

POLICY **FOR** **STUDENT ATTENDANCE**

Medical education is a full-time endeavour, students are expected to make their medical study schedule their highest priority and must demonstrate their respect for the educational environment by consistent on-time attendance and participation.

Bakhtawar Amin Medical & Dental College has strict rules regarding attendance, students need to diligently apply themselves to their registered courses of study. **100% attendance in all lectures, laboratory sessions, tutorials, presentations, field visits, clinical skills sessions and clinics for patient care is mandatory.** Absence from these sessions may render the student's ineligible for appearing in UHS Annual Professional Examination. College administration will proactively follow-up with students, and if required, with parents on all absences, and put initiatives in place to manage and encourage good attendance.

1. Implementation of the Policy

This policy will be implemented in letter and spirit by all the academic departments and Medical Education Department (ME) according to its procedures and guidelines.

2. Procedures and Guidelines of the Policy

a. Attendance / Leave

- i. A written application shall be put up 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 situation.

- ii. 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.**
- iii. Sick leave even sanctioned on medical certificate leading to absence in an examination will mean **failure in the examination.**
- iv. Students absenting from college or clinical rotations without approved leave shall be liable to a specified fine per lecture, per clinical session/practical class.
- v. If attendance for a student is below 75% "individually" in Theory/Practical work/CBLs/Clinical teaching, of each subject being taught in that year, the student will not be allowed to appear in Annual Professional Examination conducted by the affiliating University.
- vi. The fine is imposed to compel students to attend the classes regularly and NOT to generate funds.
- vii. 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.
- viii. Students failing in supplementary examination will be detained and will be required to improve their attendance in order to enhance their knowledge and skills.

b. Maintenance of Student Attendance Record

- i. Attendance will be marked for each student in all lectures/demonstrations/practices under supervision to avoid proxy attendance.
- ii. Daily absentee report will be prepared strictly as per the

attendance sheet after proper scrutiny for onward submission to Department of Medical Education DME.

- iii. Both soft and hard copy of attendance record of all students will be maintained by all the academic departments and DME.
- iv. The college administration will inspect the attendance record keeping procedure of all departments on regular basis.
- v. The fine will be imposed to compel students to attend classes regularly based on the absent report received from the ME department by the 10th of each month.

c. Complaint / Amendment in Absentee Statement

- i. 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 concerned HOD.
- ii. No amendment of absentee report will be acceptable by ME Department after last date of observation/complaint as mentioned in the Notice for fine.

d. Incentive for Students to Attend Classes Regularly.

Following incentives will be given to the students to attend classes regularly:

- i. Full fine will be waived off for students with final attendance of 95% and above.
- ii. Half fine will be waived off for students with final attendance between 90% and 94%.