



**RASHID LATIF KHAN
UNIVERSITY**



STUDENT HAND BOOK

CONTACT US

P : +92 (42) 111 62 62 62 | +92 300 84 87 562

E : info@rlku.edu.pk | W : rlku.edu.pk

A : 35-Km Main Ferozepur Road,
Near Mustafabad Tool Plaza Lahore.

*We are
Champions*



Content

Introduction	03
Welcome to RLKU	04
Vision & Mission	05
Core Values	06
Faculty/Department/Programs	07
Semester Structure	08
Examination	09
Graduate Level Admissions	11
Code of Conduct	13
Counseling & Wellness Centre	16
Office of the Student Affairs	17
Extracurricular Activity	18
Facilities	19
Academic Calendar	26
Disclaimer	28

INTRODUCTION

History of Rashid Latif Khan University can be traced back to the foundation of Rashid Latif Medical College in 2010. Subsequent to successfully establishing itself in quality medical education in Pakistan, in 2021, Rashid Latif Khan University got its charter approved and inducted first batch in 2023. RLKU aims to provide high-quality teaching, training and research expertise in a wide range of undergraduate and graduate degree programs. The University offers a wide range of degree programs in Allied Health Sciences, Arts and Humanities, Business and Management Sciences, Physical and Biological Sciences, Computer Science, Pharmaceutical Sciences, Public Health, Social Sciences and Law. RLKU has infrastructure, State of the Art facilities, well qualified & committed faculty members to become a top-tier university of Pakistan. In addition, RLKU has vast playgrounds, a large auditorium, student societies & clubs to nurture and inculcate social and soft skills in its graduates. RLKU is Chartered by a Legislative Act of the Punjab Assembly (Punjab Act No. XXXVII of 2021) and is recognized by the Higher Education Commission (HEC) of Pakistan.



WELCOME TO RASHID LATIF KHAN UNIVERSITY WHERE YOURS FUTURE BEGINS!

We welcome you all to the multi-discipline Chartered University. The university offers a peaceful and amicable environment to desirous students and it prepares life long learners and professionals in varied disciplines of studies in up to date degree programs.

At Rashid Latif Khan University, we believe in the transformative power of education. We are delighted to introduce you to a vibrant community that fosters intellectual curiosity, innovation, and personal growth. Throughout your experience here you will be embarking on a journey that would shape your future in remarkable ways.

Our distinguished faculty members are not only experts in their respective fields but also passionate educators committed to guiding and enriching your academic experience. Here, you will find a diverse range of degree programs designed to challenge and inspire you, equipping you with the skills and knowledge needed to thrive in an ever-evolving world.

Beyond classroom, RLKU offers a dynamic campus life that encourages collaboration, leadership, and exploration. From state-of-the-art facilities to a plethora of student clubs & societies, there is something for everyone to get involved in and create lasting memories. As you navigate through this hand book, envision yourself becoming a part of our close-knit community, where lifelong friendships are formed, ideas are exchanged, and dreams are materialized into reality.

Vice Chancellor
Rashid Latif Khan University



Vision

Achieving Professional & Academic Excellence through Innovation leading to a Positive Impact on Society.

Mission

To create a Community of Life Long Learners Responsible and humane Global Citizens Champions of collective Success.



CORE VALUES

In RLKU our students are our **CHAMPIONS'** Elected in our Core Values of

C	Critical and Innovative Thinkers
H	Humane Leaders
A	Accountability
M	Motivated Team Players
P	Perseverance
I	Integrity
O	Ownership
N	Nobility
S	Self-Discipline
,	Professionalism

