

	Document Name	Policy for Student Attendance
	Document Number	JMDC / Policy / ____ / ____

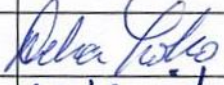
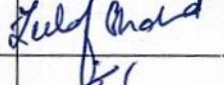
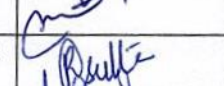
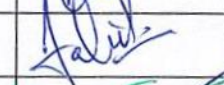
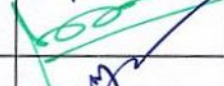
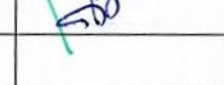
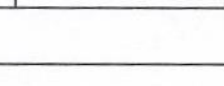
JINNAH MEDICAL AND DENTAL COLLEGE



STANDARD OPERATING PROCEDURE

Policy for Student Attendance

Department of Student Affair

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	MS. DEBRA LOBO	VICE PRINCIPAL (MEDICAL COLLEGE)		05/08/2025
	DR ZEELAF SHAHID	DIRECTOR MEDICAL EDUCATION		
	PROF. DR MARIUM IQBAL	VICE PRINCIPAL (DENTAL COLLEGE)		
	DR ROOHA SULTAN	ASSISTANT PROFESSOR (DENTAL EDUCATION)		
	MS. FAHILA JAWWAD	COORDINATOR (STUDENT AFFAIR)		
REVIEWED BY:	PROF. DR ATIF MEHMOOD	PRINCIPAL (MEDICAL COLLEGE)		
	PROF. DR M JUNAID LAKHANI	PRINCIPAL (DENTAL COLLEGE)		
APPROVED BY:	ACADEMIC COUNCIL			
REVISION NO:				

	Document Name	Policy for Student Attendance
	Document Number	JMDC / Policy /PFSA /25-02

DATE OF ISSUE:	05/08/2025			
----------------	------------	--	--	--



	Document Name	Policy for Student Attendance
	Document Number	JMDC / Policy /PFSA /25-02

Table of Contents

Distribution list.....	4
Purpose & Scope.....	5
Procedure for attendance.....	5

	Document Name	Policy for Student Attendance
	Document Number	JMDC / Policy /PFSA /25-02

DISTRIBUTION LIST:

The following personnel are on the controller distribution list:

- Principal
- Vice Principal
- HODs of Teaching Departments
- Student Affair
- Examination department
- Medical education

	Document Name	Policy for Student Attendance
	Document Number	JMDC / Policy / ____ / ____

1. Purpose

To outline the expectations and requirements regarding student attendance in academic, clinical, and practical sessions for MBBS and BDS programs. This policy aims to ensure student participation, professionalism, and compliance with regulatory and institutional standards.

2. Scope

This policy is applicable to all undergraduate students enrolled in the MBBS and BDS programs, as well as faculty and administrative staff responsible for monitoring attendance.

3. Procedure for attendance

- 75% overall Class Attendance
- Lectures, Tutorials, Practicals given equal weightage
- Principal may condone up to 10% shortage based on Internal Assessment
- 75% Attendance all Clinical Wards with passing marks in all Clinical Ward Tests.
- All MBBS lecture Attendance will be taken digitally via installed devices in lecture halls.
- All MBBS Practical's, CPC's, Journal Club, Tutorials, PBL's, Skills Labs are taken manually.
- All BDS lecture, Practical's, Journal Club, Tutorials, Skills Labs will be taken manually.

CLASS ATTENDANCE will be calculated as the total percentage time present in all classes. Lectures will be calculated as 1 hour. Tutorials, Practical's, PBL's and all other classes scheduled for 1.5-2 hours will be calculated as 2 hours. A cumulative total of attendance for each student will be maintained by the IT Department Software.

CLINICAL WARD ATTENDANCE will be taken digitally but will be calculated separately from Class Attendance. Attendance in any ward which falls below 90% must be made up and students must obtain passing marks in all Clinical Ward Tests.

FINAL CLASS ATTENDANCE =

%Lecture Attendance + %Tutorial Attendance + %Practical Attendance

	Document Name	Policy for Student Attendance
	Document Number	JMDC / Policy / ____ / ____

4. Attendance Monitoring

- Attendance shall be recorded daily by faculty members for all academic, practical, and clinical sessions.
- Records will be maintained in departmental logs and/or the Learning Management System (LMS).

5. Attendance in Co-Curricular Activities

-Participation in approved co-curricular and extracurricular activities (e.g., conferences, sports events) will be considered as authorized leave if pre-approved by the head of the institution or department.

6. Policy Review

This policy shall be reviewed annually by the Academic Council or Curriculum Committee to ensure relevance and compliance with current standards.