RASHID LATIF KHAN UNIVERSITY

LAHORE, PAKISTAN

DIRECTORATE OF STUDENT AFFAIRS

STUDENT AFFAIRS HANDBOOK

POLICIES, PROCEDURES, REGULATIONS,
GUIDELINES AND OPERATIONAL FRAMEWORK

ACADEMIC YEARS 2026–2029



EMPOWERING LEADERSHIP | FOSTERING ENGAGEMENT | BUILDING COMMUNITY | PROMOTING INTEGRITY | SERVING SOCIETY

VOLUMES I – V

- **Volume I** – Student Affairs Governance and Student Societies Framework
- **Volume II** – Student Societies Operations Manual
- **Volume III** – Event Management, Financial Regulations, Sponsorships, Media and Branding Policies
- **Volume IV** – Student Welfare, Student Support Services, Grievance Redressal, Anti-Harassment Framework, Student Discipline Code and Safety Management
- **Volume V** – Forms, Templates, Annexures, Registers and Implementation Tools

ISSUED BY
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Developing Responsible Leaders, Engaged Citizens, and Lifelong Learners

RASHID LATIF KHAN UNIVERSITY

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STUDENT AFFAIRS HANDBOOK

Volume I – Governance and Administration

Academic Year 2026–2029

Designed By: Abdul Rehman & Arham Imran

Students of Law Department (RLKU)

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APPROVAL PAGE

This Student Affairs Handbook is issued under the authority of Rashid Latif Khan University (RLKU) to provide a comprehensive framework for the governance, administration, regulation, and promotion of student life, student engagement, co-curricular activities, student leadership, and student welfare.

This Handbook shall serve as the official policy document governing all student affairs functions, student organizations, student activities, and related administrative procedures at RLKU.

Approved by:

Pro Vice Chancellor _____

Registrar _____

Head of Student Affairs _____

Date of Approval: _____

Effective Date: _____

Review Date: _____

FOREWORD

Rashid Latif Khan University recognizes that higher education extends beyond classroom learning and encompasses the intellectual, social, cultural, ethical, emotional, and professional development of students. The University is committed to creating an environment that encourages leadership, innovation, community engagement, and responsible citizenship. Student Affairs plays a vital role in achieving these objectives by providing opportunities that complement academic learning and contribute to the holistic development of students. This Handbook establishes the policies, procedures, responsibilities, and standards governing student affairs at RLKU. It provides a framework for student engagement while ensuring accountability, transparency, inclusivity, and institutional excellence.

All students, faculty advisors, student leaders, and university officials are expected to comply with the provisions contained herein.

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MESSAGE FROM
Chief Executive Officer.

At Rashid Latif Khan University, educational development encompasses intellectual rigor alongside character building, professional acumen, and community participation.

This publication functions as an authoritative guide for campus engagement, society governance, student support services, and

experiential learning. It encapsulates our commitment to providing a transparent, constructive, and equitable environment designed to maximize student potential and institutional harmony.

The Directorate of Student Affairs appreciates the collaborative effort invested in establishing these institutional benchmarks. We urge all students and faculty advisors to align with this framework as we continue to elevate our campus community.

Ms. Sabahat Khan

CEO
Rashid Latif Khan University (RLKU)



MESSAGE FROM VICE CHANCELLOR

While lecture halls deliver technical knowledge, it is the co-curricular ecosystem that builds resilience, negotiation skills, and executive character. RLKU approaches student affairs as a vital training ground for tomorrow's organizational leaders. This document provides the blueprint for that experiential learning. By codifying society regulations, wellness support protocols, and collective engagement policies, it provides our student body with the clarity required to organize, lead, and execute high-impact initiatives responsibly. I acknowledge the Directorate of Student Affairs for instituting this robust governance framework. I call upon the entire university community to treat these provisions as foundational tools for driving student achievement and institutional pride.

Prof. Dr. Rashid Latif Khan.

Vice Chancellor
Rashid Latif Khan University (RLKU)

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MESSAGE FROM THE PRO VICE CHANCELLOR

At Rashid Latif Khan University (RLKU), we are committed to providing an educational environment that promotes academic excellence, leadership, integrity, responsibility, and personal development. This Student Affairs Handbook serves as a comprehensive guide for student engagement, governance of student societies, welfare initiatives, and co-curricular activities. It reflects the University's commitment to creating a dynamic, inclusive, and supportive campus community where students are encouraged to participate actively and contribute positively to university life. I appreciate the efforts of the Directorate of Student Affairs in developing this important resource and encourage all students, faculty advisors, and staff members to utilize it effectively in support of student success and development.

Prof. Dr. Saeed ul Hassan

Pro Vice Chancellor
Rashid Latif Khan University (RLKU)

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MESSAGE FROM THE REGISTRAR

At Rashid Latif Khan University (RLKU), our core mission is to provide a well-structured and highly supportive environment that empowers students to achieve their academic and personal goals. This Student Affairs Handbook serves as an essential manual, outlining the key policies, ethical standards, and administrative resources available to our student body. As the Registrar, I am dedicated to ensuring a seamless educational experience by fostering a disciplined yet highly dynamic campus culture. A strong administrative foundation is key to producing responsible and visionary leaders. I highly appreciate the Directorate of Student Affairs for bringing together this comprehensive guide. I advise all students and faculty members to read and utilize this handbook to maintain a thriving and cohesive university community.

Dr. Ayaz Qaiser

Registrar

Rashid Latif Khan University (RLKU)

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MESSAGE FROM THE HEAD OF STUDENT AFFAIRS

The Student Affairs Handbook of Rashid Latif Khan University (RLKU) reflects our shared vision of creating a campus where learning extends beyond the classroom and every student is empowered to discover, lead, and excel. More than a collection of policies and procedures, this handbook serves as a roadmap for meaningful engagement, leadership development, personal growth, and responsible citizenship. It outlines the opportunities, standards, and support systems that enrich student life and foster a culture of integrity, inclusivity, innovation, and excellence. As members of the RLKU community, I encourage you to embrace these opportunities, contribute with purpose, and play an active role in shaping a dynamic and inspiring university experience.

Dr. Pinkish Zahra

Head of Student Affairs
Rashid Latif Khan University (RLKU)

CHAPTER 1

INTRODUCTION

1.1 Purpose of the Handbook

The purpose of this Handbook is to:

a) Establish a comprehensive governance framework for student affairs at RLKU.

b) Define the roles, responsibilities, and authority of the Student Affairs Office.

c) Regulate student organizations, leadership structures, events, and student activities.

d) Promote responsible citizenship, leadership development, ethical conduct, and community engagement.

e) Provide transparent procedures for student support, grievance handling, and disciplinary matters.

f) Ensure consistency in the implementation of student affairs policies throughout the University.

1.2 Scope and Applicability

This Handbook shall apply to:

a) All enrolled students of Rashid Latif Khan University.

b) All recognized student societies, clubs, committees, and associations.

c) Student leaders and office bearers.

d) Faculty advisors assigned to student organizations.

e) Volunteers participating in university activities.

f) University officials involved in student affairs administration.

The provisions of this Handbook shall remain binding upon all stakeholders while participating in university-related activities both on and off campus.

1.3 Guiding Principles

The Student Affairs framework shall be guided by the following principles:

Academic Excellence
Supporting student success through meaningful co-curricular engagement.

Integrity
Promoting honesty, transparency, and accountability.

Inclusivity
Providing equal opportunities regardless of gender, ethnicity, religion, disability, or socioeconomic background.

Leadership
Developing responsible leaders capable of contributing positively to society.

Innovation
Encouraging creativity, entrepreneurship, and critical thinking.

Community Engagement
Promoting volunteerism, civic responsibility, and social impact.

Respect
Maintaining dignity, professionalism, and mutual respect within the university community.

1.4 Objectives of Student Affairs

The Student Affairs Office shall strive to:

a) Foster student engagement and participation.

b) Promote student leadership and personal development.

c) Facilitate co-curricular and extracurricular activities.

d) Support student welfare and well-being.

e) Enhance the overall student experience.

f) Encourage community service and civic engagement.

g) Ensure a safe and inclusive campus environment.

h) Develop institutional mechanisms for student support and advocacy.

CHAPTER 2

DEFINITIONS

For the purposes of this Handbook, unless the context otherwise requires:

2.1 Student

A person formally enrolled in any academic program offered by Rashid Latif Khan University.

2.2 Student Affairs Office

The administrative office responsible for planning, coordinating, regulating, monitoring, and evaluating student-related activities and services.

2.3 Head of Student Affairs

The University official appointed to supervise, manage, and oversee all functions of the Student Affairs Office.

2.4 Student Society

A formally recognized student organization approved by the University for educational, cultural, professional, social, athletic, artistic, or community-oriented purposes.

2.5 Student Leader

A student elected or appointed to an official leadership position within a recognized student organization.

2.6 Faculty Advisor

A member of the academic staff appointed to provide guidance, mentorship, and oversight to a recognized student society.

2.7 Event

Any organized activity, program, competition, seminar, workshop, conference, campaign, performance, or gathering conducted under the auspices of the University or a recognized student organization.

2.8 Volunteer

A student who contributes time and services to university programs without holding a formal leadership position.

2.9 Competent Authority

The university official or body authorized to approve, review, or decide matters under this Handbook.

CHAPTER 3

STUDENT AFFAIRS OFFICE

3.1 Establishment

The Student Affairs Office shall function as the principal administrative body responsible for student engagement, student development, student organizations, welfare initiatives, leadership development, and co-curricular programming at RLKU.

The Office shall operate under the supervision of the Pro Vice Chancellor and shall coordinate with academic and administrative departments to promote student success and institutional objectives.

3.2 Vision

To cultivate an inclusive, vibrant, and engaging campus environment that empowers students to achieve personal, academic, and professional excellence.

3.3 Mission

To enrich student life through leadership development, co-curricular engagement, student support services, community involvement, and holistic development initiatives.

3.4 Core Functions

The Student Affairs Office shall:

a) Register and monitor student societies.

b) Facilitate student leadership development.

c) Organize university-wide student activities.

d) Coordinate welfare initiatives.

e) Manage student engagement programs.

f) Maintain student affairs records.

g) Support student advocacy and inclusion.

h) Promote volunteerism and civic engagement.

i) Coordinate student recognition programs.

j) Ensure compliance with university policies.