Be RLKU **CHAMPIONS'**



FACULTY/DEPARTMENTS/PROGRAMS

S. No.	Faculty	Departments	Degree Programs
1.	Faculty of Allied Health Sciences	Department of Physical Therapy	Doctor of Physical Therapy (5 Years) MPhil (Physical Therapy)
		Department of Speech & Language Pathology	BS in Speech & Language Pathology
		Department of Human Nutrition and Dietetics	BS in Human Nutrition and Dietetics MS Human Nutrition and Dietetics
		Other Degree Programs	BS in Medical Imaging Technology BS in Operation Theatre Technology BS in Optometry & Orthoptics BS in Medical Laboratory Technology BS in Aesthetic & Cosmetology BS in Cardiac Perfusion
2.	Faculty of Social Sciences	Department of Clinical Psychology	ADP in Psychology (Clinical) BS in Psychology (Clinical) ADCP MS in Clinical Psychology Lateral Entry (5 th Semester)
		Department of Media and Communication Studies	ADP in Media & Communication Studies BS in Media & Communication Studies Lateral Entry (5 th Semester)
3.	Faculty of Arts & Humanities	Department of English	AD in English BS in English Lateral Entry (5 th Semester)
4.	Faculty of Pharmaceutical Sciences	Department of Pharmacy	Doctor of Pharmacy (5 Years) MS Pharmaceutics (Regulatory Affairs) MPhil in Pharmaceutics
5.	Faculty of Law	Department of Law	LLB (4 Years)
6.	Faculty of Physical and Biological Sciences	Department of Physical and Biological Sciences	ADP in Biochemistry ADP in Biotechnology BS in Biochemistry BS in Biotechnology MPhil in Biochemistry Lateral Entry (5 th Semester)
7.	Faculty of Business and Management Sciences	Department of Business & Management Sciences	ADP in BBA ADP in Accounting & Finance Bachelor in Business Administration (BBA) BS in Accounting & Finance MBA (1.5 Years / 2 Years) MS in Management Sciences Lateral Entry (5 th Semester)
8.	Faculty of Nursing	Department of Nursing	BS in Nursing
9.	Faculty of Computer Science	Department of Computer Science	ADP in Computer Science BS in Computer Science
10.	Faculty of Public Health Sciences	Department of Public Health Sciences	BS in Public Health MS in Public Health

* ADP (Associate Degree Program)

SEMESTER STRUCTURE

Schedule of Semesters

- University offers admission twice in a year i.e. Fall and Spring
- Each semester spreads over 16-18 weeks (including 1-12 weeks of exams)

Summer Semester

- Summer semester is offered as an optional semester of 08-09 weeks duration to overcome deficiencies / failure / repeat purposes.
- Depending on the availability of staff and necessary facilities, university may offer summer semester.
- A student who has either failed, or had shortage of attendance and was debarred from appearing in regular exams or desires to improve his/her grades can register him/herself in summer semester.
- Students can enroll a maximum of 2 courses of 3 credit hours each and / or 1 lab course during summer sessions.
- The contact hours per week during the Summer Semester will be doubled to ensure that the course is completed in the stipulated time of 8 weeks.

Course Description & Layout

- All 4-years undergraduate degree programs range from 120-144 Credit Hours.
- Classification of courses is 13 general education courses (32 credit hours), 4 interdisciplinary courses (12 Credit hours) and 24 major courses (72 credit hours).
- To undertake a Capstone Project of 6 credit hours.
- All 5-year undergraduate programs range from 160 -180 credit hours subject to meeting the requirements of the respective Accreditation Councils.



EXAMINATION

Class Attendance

- A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final term examination.

Evaluation System

Nature of Examination	Weightage (Min / Max)
Mid Term Examinations	25%
Sessional (Quizzes/Assignments/essays/Presentations/)	25%
Final Term Examination	50%

Probation

- Probation is a status granted to the student whose academic performance falls below the minimum University standard.
 - The students acquiring less than 2.00 out of 4.00 GPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.0 GPA in the next semester and s/he will be put on probation for the next semester.
 - The students acquiring GPA 1.70 and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They will have to be registered for summer semester to improve the grade.
 - Students acquiring GPA less than 1.70 in two consecutive semesters and failing in any paper(s) even after attending summer semester for one academic year will be dropped from University rolls. However, s/he will be eligible to seek re-admission.
 - Re-admission will be allowed only once during 4 years BS degree program. Re-admission will be allowed after the payment of full admission fee and the student will be considered as external candidate.
 - Students on probation in two consecutive semesters even after attending Summer Semester in one academic year will take re-admission in that particular academic year once only.
 - There will be maximum two academic probations in four-year Bachelor degree program. Both the probations cannot be granted / availed in first four semesters. A student who is on probation 2nd time even after attending summer semester in first four semesters shall be removed from rolls of university. However, s/he can take re-admission only once during 4 years BS degree program.
- The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the University.

