

TERMS OF REFERENCE (ToR)

Academic Committees

Faculty Grievance

Prof Dr Abdul Mueed Zaigham
BDS, FCPS, CHPE
Vice-Principal
Head, Prosthodontics Department
Rashid Latif Dental College, Lahore

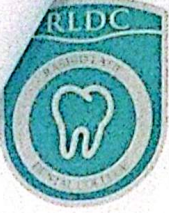
Approved by: ALL Members
Date of Approval: 19-12-2019
Last Revised: 04-03-2026

[Signature]

Prof. Dr. Hanna Abdul Majeed
BDS, FCPS, CHPE
Operative Dentistry, RLDC
Consultant Endodontist

[Signature]

Prof Dr. Faiza Awais
B.D.S., MPhil, PMDC # 7539-D
H.O.D., Community & Preventive
Dentistry, Rashid Latif Dental
College, Lahore



RASHID LATIF DENTAL COLLEGE

Mailing Address: 35-Km, Ferozpur Road, Lahore.
Tel: +92 49 2451091-97 | Cell: +92 0301-8722444 | 0335-4227444
Fax: +92 49 2451099, Website: www.rlmc.edu.pk

RefNo. RLDC/DE/0042/26

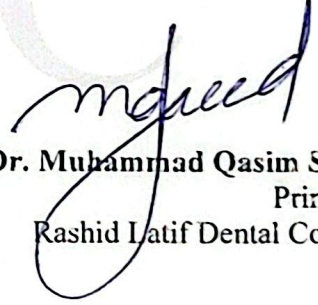
02nd February, 2026

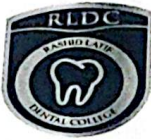
Notification

Agenda: Nomination of members for RLDC Faculty Grievance committee Members

It is notified that following faculty is nominated as members for RLDC Faculty Grievance Committee for session 2025-26:

- Prof. Dr. Muhammad Mueed Zaighani
- Prof. Dr. Hanna Abdul Majeed
- Prof. Dr. Faiza Awais


Prof. Dr. Muhammad Qasim Saeed
Principal
Rashid Latif Dental College



Rashid Latif Dental College

Grievance Handling Policy

The aim of this policy is to provide a method for employees to express any grievance they may have and approach different levels of authority in the organization to address the grievance.

There is a formal grievance procedure within the organization. Employee can add his/ her grievance via an application to HOD or directly to the HR and the HR department is responsible to ensure the secrecy of the matter and the anonymity of the employee, where possible.

If this situation arises the employee is first advised to try and settle the grievance with his/her Immediate Supervisor. If, however this is not possible or does not resolve the grievance, then he/she should contact the next level up which is the Departmental Head of his /her Immediate Superior. The superior's head then attempts to resolve the grievance. If the above channels cannot resolve the matter, the final step for the employee is to put his/her grievance in writing to the HR Department.

The HR Representative either himself mediates in an attempt to arrive at a satisfactory solution or formally forwards the request to a concerned director who tries to mediate initially and confirms any decision/proposed action to the employee.

If issue is not resolved then HR department Takes this case to Grievance handling committee which includes following: -

- Representative from concerned department (one each from involved department)
- Principal/ VP/ Dean Medical and Dental Faculty
- One Principal from other colleges
- GMHR

The final authority for all grievances is the CEO who will approve or reject the recommendations of the grievance handling committee.