CHAPTER 4

TERMS OF REFERENCE OF THE HEAD OF STUDENT AFFAIRS

The Head of Student Affairs shall be responsible for:
a) Providing strategic leadership for student affairs operations.
b) Developing policies governing student life and engagement.
c) Supervising all student affairs personnel.
d) Approving student activity proposals within delegated authority.
e) Monitoring student society performance.
f) Representing student affairs at institutional forums.
g) Coordinating with academic departments and administrative offices.
h) Preparing annual reports and strategic plans.
i) Ensuring compliance with university regulations.
j) Promoting student welfare and campus engagement.
k) Managing budgets allocated to student affairs initiatives.
l) Overseeing risk management and safety protocols for student activities.
m) Advising university management on matters relating to student development.

CHAPTER 5

ORGANIZATIONAL STRUCTURE OF THE STUDENT AFFAIRS OFFICE

5.1 Organizational Framework

The Student Affairs Office shall serve as the central administrative unit responsible for the planning, implementation, monitoring, and evaluation of student engagement, leadership development, co-curricular activities, student welfare initiatives, and student support services.

The organizational structure shall comprise the following positions:

a) Head of Student Affairs

b) Student Affairs Officers

c) Student Affairs Coordinators

d) Administrative Support Staff

e) Student Volunteers and Interns

The University may modify the organizational structure from time to time in accordance with institutional requirements.

5.2 Head of Student Affairs

The Head of Student Affairs shall function as the administrative leader of all student affairs operations and shall be responsible for strategic planning, policy implementation, supervision of staff, and coordination with university management.

The Head of Student Affairs shall exercise administrative authority over all student societies, student activities, and student engagement programs.

5.3 Student Affairs Officers

Student Affairs Officers shall assist in the implementation of student engagement initiatives and shall perform the following functions:

a) Coordinate student activities and events.

b) Facilitate communication with student organizations.

c) Monitor compliance with university policies.

d) Maintain records and documentation.

e) Assist in event planning and execution.

f) Coordinate volunteer and leadership programs.

g) Prepare reports and activity summaries.

h) Support student welfare initiatives.

5.4 Student Affairs Coordinators

Student Affairs Coordinators may be appointed to oversee specific operational areas including:

a) Student Societies and Clubs

b) Student Leadership Development

c) Community Engagement and Volunteerism

d) Events and Activities

e) Student Welfare

f) Media and Public Relations

The duties and responsibilities of Coordinators shall be determined by the Head of Student Affairs.

5.5 Administrative Support Staff

Administrative personnel shall provide logistical and clerical support including:

a) Record management.

b) Correspondence.

c) Scheduling and coordination.

d) Documentation and archiving.

e) Financial record support.

f) Maintenance of student affairs databases.

5.6 Student Volunteers and Interns

The Student Affairs Office may engage student volunteers and interns to assist in the implementation of activities, events, campaigns, and university initiatives.

Such volunteers shall remain subject to all university regulations and shall work under the supervision of designated officials.

CHAPTER 6

STUDENT RIGHTS AND RESPONSIBILITIES

6.1 Student Rights

Every student of RLKU shall have the right to:

a) Receive education in a safe, respectful, and inclusive environment.

b) Participate in approved co-curricular and extracurricular activities.

c) Join recognized student societies and organizations.

d) Access student support services available through the University.

e) Express opinions respectfully within the limits of university regulations.

f) Be treated fairly and without discrimination.

g) Submit complaints, concerns, and grievances through prescribed procedures.

h) Receive due process in disciplinary proceedings.

i) Access information relating to university policies affecting student life.

j) Seek guidance and mentorship from faculty advisors and university officials.

6.2 Student Responsibilities

All students shall:

a) Observe university regulations and policies.

b) Maintain standards of academic honesty and integrity.

c) Respect the rights and dignity of others.

d) Protect university property and resources.

e) Conduct themselves in a manner that reflects positively upon the University.

f) Comply with lawful instructions issued by university authorities.

g) Participate responsibly in university activities.

h) Maintain professional behavior during university events.

i) Promote a culture of inclusivity and mutual respect.

j) Report safety concerns or misconduct through appropriate channels.

6.3 Equality and Non-Discrimination

RLKU is committed to providing equal opportunities to all students.

No student shall be subjected to discrimination on the basis of race, ethnicity, nationality, language, disability, or any other status protected by law and university policy.

6.4 Freedom of Participation

Students shall be free to participate in recognized student organizations, leadership opportunities, volunteer activities, and university events subject to applicable eligibility requirements.

Participation in student activities shall not interfere with academic obligations.

6.5 Protection of University Reputation

Students shall avoid any conduct that may:

a) Damage the reputation of the University.

b) Misrepresent university policies.

c) Create reputational, legal, or financial risks for the institution.

d) Bring disrepute to the university community.

CHAPTER 7

STUDENT LEADERSHIP FRAMEWORK

7.1 Purpose

The Student Leadership Framework is established to develop responsible, ethical, and competent student leaders capable of contributing positively to the university community and society.

7.2 Objectives

The objectives of student leadership development shall include:

a) Developing leadership competencies.

b) Enhancing communication and interpersonal skills.

c) Encouraging teamwork and collaboration.

d) Promoting civic responsibility.

e) Cultivating professionalism and accountability.

f) Encouraging innovation and initiative.

7.3 Student Leadership Positions

Recognized student organizations may maintain the following leadership positions:

a) President
b) Vice President
c) General Secretary
d) Finance Secretary / Treasurer
e) Event Coordinator
f) Media Coordinator
g) Additional positions approved by the Student Affairs Office.

7.4 General Eligibility Criteria

To hold a leadership position, a student shall:

a) Be currently enrolled at RLKU.

b) Maintain satisfactory academic standing.

c) Have no major disciplinary sanctions.

d) Demonstrate leadership potential and ethical conduct.

e) Fulfill any additional requirements prescribed by the Student Affairs Office.

7.5 Responsibilities of Student Leaders

Student leaders shall:

a) Act in the best interests of the University and their organization.

b) Uphold university values and policies.

c) Promote professionalism and ethical conduct.

d) Maintain transparency and accountability.

e) Ensure proper utilization of resources.

f) Facilitate member participation.

g) Submit reports and documentation as required.

h) Coordinate effectively with faculty advisors and the Student Affairs Office.

7.6 Removal from Office

A student leader may be removed from office upon:

a) Resignation.

b) Graduation or withdrawal from the University.

c) Violation of university regulations.

d) Financial misconduct.

e) Abuse of authority.

f) Persistent non-performance.

g) Recommendation of the Faculty Advisor and approval of the Student Affairs Office.

CHAPTER 8

FACULTY ADVISOR POLICY

8.1 Purpose

Faculty Advisors serve as mentors, guides, and institutional representatives who support student organizations while ensuring compliance with university regulations.

8.2 Appointment of Faculty Advisors

Faculty Advisors shall be appointed with the approval of the competent authority upon recommendation of the relevant department and the Student Affairs Office.

Each recognized student society shall have at least one appointed Faculty Advisor.

8.3 Eligibility

A Faculty Advisor shall:

a) Be a full-time member of the academic staff.

b) Possess a satisfactory professional record.

c) Demonstrate commitment to student development.

d) Be willing to actively support student activities.

8.4 Duties and Responsibilities

Faculty Advisors shall:

a) Provide guidance and mentorship.

b) Assist in strategic planning.

c) Review activity proposals.

d) Ensure compliance with university policies.

e) Support leadership development.

f) Encourage responsible decision-making.

g) Attend major activities whenever possible.

h) Monitor society performance.

i) Submit recommendations regarding society operations.

j) Serve as a liaison between students and university administration.

8.5 Limitations of Authority

Faculty Advisors shall not:

a) Commit university funds independently.

b) Enter into agreements on behalf of the University.

c) Approve external partnerships without authorization.

d) Override university regulations.

e) Use their position for personal benefit.

8.6 Evaluation of Faculty Advisors

The performance of Faculty Advisors may be reviewed annually based upon:

a) Student engagement.

b) Society performance.

c) Compliance with university regulations.

d) Participation in society activities.

e) Contribution to student development.

CHAPTER 9

STUDENT SOCIETY GOVERNANCE FRAMEWORK

9.1 Purpose

Student societies shall function as officially recognized student-led organizations established to promote academic enrichment, leadership development, creativity, innovation, community engagement, cultural awareness, physical well-being, and personal growth.

The governance framework outlined herein shall ensure accountability, transparency, sustainability, and alignment with the mission and values of Rashid Latif Khan University.

9.2 Authority

All student societies shall operate under the administrative supervision of the Student Affairs Office and shall remain subject to the policies, regulations, and directives issued by the University.

Recognition of a student society shall not grant legal, financial, or contractual independence from the University.

9.3 Principles of Governance

Student societies shall operate according to the following principles:

a) Accountability

b) Transparency

c) Inclusivity

d) Professionalism

e) Ethical Conduct

f) Democratic Participation

g) Student Development

h) Institutional Responsibility

9.4 Governance Structure

Each recognized student society shall maintain the following governance structure:

Executive Council

a) President

b) Vice President

c) General Secretary

d) Finance Secretary / Treasurer

e) Event Coordinator

f) Media Coordinator

g) Additional positions approved by the Student Affairs Office

General Membership

The general membership shall comprise all registered members of the society.

Faculty Advisor(s)

Faculty Advisors shall provide mentorship, oversight, and guidance.

9.5 Executive Council Responsibilities

The Executive Council shall:

a) Develop annual plans.

b) Organize society activities.

c) Manage society resources responsibly.

d) Maintain society records.

e) Submit required reports.

f) Promote member engagement.

g) Ensure compliance with university policies.

9.6 Society Constitution

Every society shall maintain a written constitution containing:

a) Name of Society

b) Vision

c) Mission

d) Objectives

e) Membership Criteria

f) Governance Structure

g) Election Procedures

h) Meeting Procedures

i) Financial Procedures

j) Amendment Procedures

k) Dissolution Procedures

No constitution shall conflict with university regulations.