- The students who have been given the right to extend the duration of study for one additional year are required to pay new registration fee along with normal fee for that academic year.
- It is also mandatory to obtain at least 50% marks to pass the subject.
- Table for summarizing the probation.

Sr #	Condition	Interpretation	Result
1	Promoted Criteria	GPA 2.00 and above	Promoted
2	Probation Criteria-1	Between GPA 1.7 – 2.00 + Pass/ fail in any paper(s)	Two probations are allowed
		Less than GPA 1.7 + Pass in any paper(s)	
	Probation Criteria-2	Less than GPA 1.7 + fail in any paper(s)	One probation is allowed
3	Drop Criteria	Under the Probation Criteria-2 Less than 1.7 GPA in two consecutive semesters and fail in any paper(s) even after attending the summer semester (If Offer)	Remove from the roll of the university and Re-admission only once during the program
		Availed the maximum two probations in whole duration of degree program.	
4	Limit of Probation	Maximum two probations are allowed in the whole degree programs.	Remove from the roll of the university
5	Passing Criteria	At least 50% marks in theory and practical separately of the same subject. If the student failed in any / both part (theory / practical) of the subject means fail in whole subject.	Pass / Fail

Re-Sit Examination / Repeating Courses / Improvement in CGPA

- The students who cannot appear in the examination due to valid excuse / reason, may re-sit into the exam after the approval from the respective Dean of the Faculty or Institutional Examination Committee within one week after the final examination subject to the payment of special examination fee.
- Undergraduate students may be allowed to repeat a course in which s/he has obtained grade below "C". In such a case both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA. The maximum five (05) number of courses that students may be allowed to repeat in an eight-semester degree program.

GRADUATE LEVEL ADMISSIONS

RLKU Rules & Regulations for Graduate Level Admissions

Total Credit Hours	30 (including a minimum of 24 Credit Hours of Course Work and 06 Credit Hours for Thesis). Alternatively, candidates may complete 30 Credit Hours of Course Work without a thesis.
Semester Duration	Minimum of 16 weeks of teaching excluding examinations
Program Duration	Minimum of 3–4 semesters (1.5–2 years) for full-time students and a minimum of 8 semesters (4 years) for part-time students.
Maximum Duration	3 years for full-time students extendable by one (1) year with approval of Statutory Bodies.
Applicability	These policy guidelines apply equally to formal, distance, and virtual learning systems with respect to duration and structure.
Number of Regular Semesters	4
Course Load per Semester for Regular Full-Time Students	9–12 Credit Hours per semester.

Semester Structure

- **Fall & Spring Semesters**
There shall be two regular semesters (Fall and Spring) in an academic year. Each semester shall consist of 16–18 weeks (including 1–2 weeks for examinations).
- **Repetition of Courses**
Summer semester will be offered as an optional semester. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 09 credit hours during summer.
- **Attendance Policy**
Students must maintain a minimum of 75% attendance on each course to be eligible to appear in the final examination.

Assessment of Weightage:

Nature of Assessment	Weightage
Sessional (Quizzes, Assignments/ Presentations/Practical)	25%
Mid Semester Examinations	25%
Final Examination	50%

CGPA Requirement

To qualify for the award of an MS/MPhil degree, a student must obtain a minimum cumulative GPA (CGPA) of 2.50 on a 4.00 scale.

Requirements for the Award of Degree

- **Enrollment and Credit Hours**
A student shall be enrolled as a regular student in the MS/MPhil program of Rashid Latif Khan University (RLKU) and must earn a minimum of fifteen (15) credit hours from RLKU to be eligible for the degree award.
- **Cancellation of Enrollment**
If a student fails to attend any lecture during the first four (4) weeks after the commencement of the semester, his/her admission shall be cancelled automatically without further notification.

Freezing of Semester

- **General Policy**
A student who freezes a semester shall resume studies from the same stage at which the semester was frozen. Freezing during a running semester is not permitted. The maximum program duration shall remain unchanged despite freezing.
- **First Semester Restriction**
Freezing of the first semester of the MS/MPhil program is not allowed.

Academic Probation

- Probation is a status assigned to students whose academic performance falls below the University's minimum standard.
- Students obtaining a GPA of less than 2.50 in a semester but passing all courses will be promoted on probation, with the condition to achieve a GPA above 2.50 in the following semester.
- Students obtaining GPA 1.70 and above but failing in any course(s) will be placed on probation and promoted conditionally, subject to registering in the Summer Semester to improve the grade.

