.

e. College Magazine

Elixir is a college magazine published every year. It has write-ups of students from all years. Designated faculty members are responsible for assisting students in this perspective too.



Faculty Development Plan (FDP)

Faculty development is an integral part of the Department of Medical Education at RLMC.

Our mission at RLMC is to support faculty in professional development, academic growth, and innovative educational methodologies.

Objectives:

- To improve the capacity of Learning and teaching across RLMC faculty
- To ensure that RLMC maintains the best Learning culture, which is reflected in teaching and learning.
- Collaboration of all academic environments and support services to improve and enhance the Learning experience for students at RLMC.

Action Plan:

Putting in perspective the turnover and induction of new faculty members, the following workshops are offered at least once a year:

Workshops

- Assessment in Medical Education – A workshop on the development of Multiple-Choice Questions (MCQs) and Observed Structured Practical Examination (OSPE)
- Learning Outcomes & Objectives – An introduction to developing learning outcomes and objectives for lesson planning.
- Teaching and Learning – Training and learning to make an effective educator and the use of innovative teaching methodologies.
- DSL – The requisites of Directed Self Learning versus self-learning.
- PBL & TBL – Introduction and approach to Problem Based Learning and Team-Based Learning.
- Teaching Beliefs – Analysis and reflection on one's own beliefs of teaching and using them as a tool to build efficacy in teaching.

These workshops are also open to all the new faculty at Rashid Latif Medical Complex and those who would like to brush up on their skills.

On a need basis, other workshops are also held for faculty, welcoming the faculty of the entire complex.



Workshops as Needed

- Communication Skills
- Research
- Curriculum Development
- Teaching Skills
- Professional Development
- Ethics
- Principles of Assessment
- Rubrics & Standards

Courses:

- CPD/CME – Continued Professional development and Medical Education courses are conducted in collaboration with the UHS and other HEC-recognized bodies.
- Customized Courses – Assessing the current requirements set by PMDC and the changing environment of medical education, customized courses are offered to the faculty to update their methodologies.

Faculty Needs Assessment

Needs assessment is a process that can help educators at all levels successfully identify, understand, and better address education challenges. Needs assessment is generally defined as a systematic examination of the gap between the current and desired state of an organization and the factors that can be attributed to this gap.

The goal of needs assessment is to help educators identify, understand, and prioritize the requirements that the college must address to improve performance.

- Under the current structure, faculty is encouraged to discuss their aspirations with their respective Head of Department.
- Any faculty can discuss their plans or needs with departmental HODs using an open-door policy. Human relations needs are taken care of by the Human Relations Department.
- Faculty also has an option to discuss their queries with Educational Services under the Department of Medical Education, which can then signpost the faculty to the concerned department or services.