9.7 Meetings

Each society shall conduct:

a) Executive Council Meetings

b) General Body Meetings

c) Planning Meetings

d) Annual Review Meetings

Meeting minutes shall be recorded and retained by the General Secretary.

9.8 Accountability

All recognized societies shall remain accountable to:

a) Their Members

b) Faculty Advisors

c) The Student Affairs Office

d) The University Administration

Failure to comply with university regulations may result in suspension or withdrawal of recognition.

CHAPTER 10

SOCIETY REGISTRATION AND RECOGNITION PROCEDURES

10.1 Establishment of New Societies

Students may propose the establishment of a new society where a demonstrated need exists and where the proposed society contributes positively to student development.

10.2 Minimum Requirements

Applications for recognition shall include:

a) Proposed Society Name

b) Vision Statement

c) Mission Statement

d) Objectives

e) Scope of Activities

f) Proposed Annual Activity Plan

g) Proposed Constitution

h) List of Founding Members

i) Proposed Executive Council

j) Faculty Advisor Nomination

k) Any additional documentation required by the Student Affairs Office

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10.3 Application Procedure

Step 1

Submission of Society Registration Application.

Step 2

Review by Student Affairs Office.

Step 3

Consultation with relevant academic departments.

Step 4

Evaluation of feasibility and institutional relevance.

Step 5

Recommendation to the Competent Authority.

Step 6

Issuance of Recognition Certificate.

10.4 Recognition Status

Upon approval, a society shall receive:
a) Official Recognition Status
b) Permission to recruit members
c) Access to university facilities in accordance with regulations
d) Eligibility to organize approved activities

10.5 Renewal of Recognition

Recognition shall be reviewed annually based on:

a) Activity Performance

b) Student Participation

c) Compliance with Policies

d) Financial Accountability

e) Submission of Reports

10.6 Suspension of Recognition

Recognition may be suspended where a society:
a) Becomes inactive.
b) Violates university regulations.
c) Engages in misconduct.
d) Fails to submit required reports.
e) Misuses university resources.

10.7 Deregistration

The University reserves the right to withdraw recognition from any society whose activities are inconsistent with institutional values or regulations.

CHAPTER 11

MEMBERSHIP POLICY

11.1 Eligibility for Membership

Membership shall be open to all enrolled students of RLKU subject to:

a) Compliance with university regulations.

b) Fulfillment of society-specific requirements.

c) Completion of registration procedures.

11.2 Membership Categories

Ordinary Member

A registered member participating in society activities.

Active Member

A member who regularly participates in activities and meetings.

Executive Member

A member holding an elected or appointed leadership position.

Volunteer Member

A member assisting in events and projects without holding office.

11.3 Rights of Members

Members shall have the right to:

a) Participate in activities.

b) Vote in society elections where applicable.

c) Access society information.

d) Propose initiatives.

e) Seek leadership opportunities.

1.4 Responsibilities of Members

Members shall:

a) Uphold university values.

b) Respect fellow members.

c) Participate responsibly.

d) Follow society regulations.

e) Protect society resources.

11.5 Membership Records

Each society shall maintain:

a) Membership Register

b) Attendance Records

c) Volunteer Records

d) Leadership Records

e) Contact Information Database

11.6 Suspension or Termination of Membership

Membership may be suspended or terminated due to:

a) Misconduct.

b) Violation of university policies.

c) Harassment or discrimination.

d) Misuse of society resources.

e) Conduct bringing disrepute to the University.

CHAPTER 12

AWARDS AND RECOGNITION FRAMEWORK

12.1 Purpose

The Awards and Recognition Framework shall acknowledge outstanding contributions made by students, volunteers, leaders, faculty advisors, and student organizations.

12.2 Objectives

The University shall utilize awards and recognition to:

a) Promote excellence.

b) Encourage innovation.

c) Recognize leadership.

d) Reward service and commitment.

e) Strengthen student engagement.

12.3 Categories of Awards

Student Leadership Awards

Recognizing exceptional leadership and service.

Best Society Award

Recognizing overall excellence among student organizations.

Outstanding Student Leader Award

Recognizing distinguished leadership performance.

Volunteer Excellence Award

Recognizing exceptional volunteer contributions.

Community Service Award

Recognizing meaningful social impact initiatives.

Innovation and Entrepreneurship Award

Recognizing creativity and innovation.

Faculty Advisor Excellence Award

Recognizing exceptional mentorship and support.

Special Achievement Awards

Recognizing extraordinary accomplishments.

12.4 Award Criteria

Evaluation criteria may include:

a) Impact

b) Innovation

c) Leadership

d) Participation

e) Sustainability

f) Compliance with University Policies

g) Contribution to Institutional Objectives

12.5 Nomination Procedures

Nominations may be submitted by:

a) Students

b) Faculty Advisors

c) Academic Departments

d) Student Affairs Office

e) University Administration

12.6 Evaluation Committee

The University may establish an Awards Evaluation Committee to review nominations and recommend recipients.

The decisions of the Committee shall be subject to approval by the Competent Authority.

12.7 Recognition Ceremonies

Awards may be presented through:

a) Annual Student Awards Ceremonies.

b) Convocation-related Activities.

c) Leadership Recognition Events.

d) University-wide Celebrations.

CHAPTER 13

MONITORING, COMPLIANCE AND REPORTING MECHANISMS

13.1 Purpose

The purpose of monitoring and compliance mechanisms is to ensure accountability, transparency, continuous improvement, and alignment with university objectives.

13.2 Monitoring Responsibilities

The Student Affairs Office shall monitor:

a) Student Societies.

b) Leadership Bodies.

c) Volunteer Programs.

d) Student Activities.

e) Community Engagement Initiatives.

f) Financial Compliance.

g) Policy Compliance.

13.3 Reporting Requirements

Recognized student organizations shall submit:

Annual Activity Report

Summary of activities conducted during the academic year.

Financial Report

Statement of expenditures and supporting documentation.

Membership Report

Updated membership records.

Strategic Plan

Planned activities for the upcoming academic year.

13.4 Performance Indicators

Performance may be assessed using:

a) Number of Activities Conducted.

b) Student Participation Levels.

c) Community Impact.

d) Innovation and Creativity.

e) Financial Accountability.

f) Compliance with Regulations.

g) Quality of Programming.

13.5 Compliance Reviews

The Student Affairs Office may conduct periodic reviews to assess:

a) Governance Practices.

b) Financial Procedures.

c) Record Keeping.

d) Policy Compliance.

e) Operational Effectiveness.

13.6 Corrective Measures

Where deficiencies are identified, the Student Affairs Office may require:

a) Corrective Action Plans.

b) Additional Training.

c) Increased Monitoring.

d) Leadership Review.

e) Suspension of Activities.

f) Other appropriate administrative actions.

13.7 Annual Review

At the conclusion of each academic year, the Student Affairs Office shall prepare a comprehensive report detailing:

a) Student Engagement Statistics.

b) Society Performance.

c) Volunteer Contributions.

d) Awards and Recognition.

e) Welfare Initiatives.

f) Strategic Achievements.

g) Recommendations for Improvement.

13.8 Institutional Reporting

The annual report shall be submitted to University Management for review and future planning purposes.

RASHID LATIF KHAN UNIVERSITY

We are Champions

VOLUME II

STUDENT SOCIETIES MANUAL

Rashid Latif Khan University (RLKU)

Directorate of Student Affairs

CHAPTER 1

STUDENT SOCIETIES FRAMEWORK

1.1 Purpose

Student societies constitute an integral component of student life at Rashid Latif Khan University. They provide structured opportunities for intellectual growth, leadership development, cultural enrichment, professional advancement, social engagement, community service, and personal development.

The University recognizes student societies as official co-curricular bodies operating under the supervision of the Student Affairs Office.

1.2 Objectives of Student Societies

Student societies shall seek to:

a) Promote student engagement beyond the classroom.

b) Support personal and professional development.

c) Encourage leadership and teamwork.

d) Foster innovation and creativity.

e) Promote healthy social interaction.

f) Facilitate community service and civic engagement.

g) Contribute positively to the University environment.

h) Support the vision and mission of RLKU.

1.3 Status of Student Societies

Student societies shall:

a) Operate as recognized university organizations.

b) Remain subject to university policies and regulations.

c) Function under the supervision of the Student Affairs Office.

d) Be guided by designated Faculty Advisors.

e) Maintain accountability and transparency in all operations.

CHAPTER 2

RECOGNIZED STUDENT SOCIETIES OF RLKU

The following student societies are recognized by the University:

2.1 FRAME & FORM – Arts and Photography Society

Vision

To cultivate artistic excellence and visual creativity among students.

Mission

To provide opportunities for artistic expression, photography, visual storytelling, and creative collaboration.

Objectives

a) Promote artistic talent.

b) Develop photography skills.

c) Organize exhibitions and competitions.

d) Enhance visual literacy.

Scope

- Art Exhibitions
- Photography Competitions
- Creative Workshops
- Portfolio Development Programs

2.2 GEET MALA – Music Society

Vision

To foster musical excellence and cultural appreciation.

Mission

To provide a platform for students to explore and showcase musical talent.

Objectives

a) Promote musical creativity.

b) Encourage performance arts.

c) Preserve cultural diversity through music.

Scope

- Music Competitions
- Concerts
- Cultural Festivals
- Training Workshops

2.3 KHEL KHILARI – Sports Society

Vision

To promote fitness, sportsmanship, and healthy lifestyles.

Mission

To encourage active participation in sports and recreational activities.

Scope

- Sports Tournaments
- Fitness Campaigns
- Interdepartmental Competitions
- Sports Development Programs

2.4 PEN & VOICE – Literary and Debating Society

Vision

To cultivate articulate, informed, and confident communicators.

Mission

To foster literary engagement, public speaking, and critical thinking.

Scope

- Debates
- Writing Competitions
- Poetry Sessions
- Public Speaking Workshops

2.5 RANG NAGAR – Media, TV and Film Society

Vision

To nurture future media professionals and storytellers.

Mission

To develop practical skills in media production and visual communication.

Scope

- Film Screenings
- Media Projects
- Content Production
- Documentary Development

2.6 SHINE – Character Building Society

Vision

To develop responsible, ethical, and resilient individuals.

Mission

To promote personal growth, leadership, and social responsibility.