- Students obtaining GPA below 1.70 in two consecutive semesters and failing in any course(s) even after attending the Summer Semester shall be dropped from the University rolls.
- Students on probation for two consecutive semesters, even after attending the Summer Semester, shall be required to seek re-admission once only in the same academic year.
- Students must obtain at least 60% marks in Theory Papers & Practical separately to pass the whole course.

CODE OF CONDUCT

RLKU Code of Conduct serves as a comprehensive framework for ethical practices, encompassing our core values to align with international standards. It outlines the principles and guidelines that students should embody in their respective roles.

Non-Discrimination

Students will treat all individuals with respect and consideration, embracing diversity and demonstrating humane leadership (H) and nobility (N). They will not discriminate based on race, caste, religion, ethnicity, socioeconomic status, gender, age, or sexual preference.

Confidentiality

Students will uphold the value of integrity (I) by respecting others' confidentiality and maintaining privacy of personal information. They will handle sensitive information with utmost discretion and ensure that client trust is preserved.

Professional Demeanour

Students will demonstrate professionalism ('s) by acting as motivated team players (M), displaying self-discipline (S), and showing respect towards faculty, staff, fellow students and members of community. They will maintain a positive attitude, communicate effectively, and uphold ethical standards in their conduct.

Misrepresentation

Students will exhibit integrity (I) by accurately representing themselves and refraining from misrepresenting their position, knowledge, or authority. They will provide honest and accurate information, avoiding any form of dishonesty or deceit.

Integrity

Students are expected to demonstrate honesty, accountability (A), and ownership (O) in their academic and interpersonal life. They will refrain from cheating, plagiarism, and dishonest behavior. They will take responsibility for their actions and promptly address any mistakes or ethical breaches.

Conflict of Interest

Students will prioritize demonstrating critical and innovative thinking (C) when faced with conflicts of interest. They will ensure that ethical principles guide their actions and decisions. They will disclose any potential conflicts of interest and act in the best interest of the institution.

Harassment

Students will maintain a professional environment by refraining from engaging in inappropriate relationships and by reporting any instances of sexual misconduct or harassment. They will embody humane leadership (H) by advocating for a safe and respectful learning environment, where all individuals are treated with dignity and respect. If witnessed or experienced any such act, they will promptly report to the appropriate platform through their HoDs or Psychological Wellbeing center.

Altruistic Behavior towards Impairment

They would exhibit altruistic behavior by supporting fellow students who may require any assistance or intervention for impairment. They will prioritize the well-being of the community on the premises of the University and outside the university.

Criticism of Others

Students will exhibit nobility (N) by refraining from disparaging fellow students, teachers and staff without evidence and by promoting civility and cooperation among all members of the team. They will provide constructive feedback and support for the professional growth of others.

Research Ethics

Students will conduct research and publish it in accordance with ethical guidelines, demonstrating critical and innovative thinking (C) and accountability (A). They will ensure the integrity of their research practices, respect intellectual property rights, and prioritize the welfare of research participants.

Conduct in Evaluation

Students will actively seek feedback and engage in constructive evaluation, displaying perseverance (P) and a commitment to self-improvement. They will provide prompt and respectful comments while maintaining professionalism ('s). They will use feedback as an opportunity for growth and strive for continuous improvement.

Responsible Use of Social Media

In today's technologically advancements and upsurge of digital media, the use of social media platform has become a necessity. It is important that students demonstrate huge responsibility while posting information, disseminating information or commenting on others' posts without confirming credibility of information and not to become part of defaming others using fake identities.

Competition and Cheating

Students will demonstrate integrity (I) and accountability (A) by refraining from engaging in unethical competition and cheating. They will adhere to examination rules, submit their own work, and avoid any form of academic dishonesty.

Substance Abuse, Illegal Drugs and Weapons

Students will embody self-discipline (S) and integrity (I) by strictly adhering to the University standards regarding substance abuse and illegal drugs. They will recognize the importance of maintaining a safe and drug-free environment, both within the University and the wider community. Students will abstain from the possession, use, or distribution of illegal drugs, as well as the misuse of alcohol or other substances.

In the event that a student faces personal challenges related to substance abuse, they will proactively seek support and assistance to address these issues in line with RLKU core values.

