



**NE PLUS ULTRA**

**RASHID LATIF MEDICAL COLLEGE  
STUDENTS HANDBOOK**



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**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

C: Critical and innovative thinker

H: Humane leader

A: Accountable

M: Motivated team players

P: Perseverance

I: Integrity

O: Ownership

N: Nobility

S: Self discipline

': Represents the apostrophe "s",  
which stands for professionalism.

## Vision, Mission and Outcomes of Rashid Latif Medical College

<b>Vision statement</b>	"To become the Centre of excellence in the Field of Health sciences."
<b>Mission statement</b>	"Empower Healthcare professionals with state-of-the-art education, instilling leadership, innovation, and compassionate patient care for a transformative impact on the global health landscape."
<b>Values</b>	Professionalism Honesty/Integrity Leadership Innovation Patient-Centered Care/Ethical
<b>Curricular Outcomes</b>	<ol style="list-style-type: none"> <li>1. Medical graduates will possess advanced medical knowledge and competencies.</li> <li>2. Medical graduates will demonstrate effective leadership abilities in healthcare settings.</li> <li>3. Medical graduates will apply innovative solutions to complex health challenges.</li> <li>4. Medical graduates will provide empathetic and patient-centered care.</li> <li>5. Medical graduates will understand and address global health issues.</li> <li>6. Medical graduates will work effectively within diverse healthcare teams.</li> <li>7. Medical graduates will commit to continuous personal and professional development.</li> <li>8. Medical graduates will be able to demonstrate skills in cognition, identification and management of common clinical conditions.</li> <li>9. Medical graduates will develop critical thinking, communication, and adaptability skills necessary for effective healthcare practice.</li> </ol>

## **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, and responsibilities.

**Confidence:** Knowing where to find support and assistance.

**Empowerment:** Making informed decisions about your academic path.

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.

#### 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.*

## **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:****Attendance Percentage:**

RLMC has set a minimum attendance requirement of **85%** for each course/ Subject. Students must attend a minimum of **85%** 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 90% 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 85% may 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**

## **Scope:**

This policy applies to all students enrolled at RLMC 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 RLMC Medical College.

## **Introduction:**

At RLMC 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 90% 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 85% attendance in each subject to appear for Annual Professional examinations. RLMC 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 RLMC 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**

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

### **Academic Performance Standards:**

#### **Minimum 60% Overall Academic Performance**

Students are required to achieve a minimum of 60% 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 60% Overall Academic Performance:**

#### **Ineligibility for Annual Professional Examinations:**

Students who fail to meet the minimum 60% 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 60% 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.*

## 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

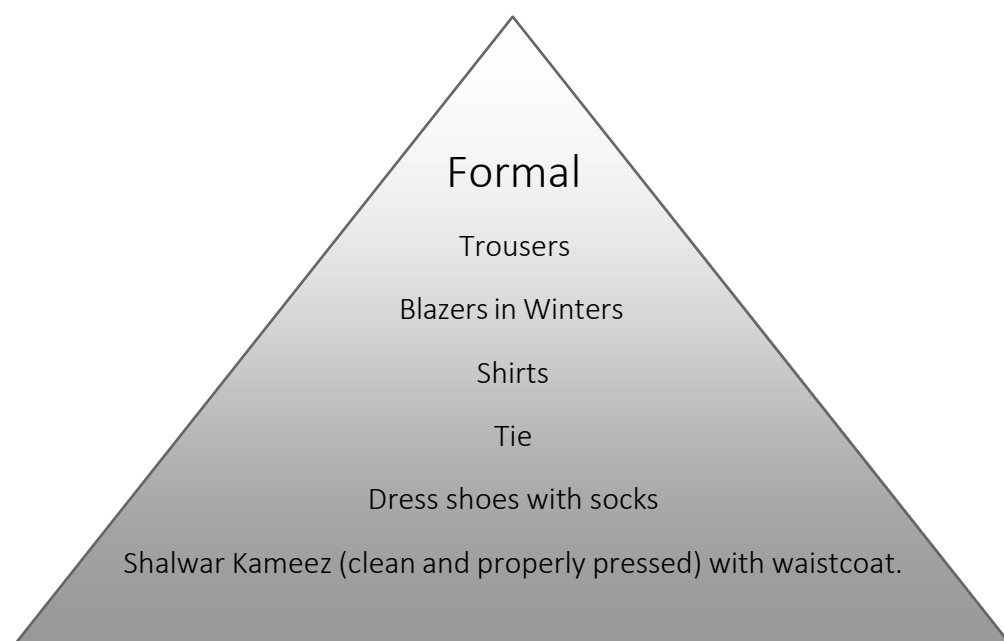
**Professionalism:** The dress code serves as a visual representation of professionalism, emphasizing the importance of presenting oneself in a manner befitting a future medical professional.

**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 RLKU Medical College 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 RLMC 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 RLMC Medical College.

**Professionalism as the Core Value:**

Professionalism is the cornerstone of RLMC 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.



## 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.*

## 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 student affairs 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 RLKUMC 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 centre 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.

<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
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Table:1 Monitoring and Mentoring Programme

<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.

Table:2 Intended Outcomes

## **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.*