Scope

- Personal Development Workshops
- Character Building Sessions
- Community Outreach Activities

2.7 SOUL – Society of Unique Learning (Health and Well-being)

Vision

To promote holistic wellness and healthy lifestyles.

Mission

To create awareness regarding physical, emotional, and mental well-being.

Scope

- Awareness Campaigns
- Wellness Programs
- Health Education Activities

2.8 SPARK – Dramatics Society

Vision

To inspire creativity through performing arts.

Mission

To provide opportunities for theatrical expression and artistic development.

Scope

- Stage Plays
- Dramatic Performances
- Acting Workshops
- Theatre Festivals

2.9 START-UP LEAGUE – Entrepreneurial Society

Vision

To cultivate entrepreneurial thinking and innovation.

Mission

To support students in developing entrepreneurial competencies and business ideas.

Scope

- Startup Competitions
- Business Pitch Events
- Mentorship Programs
- Industry Networking

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2.10 THE UNREAL ARENA – E-Sport Society

Vision

To foster competitive gaming culture and digital teamwork.

Mission

To provide a platform for students to enhance their gaming skills, strategic thinking, and sportsmanship.

Scope

- E-Sport Tournaments
- Gaming Workshops
- Tea m Building Events
- Gaming Community Meetups

2.11 SAFAR – Adventure and Exploration

Vision

To promote outdoor adventure, exploration, and experiential learning.

Mission

To organize safe adventurous activities and cultivate a spirit of exploration, endurance, and environmental awareness among students.

Scope

- Trekking & Hiking Trips
- Camping & Outdoor Survival
- Cultural Exploration Tours
- Team Building & Adventure Sports

2.12 KITAB KARWAN – Book Reading Society

Vision

To promote a passion for reading, creative writing, and literary expression.

Mission

To create an engaging environment for students to share ideas, improve communication skills, and explore diverse perspectives through literature.

Scope

- Book Discussions & Clubs
- Creative Writing Workshops
- Debates & Declamation Contests
- Poetry Slam & Storytelling Events

2.13 NOOR – Islamic Society

Vision

To promote Islamic values, ethical character, and spiritual growth within the student community.

Mission

To provide a platform for learning Islamic teachings, fostering moral values, and organizing community service and welfare activities.

Scope

- Islamic Lectures & Seminars
- Quran Recitation & Tajweed Workshops
- Charity & Community Welfare Drives

- Islamic History & Heritage Events

2.14 LAW MOOT SOCIETY – LMS

Vision

To develop legal advocacy skills and promote legal literacy among students.

Mission

To train students in legal research, drafting, and courtroom arguments through competitive mooting and simulation events.

Scope

- National & International Moot Court Competitions
- Legal Research & Drafting Workshops
- Trial Advocacy & Mock Trials
- Seminars by Legal Experts & Judges

2.15 ACM – Student Chapter

Vision

To foster computing knowledge, innovation, and technological excellence among students.

Mission

To provide a platform for students to enhance technical skills, engage in research, and connect with global computing professionals.

Scope

- Programming Contests & Hackathons
- Technical Workshops & Seminars
- Coding & Software Development Bootcamps

- Tech Speaker Sessions & Industry Networking

2.16 JZT (JIHAAD ZERO THALASSEMIA) – Student Chapter

Vision

To achieve a Thalassemia-free society through awareness and youth participation.

Mission

To educate students about Thalassemia prevention, organize blood donation drives, and support patients in need of regular blood transfusions.

Scope

- Thalassemia Awareness Campaigns
- Blood Donation Drives & Camps
- Pre-Marital Screening Seminars
- Patient Support & Welfare Projects

CHAPTER 3

SOCIETY CONSTITUTION FRAMEWORK

3.1 Mandatory Constitutional Components

Each society shall maintain a written constitution approved by the Student Affairs Office.

The constitution shall contain:

a) Society Name

b) Vision

c) Mission

d) Objectives

e) Membership Structure

f) Governance Framework

g) Election Procedures

h) Financial Regulations

i) Meeting Procedures

j) Amendment Procedures

k) Dissolution Procedures

3.2 Constitutional Supremacy

The constitution of a society shall not supersede university regulations.

Where a conflict exists between a society constitution and university policy, the university policy shall prevail.

CHAPTER 4

SOCIETY GOVERNANCE STRUCTURE

4.1 Executive Council

Each society shall maintain an Executive Council consisting of:

President

Vice President

General Secretary

Finance Secretary

Event Coordinator

Media Coordinator

Additional positions may be approved by the Student Affairs Office where operationally necessary.

4.2 President

The President shall:

a) Provide leadership to the society.

b) Preside over meetings.

c) Represent the society before university authorities.

d) Ensure implementation of annual plans.

e) Monitor society performance.

4.3 Vice President

The Vice President shall:

a) Assist the President.

b) Coordinate society operations.

c) Act in the absence of the President.

4.4 General Secretary

The General Secretary shall:

a) Maintain records.

b) Prepare meeting agendas.

c) Record minutes.

d) Maintain correspondence.

e) Prepare reports.

4.5 Finance Secretary

The Finance Secretary shall:

a) Maintain financial records.

b) Prepare budgets.

c) Monitor expenditures.

d) Submit financial reports.

4.6 Event Coordinator

The Event Coordinator shall:

a) Plan activities.

b) Coordinate logistics.

c) Manage event implementation.

d) Prepare post-event reports.

4.7 Media Coordinator

The Media Coordinator shall:

a) Manage publicity.

b) Coordinate social media activities.

c) Ensure compliance with university branding guidelines.

CHAPTER 5

ANNUAL PLANNING AND OPERATIONAL MANAGEMENT

5.1 Annual Activity Plan

Every society shall submit an Annual Activity Plan before the commencement of each academic year.

The Plan shall include:

a) Objectives

b) Proposed Activities

c) Tentative Schedule

d) Budget Estimates

e) Expected Outcomes

f) Risk Considerations

5.2 Activity Classification

Activities may be categorized as:
Academic Activities
Professional Development Activities
Cultural Activities
Sports Activities
Community Service Activities
Recreational Activities
Awareness Campaigns

5.3 Monthly Review Meetings

Societies shall conduct monthly review meetings to:

a) Evaluate progress.

b) Review completed activities.

c) Address operational issues.

d) Plan future initiatives.

Minutes of meetings shall be maintained for institutional record.

CHAPTER 6

SOCIETY FINANCIAL GOVERNANCE

6.1 Financial Accountability

All financial transactions shall be conducted transparently and in accordance with university regulations.

6.2 Budget Preparation

Every proposed activity shall be accompanied by:

a) Estimated Budget

b) Resource Requirements

c) Funding Source

d) Justification of Expenditure

6.3 Permissible Funding Sources

Societies may receive funding through:

a) Approved University Allocations

b) Approved Sponsorships

c) Approved Donations

d) Approved Collaborative Projects

6.4 Prohibited Financial Activities

Societies shall not:

a) Operate unauthorized bank accounts.

b) Collect funds without approval.

c) Utilize funds for personal benefit.

d) Enter into financial agreements without authorization.

e) Conduct commercial activities without approval.

6.5 Financial Reporting

Financial reports shall be submitted:

a) After each major event.

b) At the end of every semester.

c) At the conclusion of each academic year.

VOLUME II – STUDENT SOCIETIES MANUAL

CHAPTER 7

SOCIETY MEETINGS AND ADMINISTRATIVE PROCEDURES

7.1 Purpose

Society meetings shall serve as the primary mechanism for planning, coordination, decision-making, review, and communication among society members.

All meetings shall be conducted in a professional, transparent, and organized manner.

7.2 Types of Meetings

Executive Council Meetings

Executive Council Meetings shall be conducted at least once every month.

The purpose of these meetings shall include:

a) Activity planning.

b) Budget review.

c) Operational decision-making.

d) Progress monitoring.

e) Assignment of responsibilities.

General Body Meetings

General Body Meetings shall be conducted at least once every semester.

The purpose of these meetings shall include:

a) Membership engagement.

b) Presentation of achievements.

c) Future planning.

d) Collection of member feedback.

Special Meetings

Special meetings may be called by:

a) The President.

b) Faculty Advisor.

c) Student Affairs Office.

d) Two-thirds of Executive Council members.

7.3 Meeting Procedures

Each meeting shall:

a) Have a circulated agenda.

b) Be chaired by the President or designated representative.

c) Maintain attendance records.

d) Record official minutes.

e) Document decisions and action items.

7.4 Quorum Requirements

Meetings shall only conduct official business when quorum requirements are met.

Executive Council

Minimum 50% of Executive Council members.

General Body

Minimum 25% of registered active members.

7.5 Meeting Minutes

The General Secretary shall maintain:

a) Date and time of meeting.

b) Attendance list.

c) Agenda items.

d) Decisions taken.

e) Assigned responsibilities.

f) Follow-up actions.

Meeting records shall be retained for a minimum period of five years.

CHAPTER 8

Student Affairs Selection Framework

8.1 Purpose

To establish a transparent, merit-based, and competency-driven selection process for Student Affairs positions. By combining academic merit with structured interviews, this framework evaluates students holistically—combining academic discipline with practical leadership potential.

Key Objectives

Dual Evaluation (Merit + Skills): Academic merit sets the baseline for dedication, while interviews assess communication, leadership, and critical thinking.

Fairness & Transparency: Standardized scoring and an impartial panel eliminate bias, ensuring equal opportunity for all applicants.

Role Alignment: Tailored interview scenarios match the right candidate to specific roles (e.g., Events, Public Relations, Welfare).

Crisis Management: Behavioral questions evaluate how candidates handle pressure, solve problems, and resolve conflicts.

Expected Impact

Builds Student Trust: Promotes confidence in campus leadership through an open and objective process.

Drives Execution: Equips the Student Affairs body with capable leaders who can manage university events and initiatives effectively.

CHAPTER 9

SOCIETY PERFORMANCE EVALUATION FRAMEWORK

9.1 Purpose

The Society Performance Evaluation Framework shall measure effectiveness, engagement, compliance, innovation, and impact.

9.2 Evaluation Areas

Societies shall be evaluated based on:

Governance

a) Leadership effectiveness.

b) Meeting compliance.

c) Documentation quality.