All kinds of weapons are strictly prohibited at and around the university premises. Strict disciplinary action be taken if someone is found to carry them.

Teaching and Learning

Students will demonstrate professionalism ('s) and self-discipline (S) by maintaining appropriate behaviour that fosters a positive and respectful learning environment. They will treat faculty, staff, and fellow students with courtesy and professionalism.

Conduct Outside the University

Students will uphold professionalism ('s) by maintaining their behavior and actions in alignment with the core values, reflecting positively on themselves and the University. They will recognize that their actions outside the University have the potential to impact their professional reputation and the trust placed in them by the institution and the community. Students will exercise good judgment, ethical decision-making, and responsible behavior in their personal lives, understanding that they are always representatives of RLKU. By demonstrating integrity, accountability (A), and adherence to RLKU core values in their daily lives, students will contribute to the cultivation of a culture of professionalism that extends beyond the classroom and the university premises.

Embracing Core Values

RLKU is committed to upholding a set of core values that guide our ethical conduct and training on each value is given during the orientation week arranged for the freshers. These values serve as the foundation for Code of Conduct, reflecting our dedication to fostering an ethical and inclusive community. By aligning our actions with these values, we strive to uphold the vision and mission of the University.

COUNSELING & WELLNESS CENTRE

The RLKU Counselling and Wellness Center (CWC) has been formed to meet the needs of RLKU Community by integrating many facets of Counselling to help them in their personal and professional growth. Counseling and Wellness Centre (CWC) is an appreciated Initiative of RLKU/RLMC, CEO, Ms. Sabahat Khan that is an Ultimate Product of Untiring Passion and Enthusiasm of Prof. Dr. Nashi Khan who is also Dean of Faculty of Social Sciences, RLKU/RLMC and HOD/Director of Rashid Latif Department of Professional Psychology (RLDPP). CWC launched first time "Online Students Counseling Services" on 1st of September, 2020 at the start of COVID-19 and since then, it is working efficiently for the Personal, Social and Academic Development for all RLKU/RLMC Students. You can find a full range of Wellness-Related Services, including Individual Counseling, Psychological Assessment and Testing, Anti-Drug, Anti Ragging and Anti -Harassment Consultations and other Wellness-Related Programming. CWC follows Privacy and Confidentiality Guidelines set forth by American Psychological Association (APA) and Pakistan Association for Clinical Psychologist (PACP). Some limits to Privacy will exist, with few exceptions involving Safety and Legal Issues.



OFFICE OF THE STUDENT AFFAIRS

Student Services

- ID Card Issuance
- Student Clearance
- Issuance of Bonafide Certificate
- Semester Freeze
- Semester Resume
- Provisional Certificate
- No Objection Certificate (NOC)
- Verification of Documents



EXTRACURRICULAR ACTIVITIES

Societies & Clubs

- Frame & Form (Arts & Photography)
- Geet Mala (Music)
- Khel Khilari (Sports)
- Pen & Voice (Literary & Debating)
- Rang Nagar (Media, TV & Film)
- Shine (Character Building)
- Soul (Society of Unique Learning-Health & Well being)
- Spark (Dramatics)
- Start-Up League (Entrepreneurial)

Sports

"Dedicate yourself to Sports promotion, for when you and I are gone, leadership will go into the hands of Youth, and Youth is our Wealth"

Quaid-e-Azam Muhammad Ali Jinnah

University promotes sports activities for students physical activity which, through casual or organized participation, aims at expressing or improving physical fitness and mental wellbeing and forming social relationships and for developing competitive habits of students.



FACILITIES

Hostel Facility

Boys and Girls Hostels Rooms will be allocated on orientation day after getting paid admission receipts from accounts department for respective hostels. Two days before orientation, the finance department will provide information about students who requires hostel services and then the process will start to handover keys to the students on the day of orientation after verification of the dues paid receipt. The allocation desk will be placed opposite the Admission office. One key of the allocated room will be handed over to the student and the other will be kept by the Hostel Warden. The allocation paper will be signed by the Hostel Warden, Finance Officer & Chief Warden. Hostel dues are nonrefundable. For girls hostel allocation papers will be signed by the Girls Hostel Warden, Finance Officer and Chief Warden. The Hostel Warden will hand over one key to the girl student and keep one key in her office / room. One bed, one mattress, one cupboard, one table, one chair, two tube lights and one ceiling fan per student are provided per room, If a student requires room transfer or leaving the room, he must submit the application form of room transfer or leaving the room, he must submit an the application form of room transfer or leaving the room to the Hostel Warden.

