



# WAH MEDICAL COLLEGE ACADEMIC & STUDENT POLICES



<b>Policy Title</b>	<b>Student Attendance Policy</b>
<b>Policy Number</b>	WMC/ACAD/POL-04
<b>Version</b>	1.1
<b>Approved By</b>	<b>The Board of Studies, WMC</b>

1. **Introduction.** Attending classes on a regular basis gives the students much more than just credit for attendance. Lectures, supplement reading assignments, classroom presentations / practical work / bedside teaching all present information differently than the text. Class discussion can enhance critical thinking skills. Teachers can pose questions that require students to make connections between concepts and relate what they are learning to real life.

2. **Objectives.** The objectives of this policy are to: -

- 2.1 Facilitate students' learning.
- 2.2 Inculcate discipline and time management skills in students.
- 2.3 Enable the students to qualify the criteria for appearing in Professional Examination as per requirements of PMC and NUMS/UHS.
- 2.4 Improve grades in the evaluation.

3. **Implementation of the Policy.** This policy will be implemented in letter and spirit by all the academic departments and Student Affairs Department according to its procedures and guidelines.



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## 4. Procedures and Guidelines of the Policy.

### 4.1 Attendance / Leave / Fine

- 4.1.1 Every student will be required to attend punctually the teaching hours notified for lectures / CBLs / small group discussions / self-directed learning / practical work / clinical sessions, seminars, tutorial classes and hospital wards to have maximum attendance (up to 100%).
- 4.1.2 As per requirements of PMC and NUMS / UHS, a minimum attendance of 75% will be MANDATORY “individually” in Theory / practical work / CBLs / clinical teaching, of each subject being taught in that year, in order to qualify for appearing in Annual Professional Examination conducted by the affiliating university.
- 4.1.3 A written application shall be sent to the Principal by the student or the parents / guardian, reporting his / her illness, supported by medical certificate or cause of absence or special emergency situations.
- 4.1.4 In all cases leave taken will be at students own risk so far as percentage of attendance is concerned. Even a medical certificate will not condone a deficiency in attendance.
- 4.1.5 Sick leave even sanctioned on medical certificate leading to absence in an examination will mean failure in the examination.
- 4.1.6 Students absenting from college or clinical rotations shall be liable to a specified fine per lecture, per clinical session / practical class.
- 4.1.7 (The fine is imposed to compel students to attend the classes regularly and NOT to generate the funds).



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- 4.1.8 Parents / guardian will be informed in case the student remains absent from college / teaching hospital without leave continuously for two weeks.
- 4.1.9 The name of the student, who is absent without leave continuously for a period of four weeks, will be struck off from the college roll. He/she will have to de novo apply for Re-admission and pay all necessary fees.
- 4.1.10 Students who fail in supplementary examination and are detained, will be required to improve their attendance in order to enhance their knowledge and skills.

### **4.2 Maintenance of Student Attendance Record**

- 4.2.1 Attendance will be taken from each student in all lectures / demonstrations / practices under supervision to avoid the proxy attendance.
- 4.2.2 Daily absentee report will be prepared strictly as per the attendance sheet after proper scrutiny for onward submission to Student Affairs Department on monthly basis.
- 4.2.3 Both soft and hard copy of attendance record of all students will be maintained by all the academic departments.
- 4.2.4 The college administration will inspect the attendance record keeping procedure of all departments from time to time.
- 4.2.5 The fine will be imposed according to the absent report received from the concerned departments. Therefore, all departments will scrutinize the reports and then forward to Student Affairs Department by the 10<sup>th</sup> of each month.



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- 4.2.6 Student Affairs Department will compile the absent report and a specified fine for a lecture or for a whole day will be imposed on students to compel them to attend classes regularly.
- 4.2.7 A compiled attendance statement of all students along with those having attendance less than 75% duly highlighted will be submitted to the Student Affairs Department on monthly as well as quarterly basis by the concerned department.
- 4.2.8 Student Affairs Department will issue a warning to all those students having attendance less than 75% with a copy to their parents / guardians.
- 4.2.9 At the end of academic year, a consolidated state of attendance of students will be submitted by the concerned HOD to the Student Affairs Department, before submission of admission forms for Professional Examination.
- 4.2.10 Heads of the departments will also submit the list of students having attendance less than 75% at the end of academic year.
- 4.2.11 Admission forms of students having less attendance will not be submitted for Annual Professional Examination of the University.
- 4.2.12 Student Affairs Department will prepare the detailed absentee statement of students of each class with fine imposed and display it on the main notice board of the college for information and any appeal by the students.



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### **4.3 Complaint / Amendment in Absentee Statement**

- 4.3.1 Amendment if any will only be acceptable within 10 days of display of notice (last date of observation/complaint will be mentioned in the notice) duly signed by the teacher who wrongly marked absent and countersigned by the HOD.
- 4.3.2 No amendment of absentee report will be acceptable by Student Affairs Department after last date of observation/complaint as mentioned in the Notice for fine.

### **4.4 Incentive for Students to Attend Classes Regularly.**

- 4.4.1 Full fine will be waived off for students with final attendance 75% and above.
- 4.4.2 Students with a final attendance below 75% will be liable to pay the full fine.