Activities

a) Number of activities.
b) Quality of activities.
c) Student participation.
d) Diversity of programming.

Financial Management

a) Budget compliance.
b) Financial reporting.
c) Transparency.

Community Impact

a) Volunteer initiatives.

b) Social impact projects.

c) Community outreach.

Innovation

a) New initiatives.

b) Creative programming.

c) Entrepreneurship and problem-solving.

9.3 Annual Evaluation Report

Each society shall submit:

a) Annual Activity Report.

b) Membership Statistics.

c) Financial Report.

d) Strategic Recommendations.

e) Future Activity Plan.

9.4 Society Rating Categories

Societies may be classified as:
Outstanding
Highly Effective
Effective
Needs Improvement
Inactive

CHAPTER 10

SOCIETY RECOGNITION AND AWARDS

10.1 Purpose

The University shall recognize societies that demonstrate excellence in leadership, innovation, engagement, and institutional contribution.

10.2 Award Categories

Best Society Award

Awarded to the highest-performing society.

Innovation Award

Awarded for creative and impactful initiatives.

Community Engagement Award

Awarded for exceptional community service.

Excellence in Leadership Award

Awarded to societies demonstrating outstanding governance.

Outstanding Event Award

Awarded for exceptional event execution.

10.3 Selection Process

Selection shall be based upon:
a) Evaluation Reports.
b) Activity Records.
c) Compliance History.
d) Student Participation.
e) Institutional Impact.

CHAPTER 11

SOCIETY SUSPENSION, RESTRUCTURING AND DISSOLUTION

11.1 Grounds for Suspension

A society may be suspended for:

a) Policy violations.

b) Financial irregularities.

c) Inactivity.

d) Misconduct.

e) Failure to submit reports.

f) Reputational harm to the University.

11.2 Suspension Procedures

The Student Affairs Office may:

a) Issue a notice.

b) Conduct a review.

c) Seek explanations.

d) Recommend corrective actions.

e) Suspend activities pending investigation.

11.3 Restructuring

A society may be restructured where:

a) Leadership becomes ineffective.

b) Membership significantly declines.

c) Operational deficiencies persist.

d) Institutional requirements change.

11.4 Dissolution

A society may be dissolved upon approval of the Competent Authority if:

a) It ceases operations.

b) It repeatedly violates regulations.

c) It no longer serves a legitimate purpose.

d) Its activities conflict with university values.

CHAPTER 12

STANDARD OPERATING PROCEDURES FOR SOCIETY ACTIVITIES

12.1 Activity Planning SOP

Step 1

Identify objectives.

Step 2

Prepare activity proposal.

Step 3

Consult Faculty Advisor.

Step 4

Submit proposal to Student Affairs Office.

Step 5

Receive approvals.

Step 6

Implement activity.

Step 7

Submit post-event report.

12.2 Activity Approval Requirements

All activity proposals shall include:

a) Activity title.
b) Objectives.
c) Date and venue.
d) Estimated attendance.
e) Budget.
f) Risk assessment.
g) Faculty Advisor endorsement.

12.3 Documentation Requirements

Following completion of activities, societies shall submit:

a) Attendance records.
b) Event report.
c) Financial statement.
d) Photographs and media coverage.
e) Participant feedback.

12.4 Risk Management Requirements

Societies shall:

a) Assess potential risks.
b) Coordinate with relevant offices.
c) Ensure participant safety.
d) Report incidents immediately.

12.5 Record Retention

All society records shall be maintained for a minimum period of five years and shall remain available for institutional review when required.

RASHID LATIF KHAN UNIVERSITY

We are Champions

VOLUME III

EVENT MANAGEMENT, FINANCIAL REGULATIONS, SPONSORSHIPS, MEDIA AND BRANDING POLICIES

Rashid Latif Khan University (RLKU)

Directorate of Student Affairs

CHAPTER 1

EVENT MANAGEMENT POLICY

1.1 Purpose

This Policy establishes the framework for planning, approval, implementation, monitoring, and evaluation of student events conducted under the auspices of Rashid Latif Khan University.

The Policy aims to ensure that all activities are aligned with institutional objectives, conducted safely, and managed professionally.

1.2 Scope

This Policy shall apply to:
a) Student societies.
b) Student leadership bodies.
c) Academic departments organizing student activities.
d) Student volunteers.
e) Collaborative events involving external organizations.

1.3 Event Categories

University events may include:

Academic Events

- Conferences
- Seminars
- Workshops
- Symposia
- Academic Competitions

Professional Development Events

- Career Fairs
- Industry Sessions
- Networking Events
- Entrepreneurship Activities

Cultural Events

- Festivals
- Cultural Celebrations
- Talent Shows
- Music Performances

Sports Events

- Tournaments
- Championships
- Recreational Competitions

Community Service Activities

- Volunteer Campaigns
- Awareness Drives
- Charity Initiatives

Recreational Events

- Student Engagement Activities
- Social Gatherings
- Campus Celebrations

CHAPTER 2

EVENT APPROVAL PROCEDURES

2.1 General Principle

No student event shall be conducted without obtaining prior approval from the Student Affairs Office and other relevant university authorities where required.

2.2 Event Approval Process

Step 1 – Concept Development

The organizing society shall define:

a) Objectives

b) Expected outcomes

c) Target audience

d) Budget requirements

e) Resource requirements

Step 2 – Faculty Advisor Review

The Faculty Advisor shall review the proposal and provide recommendations.

Step 3 – Submission to Student Affairs Office

The following documents shall be submitted:

a) Event Proposal Form

b) Budget Request

c) Venue Request Form

d) Risk Assessment Form

e) Sponsorship Proposal (if applicable)

Step 4 – Administrative Review

The Student Affairs Office shall review:

a) Feasibility

b) Compliance

c) Budget implications

d) Safety requirements

e) Institutional relevance

Step 5 – Approval

Written approval shall be obtained before implementation.

No commitments may be made before approval.

2.3 Approval Timelines

Small Events

Minimum 7–10 working days before the event.

Medium Events

Minimum 15 working days before the event.

Major Events

Minimum 30 working days before the event.

CHAPTER 3

EVENT IMPLEMENTATION SOP

3.1 Pre-Event Responsibilities

Organizers shall:

a) Confirm venue booking.
b) Coordinate logistics.
c) Arrange volunteers.
d) Confirm equipment requirements.
e) Prepare publicity material.
f) Coordinate security requirements.
g) Confirm guest participation.
h) Conduct briefing sessions.

3.2 Event-Day Responsibilities

Organizers shall:

a) Ensure registration procedures.
b) Manage attendance.
c) Coordinate speakers and guests.
d) Monitor safety.
e) Resolve operational issues.
f) Ensure adherence to approved plans.

3.3 Post-Event Requirements

Within seven working days, organizers shall submit:

a) Event Completion Report.
b) Attendance Records.
c) Financial Statement.
d) Photographs.
e) Media Coverage.
f) Recommendations for improvement.

CHAPTER 4

EVENT RISK MANAGEMENT POLICY

4.1 Purpose

The University shall maintain a proactive approach to risk management for all student activities.

4.2 Risk Assessment

All major events shall undergo formal risk assessment.

Assessment areas shall include:

a) Health and Safety Risks.

b) Security Risks.

c) Reputational Risks.

d) Operational Risks.

e) Environmental Risks.

4.3 Emergency Planning

Event organizers shall:

a) Identify emergency exits.

b) Coordinate with security personnel.

c) Maintain emergency contacts.

d) Develop incident response procedures.

4.4 Incident Reporting

Any incident occurring during an event shall be reported immediately to:

a) Student Affairs Office.

b) Security Department.

c) Relevant University Authorities.

Written reports shall be submitted within twenty-four hours.

CHAPTER 5

FINANCIAL MANAGEMENT POLICY

5.1 Purpose

This Policy establishes financial accountability, transparency, and control mechanisms governing student activities and organizations.

5.2 Financial Principles

All financial activities shall be based upon:

a) Accountability.

b) Transparency.

c) Value for Money.

d) Proper Authorization.

e) Institutional Compliance.

5.3 Financial Authority

No student society shall possess independent authority to:

a) Commit university funds.

b) Sign financial agreements.

c) Open financial accounts.

d) Enter into contractual obligations.

Without prior authorization.

5.4 Budget Planning

All events and activities requiring funding shall submit:

a) Detailed Budget.

b) Cost Estimates.

c) Justification.

d) Funding Source Information.

5.5 Eligible Expenditures

University-approved expenditures may include:

a) Event Materials.

b) Venue Requirements.

c) Publicity Materials.

d) Certificates and Awards.

e) Guest Hospitality.

f) Approved Transportation.

g) Equipment Rental.

5.6 Prohibited Expenditures

Funds shall not be utilized for:

a) Personal Benefits.

b) Unauthorized Gifts.

c) Private Expenses.

d) Unapproved Purchases.

e) Political Activities.

CHAPTER 6

PROCUREMENT AND PAYMENT PROCEDURES

6.1 Procurement Principles

All procurement shall be:

a) Competitive.

b) Transparent.

c) Cost Effective.

d) Properly Documented.

6.2 Procurement Process

Step 1

Submission of Requirement Request.

Step 2

Administrative Review.

Step 3

Quotation Collection (where applicable).

Step 4

Approval.

Step 5

Procurement.

Step 6

Verification.

Step 7

Payment Processing.

6.3 Supporting Documentation

The following documents shall be retained:

a) Purchase Requests.

b) Quotations.

c) Approval Notes.

d) Invoices.

e) Receipts.

f) Delivery Records.

CHAPTER 7

AUDIT AND FINANCIAL COMPLIANCE

7.1 Purpose

Financial audits shall ensure accountability and appropriate utilization of resources.

7.2 Audit Requirements

The University may conduct:

a) Routine Audits.
b) Compliance Audits.
c) Special Audits.
d) Investigative Audits.

7.3 Financial Irregularities

Examples include:

a) Unauthorized Expenditures.
b) False Claims.
c) Misappropriation.
d) Misrepresentation.
e) Fraudulent Documentation.

7.4 Corrective Measures

The University may impose:

a) Financial Recovery.
b) Administrative Action.
c) Suspension of Activities.
d) Disciplinary Proceedings.