Hostel Timings

- From October to March, the hostel will remain closed from 10:00 pm to 5:00 am.
- From April to September, the hostel will remain closed from 10:00 pm to 6:00 am.
- During exams, boys' hostels will close at 12:30 am, to allow them library use.
- The hostel gate closing timings are strictly observed and adhered by the residents of all hostels.

The hostel gate closing timings as given above will be strictly observed and adhered to by the residents of all hostels.



Transport Facility

- Public transport is available at walking distance from the main Kasur Road.
- For the convenience of faculty, staff and students, RLKU also runs a daily shuttle service from Hameed Latif Hospital (opposite the Qaddafi Stadium on Ferozepur Road) to Rashid Latif Khan University and back.
- RLKU has more than 16 coasters to provide students pick & drop service in the city.



IT Facilities

- Fully equipped two Computer Labs for Students
- with latest softwares & specification
- Automation of system & registration
- Learning Management System (LMS)
- Student Web Portal
- RLKU Website
- Official Social Media Platform (Facebook, Twitter, Instagram, YouTube, LinkedIn)

Student Web Portal

RLKU provides Students Service Portal with following features;

- Online Course Registration
- Student Attendance
- Campus Management System (CMS)
- Fee Voucher generation & Fee Payment
- Exam Results
- Student Notice Board



RLK LIBRARY INFORMATION RESOURCE CENTER



Mission

It is the mission of the Rashid Latif Khan University Library to render the educational resources needed to meet the academic and research need of the University. The Library is the midway for learning materials and it serves as an important teaching agency by providing bibliographic instructions.

Aim and Objectives

The collection development (Acquisition) policy of University at RLKU Library is a means to implementing the purpose of the University's general program, and to clarify for the librarian and academic community the procedures used for collection development and evaluation.

Policies for using OPAC

OPAC (on-line public access catalog) is available to all members of our academic community. You must be a currently enrolled student or faculty/staff member to have access to the OPAC off campus. This service is available 24 hours through the University website @ www.rlku.edu.pk Click on the RLKU Library & click on KOHA search bar and begin entering your search.

Circulation Department

- Students must present a valid RLKU ID card to borrow library materials.
- Books from the regular collection may be issued for Two weeks and can be renewed once (if not requested by another user).
- A fine of Rs. 10 per day (excluding Sundays and holidays) will be charged for overdue books.
- In case of loss, the borrower must pay the current price of the book plus Rs. 500 fine.
- The borrower is fully responsible for all materials issued on their ID card.
- If the library card is lost or not returned at the time of degree clearance, a Rs. 200 fee will be charged

Return Book Procedures

Borrower should deposit all books in the outside or inside book return. Each book should be checked for date due and for condition. Books not overdue may be checked in and placed on the desk to be re shelved. Library fines are Rs.10 per day.

Renewals

Books may be renewed for two more weeks if they are not recent public publications or in great demand. Books may be renewed only twice.

Reference Department Policies

- Reference materials (books, periodicals, newspapers, etc.) are for in-library use Only and cannot be borrowed.
- Items from the Restricted Reference Section may be taken for photocopying with librarian's permission only.
- Instructors may place reference materials on reserve for one semester, but they remain accessible to other users when needed.

Law Library

- The Law Library provides access to specialized law books, legal journals, reference materials, and case reports to support legal studies and research.
- Students and faculty may consult law reports, statutes, and reference texts within the library.
- The library offers access to the Pakistan Law Site and other online legal databases for updated case law and legal information.
- Law journals and reference books are for in-library use only and cannot be borrowed.
- Users are expected to handle all law resources carefully and maintain the confidentiality and integrity of legal documents.

Rules and Regulation

- Silence must be maintained; use of cell phones and gossiping, eating, drinking, smoking, or sleeping are strictly prohibited.
- Journals, serials, and reference books are not issued for borrowing.
- **Borrowing limits:** Dean/Faculty: up to 5 books for 1 month
- **Demonstrators:** up to 2 books for 15 days
- **Students:** up to 2 books for 14 days
- **Fine:** Rs. 10 per day for overdue books.
- Borrowers are responsible for any loss or damage to issued materials; replacement or payment will be required.
- Marking, folding, or tearing pages is strictly prohibited.
- After use, place consulted materials on tables, not back on shelves.

