



RASHID LATIF DENTAL COLLEGE

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Notification

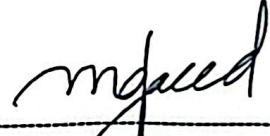
Subject: Policy for Submission of Timetable Slots for Integrated Timetable
(rlde.schedules@rlmc.edu.pk).

The Department of Dental Education conducts a coordination meeting at the beginning of each month to plan and streamline the integrated timetable for the upcoming teaching block. During this meeting, the total teaching hours and duration (in weeks) expected for the block are shared with all concerned departments and subject specialists. Each department is also briefed regarding its allocated hours within the block.

- All departments are required to inform DME about their required lecture slots according to the hours allocated in the Block. Practical session slots must also be communicated well in advance to avoid any overlap or clash of timings.
- This information must be submitted at least one week prior to the preparation of the timetable, through official email correspondence only at (rlde.schedules@rlmc.edu.pk).
- An initial draft of the timetable will be prepared and shared by the Department of Medical Education (DME).
- The draft timetable will be circulated every Tuesday to the departments, based on the lecture requests received during the previous week.
- Any adjustments or change requests after the final timetable has been uploaded must be submitted using the Timetable Change Request Form.
- Requests or communications made through WhatsApp messages or phone calls will not be entertained, as they cannot be verified for record purposes



Vice Principal, RLDC
Director Medical Education
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