CHAPTER 8

SPONSORSHIP AND PARTNERSHIP POLICY

8.1 Purpose

The University encourages responsible partnerships that support educational and developmental objectives.

8.2 Approval Requirements

All sponsorships shall require:

a) Written Proposal.

b) Review by Student Affairs Office.

c) Approval by Competent Authority.

8.3 Sponsorship Principles

Partnerships shall:

a) Protect university reputation.

b) Maintain academic integrity.

c) Avoid conflicts of interest.

d) Support student development.

8.4 Sponsorship Benefits

Approved sponsors may receive:

a) Logo Placement.

b) Event Recognition.

c) Exhibition Opportunities.

d) Public Acknowledgment.

Subject to University approval.

CHAPTER 9

MEDIA, BRANDING AND COMMUNICATION POLICY

9.1 Purpose

This Policy governs the use of university branding, publicity materials, media relations, and official communications.

9.2 Official Branding

All promotional materials shall comply with approved university branding standards.

9.3 Use of University Name and Logo

The University name, logo, insignia, and branding assets shall not be used without authorization.

9.4 Publicity Materials

Publicity materials shall include:
a) Approved logos.
b) Approved event information.
c) Appropriate acknowledgements.
d) Accurate institutional representation.

9.5 Media Relations

External media engagement shall be coordinated through designated university authorities.
Students shall not issue official statements on behalf of the University without authorization.

CHAPTER 10

SOCIAL MEDIA POLICY

10.1 Purpose

This Policy establishes standards governing social media activities associated with student organizations and university activities.

10.2 Official Society Accounts

Official accounts may be established only with approval from the Student Affairs Office.

10.3 Content Standards

Content shall:

a) Be accurate.
b) Be respectful.
c) Promote university values.
d) Avoid discriminatory or offensive material.

10.4 Prohibited Content

Content shall not include:

a) Harassment.
b) Hate Speech.
c) Defamation.
d) False Information.
e) Political Campaigning.
f) Unauthorized Commercial Promotions.

10.5 Monitoring

The University reserves the right to review and monitor official student organization accounts.

RASHID LATIF KHAN UNIVERSITY

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VOLUME IV

STUDENT WELFARE, SUPPORT SERVICES, GRIEVANCE REDRESSAL, ANTI-HARASSMENT FRAMEWORK, STUDENT DISCIPLINE CODE AND SAFETY MANAGEMENT

Rashid Latif Khan University (RLKU)

Student Affairs Office

CHAPTER 1

STUDENT WELFARE POLICY

1.1 Purpose

The University is committed to fostering a supportive, inclusive, safe, and student-centered environment that promotes academic success, personal growth, mental well-being, and overall student development.

This Policy establishes the framework for student welfare services and support mechanisms available to students.

1.2 Objectives

The Student Welfare Policy aims to:

a) Promote student well-being.

b) Facilitate access to support services.

c) Encourage student engagement and belonging.

d) Enhance student success and retention.

e) Provide mechanisms for assistance and guidance.

f) Promote an inclusive and supportive campus culture.

1.3 Student Welfare Principles

Student welfare services shall be guided by:

a) Respect and Dignity.

b) Confidentiality.

c) Accessibility.

d) Equity and Inclusion.

e) Student-Centered Support.

f) Professionalism.

g) Responsiveness.

CHAPTER 2

STUDENT SUPPORT SERVICES

2.1 Student Support Framework

The University may provide support services through relevant departments and offices including:

a) Academic Support Services.

b) Career Development Services.

c) Student Counseling Referrals.

d) Financial Aid Referrals.

e) Student Engagement Programs.

f) Disability Support Services.

g) International Student Support.

h) Health and Wellness Awareness Programs.

2.2 Academic Support

Students may seek assistance through:

a) Academic Advisors.

b) Departmental Coordinators.

c) Faculty Members.

d) Academic Support Initiatives approved by the University.

2.3 Career Development Support

Students may receive assistance relating to:

a) Career Planning.

b) Internship Opportunities.

c) Professional Development Workshops.

d) Industry Engagement Activities.

e) Employability Skills Development.

2.4 Student Wellness Initiatives

The Student Affairs Office may organize:

a) Mental Health Awareness Programs.

b) Wellness Campaigns.

c) Stress Management Workshops.

d) Personal Development Sessions.

e) Awareness Seminars.

CHAPTER 3

STUDENT GRIEVANCE REDRESSAL POLICY

3.1 Purpose

This Policy establishes a fair, transparent, and accessible mechanism through which students may raise concerns and seek resolution of grievances.

3.2 Scope

This Policy shall apply to grievances relating to:

a) Student Affairs Services.

b) Student Society Activities.

c) Administrative Matters.

d) Student Facilities.

e) Student Services.

f) University Environment.

Matters governed by separate statutory procedures may be referred to the appropriate authority.

3.3 Guiding Principles

The grievance process shall be based upon:

a) Fairness.
b) Impartiality.
c) Confidentiality.
d) Timeliness.
e) Respect.
f) Due Process.

3.4 Grievance Submission Procedure

Step 1

Submission of written grievance using the prescribed form.

Step 2

Acknowledgement of receipt.

Step 3

Preliminary review.

Step 4

Investigation where required.

Step 5

Decision and communication.

Step 6

Appeal (if applicable).

3.5 Informal Resolution

Where appropriate, efforts may be made to resolve grievances through informal consultation and mediation.

3.6 Formal Resolution

Where informal resolution is not feasible, a formal review shall be conducted.

3.7 Appeals

A student dissatisfied with the outcome may submit an appeal within seven working days of receiving the decision.

CHAPTER 4

ANTI-HARASSMENT POLICY

4.1 Policy Statement

RLKU is committed to maintaining a campus environment free from harassment, intimidation, bullying, discrimination, victimization, and inappropriate conduct.

Harassment in any form shall not be tolerated.

4.2 Objectives

The objectives of this Policy are to:

a) Prevent harassment.

b) Protect members of the university community.

c) Promote awareness and education.

d) Establish reporting procedures.

e) Ensure fair investigation and resolution.

4.3 Definition of Harassment

Harassment includes unwelcome conduct that creates an intimidating, hostile, offensive, humiliating, or unsafe environment.

Harassment may be verbal, physical, written, visual, electronic, psychological, or social in nature.

4.4 Examples of Prohibited Conduct

Examples may include:

a) Bullying.

b) Intimidation.

c) Threatening behavior.

d) Repeated unwanted communication.

e) Humiliating conduct.

f) Offensive remarks.

g) Discriminatory treatment.

h) Cyber harassment.

4.5 Reporting Procedures

Reports may be submitted through:

a) Student Affairs Office.

b) Designated University Authorities.

c) Prescribed Complaint Mechanisms.

4.6 Protection Against Retaliation

No person shall suffer retaliation for reporting concerns in good faith or participating in an investigation.

4.7 Confidentiality

Information shall be handled confidentially to the extent reasonably possible and consistent with procedural fairness.

CHAPTER 5

STUDENT CODE OF CONDUCT

5.1 Purpose

The Student Code of Conduct establishes the standards of behavior expected from all students.

5.2 Expected Standards

Students shall:

a) Demonstrate respect for others.

b) Maintain integrity and honesty.

c) Uphold university values.

d) Observe university regulations.

e) Conduct themselves responsibly.

f) Promote a positive campus environment.

5.3 Academic Integrity

Students shall:

a) Submit original work.

b) Avoid plagiarism.

c) Refrain from academic dishonesty.

d) Respect intellectual property rights.

5.4 Professional Conduct

Students shall:

a) Behave professionally.

b) Respect faculty, staff, and fellow students.

c) Maintain appropriate decorum.

d) Protect university property.

5.5 Prohibited Conduct

Students shall not engage in:

a) Harassment.

b) Bullying.

c) Violence.

d) Threats.

e) Property damage.

f) Fraud or misrepresentation.

g) Unauthorized use of university resources.

h) Disruption of university operations.

i) Misconduct during university events.

CHAPTER 6

STUDENT DISCIPLINE POLICY

6.1 Purpose

The Student Discipline Policy provides a framework for addressing violations of university regulations and maintaining campus order.

6.2 Principles of Discipline

Disciplinary proceedings shall be conducted according to:

a) Fairness.

b) Impartiality.

c) Confidentiality.

d) Consistency.

e) Due Process.

6.3 Disciplinary Categories

Minor Misconduct

Includes less serious violations of university regulations.

Major Misconduct

Includes serious breaches affecting safety, integrity, reputation, or university operations.

6.4 Disciplinary Process

Step 1

Receipt of complaint or incident report.

Step 2

Preliminary review.

Step 3

Investigation.

Step 4

Hearing (where necessary).

Step 5

Decision.

Step 6

Communication of outcome.

Step 7

Appeal.

6.5 Possible Disciplinary Actions

The University may impose:

a) Verbal Warning.

b) Written Warning.

c) Educational Assignment.

d) Restitution.

e) Activity Restrictions.

f) Suspension of Leadership Positions.

g) Suspension from Activities.

h) Other actions authorized by university regulations.

6.6 Appeals

Students may appeal disciplinary decisions within seven working days of notification.

CHAPTER 7

STUDENT DISCIPLINARY COMMITTEE

7.1 Establishment

The University may establish a Student Disciplinary Committee to review disciplinary matters referred by competent authorities.

7.2 Functions

The Committee may:

a) Review cases.

b) Conduct hearings.

c) Evaluate evidence.

d) Make recommendations.

e) Support procedural fairness.

7.3 Proceedings

Proceedings shall be conducted professionally, impartially, and confidentially.

CHAPTER 8

CAMPUS SAFETY POLICY

8.1 Purpose

The University is committed to maintaining a safe and secure environment for students, faculty, staff, and visitors.

8.2 Safety Responsibilities

Students shall:

a) Follow safety instructions.

b) Report hazards.

c) Cooperate during emergencies.

d) Protect university property.

8.3 Emergency Response

Students shall comply with instructions issued by:

a) Security Personnel.

b) Emergency Responders.

c) University Authorities.

8.4 Incident Reporting

Students shall promptly report:
a) Accidents.
b) Injuries.
c) Hazards.
d) Security Concerns.
e) Emergencies.