Reference Section

The Reference Section is provided to library users. It contains reference materials such as encyclopedias, almanacs, directories, dictionaries, year-books, hand books, atlases, gazetteers, indexes, quotation books, maps, bibliographies, biographical sources, government publications etc. Reader's reference queries are also founded by this section.

Bibliographical assistance is provided to initiate research. The Librarian is available at all times to provide guidance to use library resources effectively. Reference books are identified by "REF" above the Class No.

Audio Video: RLKU library has an audio video section, where there are at least 220 e-books, which are very useful for library members and students for their research purposes.

Binding and Repairing of Material: In this section the library staff repairs damaged materials and prepares materials for binding to make it reusable for library users.

Photocopy Service: RLKU library provides photocopy facility to all users including faculty and students. A modern photo state machine is available in the library for this purpose and the library attendant is authorized to issue and create photocopy materials.

News Papers: RLKU Library has Five daily newspapers: Jang, Express, Dawn, The News, and The Nation.

WIFI Access: RLKU provides high speed WiFi access to faculty members and students, therefore allowing them to work on his/her personal laptops within the premises.

Computer Lab: A computer lab is attached with the library for web browsing and finding research literature. This facility is available only for RLKU faculty, researchers and students. RLKU provides printing facility to lab users. IT professionals are available for on-spot help and guidance to lab users.

Library Hours

Library will remain open from 8:00 AM to 11:00 PM from Monday to Friday

Library will remain open from 8:00 AM to 07:00 PM for Saturday Sunday



SHOPPING AREA & CAFETERIA

- The University shopping area and cafeteria provides a variety of amenities and hygienic food & fresh fruit/juices at reasonable rates.
- The shopping area consists of book shops, general store and a number of other required daily life article stores.
- The quality & prices are monitored by the University Students Affairs office.



ACADEMIC CALENDAR (SESSION FALL 2025-26)

Semester / Session:		Fall-25 (1st Semester)	Fall-2024 (3rd Semester)	Fall-2023 (5th Semester)	Spring-2024 (5th Semester)	Spring-2025 (2nd Semester)	
Sr #	Events	Tentative Date	Tentative Date	Tentative Date	Tentative Date	Tentative Date	Responsible Office
1	Admission Campaign Open date	Jun-25					-----
2	Registration and Payment of Dues	Jun-25		22-28 October, 2026	Monday, 2 February 2026	Tuesday, 18 November 2025	Accounts Office
3	Orientation Sessions	03 to 07 November, 2025					-----
4	Orientation Week	03 to 07 November, 2025					-----
5	Commencement of Regular Classes	Monday, 10 November 2025	Thursday, 1 January 2026	Monday, 10 November 2025	Monday, 2 March 2026	Monday, 17 November 2025	Registrar Office
6	Mid Term Examination - (after 8 th Week of Classes)	19 - 23 January, 2026	2 March, 2026 - 6 March, 2026	19 - 23 January, 2026	04-08 May, 2026	12-16 January, 2026	Examination Deptt
7	Resumption of Regular Classes	Monday, 26 January 2026	Monday, 9 March 2026	Monday, 26 January 2026	Monday, 11 May 2026	Monday, 19 January 2026	
8	Deadline to Submission of Assignment/ Quizzes/ Results of Sessional Evaluation -	Tuesday, 27 January 2026	Monday, 9 March 2026	Tuesday, 27 January 2026	Wednesday, 13 May 2026	Tuesday, 20 January 2026	HOD & Examination Deptt
9	Submission of Mid Term Result	Thursday, 29 January 2026	Wednesday, 11 March 2026	Thursday, 29 January 2026	Thursday, 14 May 2026	Wednesday, 21 January 2026	HOD & Examination Deptt
10	Students Feedback Activity -	02-06 March, 2026	27 April - 01 May, 2026	02-06 March, 2026	24-28 August, 2026	23-27 February, 2026	QEC
11	End of Classes (After 16th Week of Academic Session) -	Tuesday, 24 March 2026	Tuesday, 5 May 2026	Tuesday, 24 March 2026	Monday, 7 September 2026	Friday, 6 March 2026	HOD & Registrar Office
12	Attendance Lock	Tuesday, 24 March 2026	Wednesday, 6 May 2026	Tuesday, 24 March 2026	Tuesday, 8 September 2026	Friday, 6 March 2026	HOD & Registrar Office
13	Collection of Admit Cards	Wednesday, 25 March 2026	Wednesday, 6 May 2026	Wednesday, 25 March 2026	Tuesday, 8 September 2026	Friday, 6 March 2026	HOD & Examination Deptt
14	Final Term Examination	30 March -03 April, 2026	11 - 15 May, 2026	30 March -03 April, 2026	14-18 September, 2026	09-13 March, 2026	Examination Deptt
15	Faculty to discuss Paper with Student after marking	Wednesday, 8 April 2026	Tuesday, 19 May 2026	Wednesday, 8 April 2026	Tuesday, 22 September 2026	Monday, 16 March 2026	Concerned Faculty & Department
16	Submission of Result to the Controller of Examinations	Friday, 10 April 2026	Thursday, 21 May 2026	Friday, 10 April 2026	Thursday, 24 September 2026	Tuesday, 17 March 2026	Concerned Faculty & Department
17	Result / Grade Notification -	Tuesday, 14 April 2026	Friday, 22 May 2026	Tuesday, 14 April 2026	Friday, 25 September 2026	Wednesday, 18 March 2026	Examination Deptt
18	Request for Reviewing of the Paper for students	Wednesday, 15 April 2026	Monday, 25 May 2026	Wednesday, 15 April 2026	Monday, 28 September 2026	Thursday, 19 March 2026	Examination Deptt
19	Result / Grade Updation After Students Applications	Thursday, 16 April 2026	Tuesday, 26 May 2026	Thursday, 16 April 2026	Monday, 28 September 2026	Thursday, 19 March 2026	Examination Deptt
20	Semester Close Date	Monday, 20 April 2026	Wednesday, 27 May 2026	Monday, 20 April 2026	Wednesday, 30 September 2026	Friday, 20 March 2026	Registrar Office
21	Commencement of New Semester's Classes	Wednesday, 22 April 2026	July, 2026	Wednesday, 22 April 2026	October, 2026	March, 2026	
22	Semester Break -						Registrar Office
23	Registration for Next Semester						HOD & Account Office
24	Next Semester Strat Date						Registrar Office
25	Summer Break	June, 2026 to July, 2026	June, 2026 to July, 2026	June, 2026 to July, 2026	June, 2026 to July, 2026	June, 2026 to July, 2026	
26	Winter Break	Winter Break (22-31 Dec,2026)	Winter Break (22-31 Dec,2026)	Winter Break (22-31 Dec,2026)	Winter Break (22-31 Dec,2026)	Winter Break (22-31 Dec,2026)	
27	Summer Semester (optional)						HODs & Registrar Office
28	1st IQC Meeting			September, 2025.			QEC Department
29	2nd IQC Meeting			December, 2025.			QEC Department
30	3rd IQC Meeting			March, 2026.			QEC Department
31	4th IQC Meeting			June, 2026.			QEC Department
32	SIFE Compliance Implementation			April, 2026.			QEC Department
33	PREP AT 7xPrograms			April, 2026.			QEC Department
PUBLIC HOLIDAYS							
Sr #	Event	Date & Day		Event	Date & Day		
1	Kashmir Day	5 th February,2026 (Thursday)		Yaum e Aashura*	Jun-26		
2	Pakistan Day	23 rd March, 2026 (Monday)		Independence Day	14 th August, 2026 (Friday)		
3	Eid ul Fitar*	Mar-26		Eid Milad ul Nabi*	Aug-26		
4	Labor Day	1 st May, 2026 (Friday)		Allama Iqbal Day	9 th November, 2026 (Monday)		
	Eid ul Adha	May-26		Quaide e Azam Day	25 th December, 2026 (Friday)		

Note: Holidays for Muslim Festivals are subject to appearance of moon for which a separate notification will be issued.



DISCLAIMER

This book provides updated information available at the time of publication in October 2025. The University reserves the right to correct, or otherwise change any information without prior notice at its sole discretion.