CHAPTER 9

EVENT SAFETY AND RISK MANAGEMENT

9.1 Purpose

All student activities shall incorporate safety and risk management considerations.

9.2 Risk Assessment Requirements

Event organizers shall evaluate:

a) Venue Safety.

b) Participant Safety.

c) Emergency Preparedness.

d) Crowd Management.

e) Equipment Safety.

f) Environmental Risks.

9.3 Safety Planning

Major events shall include:

a) Emergency Contacts.
b) Evacuation Procedures.
c) First Aid Arrangements.
d) Security Coordination.

9.4 Incident Management

Any incident occurring during an event shall be reported immediately to relevant university authorities.

CHAPTER 10

STUDENT WELFARE COMMITTEE

10.1 Establishment

The University may establish a Student Welfare Committee to advise on student welfare matters and support student development initiatives.

10.2 Functions

The Committee may:

a) Review welfare concerns.

b) Recommend improvements.

c) Promote student well-being.

d) Support awareness initiatives.

e) Monitor student welfare trends.

CHAPTER 11

CONFIDENTIALITY AND DATA PROTECTION

11.1 Purpose

The University shall protect personal information obtained through student affairs processes.

11.2 Confidential Information

Confidential information may include:

a) Student Records.

b) Complaints.

c) Investigation Records.

d) Disciplinary Documentation.

e) Welfare Information.

11.3 Access Restrictions

Access shall be limited to authorized individuals with legitimate institutional responsibilities.

11.4 Record Retention

Records maintained under this Volume shall be retained according to university record management requirements and applicable regulations.

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VOLUME V

FORMS, TEMPLATES, OPERATIONAL MANUALS, ANNEXURES, REGISTERS AND IMPLEMENTATION TOOLS

Rashid Latif Khan University (RLKU)

Student Affairs Office

CHAPTER 1

IMPLEMENTATION OF VOLUME V

1.1 Purpose

This Volume provides standardized forms, templates, checklists, registers, approval workflows, reporting formats, and operational documents required for effective implementation of Student Affairs policies.

All official Student Affairs activities shall utilize the prescribed forms contained in this Volume.

PART A

STUDENT SOCIETY FORMS

ANNEXURE A-1

STUDENT SOCIETY REGISTRATION FORM

Society Information

Society Name: _____

Category:
□ Academic
□ Professional
□ Cultural
□ Sports
□ Media
□ Community Service
□ Health & Well-being
□ Entrepreneurship
□ Other

Vision:

_____

Mission:

_____

Objectives:

_____

Founding Members

Sr. No.	Name	Registration No.	Department	Signature

Proposed Executive Council

President: _____

Vice President: _____

General Secretary: _____

Finance Secretary: _____

Event Coordinator: _____

Media Coordinator: _____

Faculty Advisor

Name: _____

Department: _____

Signature: _____

Approvals

Student Affairs Office:

Head of Student Affairs:

ANNEXURE A-2

SOCIETY RENEWAL FORM

Academic Year: _____

Society Name: _____

Number of Members: _____

Activities Conducted: _____

Annual Report Attached:
□ Yes
□ No

Financial Report Attached:
□ Yes
□ No

Faculty Advisor Recommendation:

_____

Approval:

_____

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ANNEXURE A-3

MEMBERSHIP REGISTRATION FORM

Name: _____

Registration Number: _____

Department: _____

Semester: _____

Email: _____

Phone: _____

Society Applying For:

Declaration:

I agree to abide by RLKU regulations and society policies.

Signature:

PART B

EVENT MANAGEMENT FORMS

ANNEXURE B-1

EVENT PROPOSAL FORM

Event Title:

Organizing Society:

Date:

Venue:

Expected Participants:

Objectives:

1.
2.
3.

Program Schedule Attached:
□ Yes
□ No
Budget Attached:
□ Yes
□ No
Risk Assessment Attached:
□ Yes
□ No
Faculty Advisor Approval:

Student Affairs Approval:

ANNEXURE B-2

VENUE RESERVATION REQUEST FORM

Venue Requested:

Date:

Time:

Expected Attendance:

Equipment Required:

□ Multimedia
□ Sound System
□ Podium
□ Chairs
□ Generator
□ Other

Approval:

ANNEXURE B-3

EVENT RISK ASSESSMENT FORM

Potential Risks:

□ Crowd Management

□ Electrical Hazards

□ Medical Emergencies

□ Weather Conditions

□ Transportation Issues

□ Security Risks

Mitigation Measures:

Emergency Contact:

Prepared By:

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ANNEXURE B-4

EVENT COMPLETION REPORT

Event Name:

Date:

Participants:

Objectives Achieved:

Key Outcomes:

Challenges:

Recommendations:

Prepared By:

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PART C

FINANCIAL MANAGEMENT FORMS

ANNEXURE C-1

BUDGET REQUEST FORM

Event:

Society:

Item Quantity Cost

Total Budget:

Prepared By:

Faculty Advisor:

ANNEXURE C-2

EXPENDITURE CLAIM FORM

Claimant Name:

Purpose:

Amount:

Supporting Documents Attached:

□ Invoice

□ Receipt

□ Quotation

Approved By:

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ANNEXURE C-3

SPONSORSHIP APPROVAL FORM

Organization:

Contact Person:

Nature of Sponsorship:

Benefits Offered:

Approval:

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PART D

LEADERSHIP AND ELECTION FORMS

ANNEXURE D-1

ELECTION NOMINATION FORM

Position:

Candidate Name:

Registration Number:

Department:

CGPA:

Signature:

ANNEXURE D-2

LEADERSHIP HANDOVER FORM

Outgoing Officer:

Incoming Officer:

Documents Handed Over:

□ Membership Records

□ Financial Records

□ Event Records

□ Social Media Access

□ Other Assets

Signatures:

PART E

VOLUNTEER MANAGEMENT FORMS

ANNEXURE E-1

VOLUNTEER REGISTRATION FORM

Name:

Department:

Skills:

Areas of Interest:

Availability:

ANNEXURE E-2

VOLUNTEER SERVICE RECORD

Activity Date Hours Supervisor

Total Hours:

PART F

STUDENT GRIEVANCE FORMS

ANNEXURE F-1

STUDENT GRIEVANCE FORM

Name:

Registration Number:

Nature of Complaint:

□ Administrative

□ Society Related

□ Facility Related

□ Service Related

□ Other

Description:

Supporting Documents:

Signature:

PART G

DISCIPLINARY DOCUMENTS

ANNEXURE G-1

DISCIPLINARY COMPLAINT FORM

Complainant:

Respondent:

Nature of Complaint:

Evidence Attached:

Submitted To:

PART H

ANTI-HARASSMENT DOCUMENTS

ANNEXURE H-1

HARASSMENT COMPLAINT FORM

Name:

Date of Incident:

Location:

Description:

Witnesses:

Declaration:

PART I

REGISTERS AND RECORDS

ANNEXURE I-1

SOCIETY MEMBERSHIP REGISTER

ANNEXURE I-2

EVENT REGISTER

ANNEXURE I-3

VOLUNTEER HOURS REGISTER

ANNEXURE I-4

SOCIETY ASSET REGISTER

ANNEXURE I-5

MEETING MINUTES REGISTER

ANNEXURE I-6

FINANCIAL TRANSACTION REGISTER

ANNEXURE I-7

SPONSORSHIP REGISTER

ANNEXURE I-8

DISCIPLINARY CASE REGISTER

ANNEXURE I-9

STUDENT GRIEVANCE REGISTER

PART J

CHECKLISTS

EVENT APPROVAL CHECKLIST

□ Event Proposal Submitted

□ Budget Attached

□ Risk Assessment Completed

□ Venue Reserved

□ Faculty Advisor Approval

□ Student Affairs Approval

□ Publicity Approval

□ Logistics Confirmed

□ Security Coordination

□ Post Event Reporting

SOCIETY COMPLIANCE CHECKLIST

□ Constitution Available

□ Executive Council Elected

□ Faculty Advisor Assigned

□ Annual Plan Submitted

□ Financial Reports Submitted

□ Annual Report Submitted

□ Membership Register Updated

PART K

APPROVAL WORKFLOWS

Society Registration Workflow

Students → Faculty Advisor → Student Affairs Office → Competent Authority → Registration

---

Event Approval Workflow

Society → Faculty Advisor → Student Affairs Office → Relevant Offices → Approval

---

Sponsorship Approval Workflow

Society → Student Affairs Office → University Administration → Approval

---

Grievance Resolution Workflow

Student → Student Affairs Office → Review → Investigation → Resolution → Appeal

---

PART L

STANDARD CERTIFICATE TEMPLATES

Participation Certificate

Volunteer Certificate

Appreciation Certificate

Outstanding Leadership Certificate

Faculty Advisor Appreciation Certificate

Best Society Award Certificate

PART M

ANNUAL REPORT TEMPLATES

Society Annual Report

1. Introduction
2. Executive Council
3. Membership Statistics
4. Activities Conducted
5. Financial Summary
6. Achievements
7. Challenges
8. Future Plan
9. Faculty Advisor Comments
10. Approval Signatures

PART N

POLICY ACKNOWLEDGEMENT FORMS

Student Code of Conduct Declaration

Volunteer Declaration

Executive Council Declaration

Faculty Advisor Acceptance Form

Society Compliance Undertaking

PART O

The CHAMPIONS - CORE VALUES AT RLKU

The CHAMPIONS core values serve as the foundational pillars of our academic community, designed to cultivate a culture of excellence, integrity, and shared purpose across the campus. By actively bringing both students and faculty together under a unified vision, these values bridge the gap between classroom learning and real-world leadership. When faculty members model these principles through dedicated mentorship and ethical guidance, and students embrace them in their academic pursuits and campus initiatives, it creates a dynamic environment of mutual respect, innovation, and accountability. Ultimately, living by the CHAMPIONS framework not only strengthens the bond between teachers and learners, but also empowers students to grow into well-rounded professionals while enabling faculty to foster a more engaged, collaborative, and high-achieving institutional culture.

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CORE VALUES

- **C** Critical Thinking & Innovation
- **H** Humane Leadership
- **A** Accountability
- **M** Motivated Team Player
- **P** Perseverance
- **I** Integrity
- **O** Ownership
- **N** Nobility
- **S** Self Discipline
- **'** Professionalism

PART P

PROGRAMS OFFERED AT RASHID LATIF KHAN UNIVERSITY

1. Faculty of Pharmaceutical Sciences

- Pharm-D (Doctor of Pharmacy): 5-Year professional degree.
- M.Phil in Pharmacy: Postgraduate research program.

2. Faculty of Allied Health Sciences

- Doctor of Physical Therapy (DPT): 5-Year clinical doctorate.
- BS Medical Imaging Technology (MIT): 4-Year degree.
- BS Medical Laboratory Technology (MLT): 4-Year degree.
- BS Human Nutrition & Dietetics (HND): 4-Year degree.
- BS Operation Theatre Technology (OTT): 4-Year degree.
- BS Speech & Language Pathology (SLP): 4-Year degree.
- ADP Ultrasound Technology: 2-Year associate degree.
- MS Human Nutrition & Dietetics: Postgraduate research program.

3. Faculty of Nursing

- BS Nursing (Generic): 4-Year professional degree recognized by the Pakistan Nursing & Midwifery Council.

4. Faculty of Public Health Sciences

- Master of Science in Public Health (MSPH): 2-Year graduate program.

5. Faculty of Computer Sciences

- BS Computer Science (BSCS): 4-Year degree.
- BS Software Engineering (BSSE): 4-Year specialized computing degree.
- ADP Software Engineering: 2-Year associate program.

6. Faculty of Business & Management Sciences

- Bachelor of Business Administration (BBA): 4-Year undergraduate degree.
- BS Accounting & Finance: 4-Year undergraduate degree.
- MBA (1.5 Years): For business graduates.
- MBA (2 Years): For non-business graduates.

7. Faculty of Law

- Bachelor of Laws (LLB): 5-Year degree program recognized by the Pakistan Bar Council.
- BS Criminology: 4-Year undergraduate degree.
- BS White Collar Crime: 4-Year specialized investigative degree.

8. Faculty of Social Sciences

- BS Clinical Psychology: 4-Year degree.
- BS Psychology (Lateral Entry): 2-Year program for 14-year education holders.
- Associate Degree in Psychology (ADP): 2-Year program.
- MS Clinical Psychology: Postgraduate clinical training degree.
- BS Media & Communication Studies: 4-Year undergraduate degree.
- M.Phil Education: Postgraduate degree.

9. Faculty of Physical & Biological Sciences

- BS Biochemistry: 4-Year undergraduate degree.
- BS Biotechnology: 4-Year undergraduate degree.
- MS Biochemistry: Postgraduate research program.

10. Faculty of Arts & Humanities

- BS English (Language & Literature): 4-Year undergraduate degree.
- ADP in English: 2-Year associate degree.

- M.Phil in Religious Studies: Postgraduate research degree.
- Ph.D. in Religious Studies: Doctoral program.
- M.Phil in Urdu: Postgraduate research degree.
- Ph.D. in Urdu: Doctoral program.

PART Q

FACILITIES

1.Hostel & Residential Facilities

Rashid Latif Khan University (RLKU) offers purpose-built, separate on-campus hostel facilities for both male and female students arriving from across the country. Designed to provide a comfortable and secure "home away from home," the residential blocks foster a peaceful environment where students can focus on both their academic pursuits and personal growth. Each dormitory is thoughtfully equipped with modern amenities to ensure year-round comfort, including air-conditioned rooms for the summer, hot water supply during the winter, high-speed broadband internet for uninterrupted study and connectivity, and 24/7 backup power generators.





2.RLKU TRANSPORT

Rashid Latif Khan University is one of the major private-sector universities and is committed to making life as easy as possible for its students. Students from all across Lahore and its surroundings can avail its transportation at subsidized rates. Regular shuttle service between Rashid Latif Khan University's main campus and Hameed Latif Hospital is also provided. Students are also supplied with transportation for outdoor activities such as sightseeing, picnics, expeditions, study and field trips, and so on.





3.HOSPITAL FACILITIES

Arif Memorial Teaching Hospital

'Arif Memorial Teaching Hospital is a 650-bed tertiary care hospital located on the RLKU campus that offers the greatest medical services to students and workers. Medical care is available to over 700 University personnel and teachers, as well as their families, including wives and children.



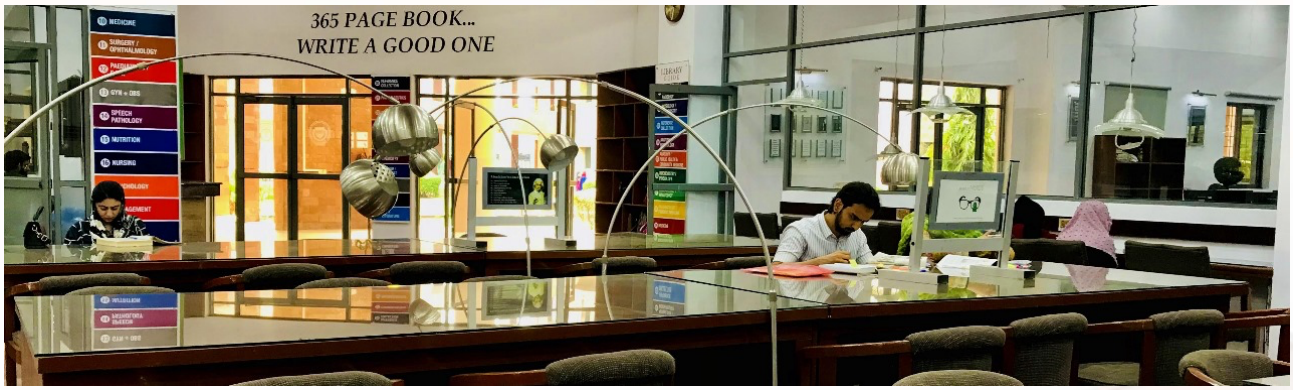


Hameed Latif Teaching Hospital (HLTH)



Hameed Latif Teaching Hospital is Teaching Hospital of RLKU Medical College Lahore. It is located on 2.5-km Haeir Road, Sua-e- Asal, 28-km Main Ferozepur Road Lahore near Khanoharni Village. It started functioning in 25th Oct 2022, currently a 350 bedded Hospital with envisaged expansion up to 1000 beds in future. It has about 93000 SQT covered area and 13 Acres area of entire College/ Hospital Campus. It is well equipped, well-furnished multidisciplinary health care facility currently providing following services, Surgery, Medicine, Gynecology/Obstetrics , Ophthalmology, ENT, Neurology, Psychiatry, Orthopedics, Pediatrics, Dermatology, services with planned expansion in Specialist services like Cardiology, Neuro Surgery etc. It is providing 24/7 Emergency, Blood Bank, Radiology & Lab services. OPD timings are 8:00 AM to 3:00 PM from Monday to Saturday. This hospital has brought a sigh of relief for the people of area regarding quality health services at affordable cost. Being a teaching hospital it is also providing cost-effective quality health care to the clientele of whole City and Province. Community services is an important part of hospital policy, thereby holding frequent free camps and currently OPD & IPD are providing entirely free health care to the people.

4.RLKU LIBRARY & Information Resource Centre



Rashid Latif Khan Library has a full-service library with dedicated staff on campus to serve the study and research needs of its scholars. The Library & Information Resource Centre boasts over 13500 books, 20 journals, magazines and over 25,000 Non book materials, thesis, dissertations, company and internship reports and projects by students. Moreover, the Higher Education Commission (HEC) has given RLK Library access to online, full-text journals, international basics as well as premium databases and other material published online worldwide. These invaluable research materials may be accessed by students, even on their doorway. New books and other printed matter are consistently being added. With plenty of study space, thousands of volumes and online access to journals and databases, students can comfortably carry out research on campus. RLK Library & Information Resource Centre has maintained a book bank where students can borrow books for studying.

5.CAFETERIA & MARTS

For the convenience of both students and faculty, a market has been created on the RLKU campus. Supermarkets, beauty salons, mobile shops, laundry businesses, cafeterias, tuck shops, fast food outlets, and coffee shops are all included.



6. IT AND COMPUTER LAB

Rashid Latif Khan University (RLKU) is offering high-quality IT services (Computer Lab , Internet Services) to students and faculty. Mainly, RLKU computer lab is equipped with 54 latest generation (12th Gen) inter Core i7 processor. Every station is provided with high speed dedicated internet connection with overall bandwidth of 700 Mbps. Additionally, HEC digital library is accessible http://www.digitallibrary.edu.pk/rlku.html in campus. A general-purpose lab equipped with 50 computers is established to facilities students from 08:00 to 03:00 pm (Monday to Friday).

Core Facilities:

Core i7 12th Gen Computers
High Speed Dedicated Internet Services
Software's & Data Sharing
Audio Video Facility
Access of HEC digital Library.



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HEC MANDATORY COMPLIANCE ADDITIONS 2026

- ATTENDANCE POLICY: 75% mandatory as per HEC
- GRADING: Minimum CGPA 2.50 for good standing
- INTERNSHIP: 3 Credit Hours mandatory (HEC Policy 25 Sep 2025)
- ANTI-DRUG & NO SMOKING: Zero tolerance undertaking
- ANTI-HARASSMENT: Committee as per 2010 Act, focal person
- COUNSELING: Confidential support - DSA Office
- GRIEVANCE REDRESSAL: HSA > Committee > Pro VC Appeal
- FEE REFUND POLICY as per HEC

HANDBOOK IMPLEMENTATION CLAUSE

All forms, templates, registers, and operational documents contained in this Volume shall form an integral part of the RLKU Student Affairs Handbook and shall be used by all recognized student organizations, student leaders, faculty advisors, volunteers, and university officials involved in student affairs administration.

HANDBOOK REVIEW AND REVISION

The Student Affairs Handbook shall be reviewed periodically and revised as necessary with the approval of the Competent Authority to ensure continued effectiveness, compliance, and alignment with institutional objectives.

ISSUED BY

Student Affairs Office

Rashid Latif Khan University (RLKU)

Lahore, Pakistan

END OF VOLUME V

END OF RLKU STUDENT AFFAIRS HANDBOOK

(Volumes I–V)

Official Institutional Edition

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