



HITEC-Institute of Medical Sciences

SOP for Attendance of MBBS Students

DOCUMENT #: SA-SOP-12

ISSUE # 04

ISSUE DATE: 21-2-2025

Standard Operating Procedure for Attendance of MBBS Students



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1.0 PURPOSE:

The purpose of this policy is to give rules and regulations for attendance of MBBS students at HITEC-IMS in light of PM&DC / PMC and NUMS instructions.

2.0 SCOPE:

This policy is applicable to all students and all MBBS classes.

3.0 ABBREVIATIONS:

HITEC	Heavy Industries Taxila Education City
IMS	Institute of Medical Sciences
PM&DC	Pakistan Medical and Dental Council
NUMS	National University of Medical Sciences
HoD	Head of Department
SA Dept	Student Affairs Department
Prac	Practical
Clinic	Clinical
Rota	Rotation
Lec	Lecture
CCM	Combine Committee Meeting
CR	Class Representative
GR	Girls Representative
%	Percentage

4.0 RESPONSIBILITIES AND AUTHORITIES:

- 4.1 Principal
- 4.2 HoDs (Basic & Clinical)
- 4.3 SA Dept

5.0 PROCEDURE

5.1 **Attendance requirements for eligibility to appear in Professional Examination as per PM&DC instructions.** A student shall be eligible to appear in a professional examination subject to fulfilling **90% attendance of lectures, clinical rotations and practical** vide **PM&DC** Notification No. PF-1-C-PM&DC/Notification/2024/682 dated 31st January, 2025.

5.2 **Attendance requirements for calculation of Internal assessment in each block as per NUMS instructions.** NUMS has allocates 02% weightage to the attendance in internal assessment for each block. These will be allocated as per the following scale:-

5.2.1 >95% Attendance-----02 marks

5.2.2 90%-94% Attendance-----01 mark

5.2.3 <90% Attendance -----0 marks

5.2.4 The obtained marks will be rationalized as per provided weightage of 02%



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- 5.4 **Students with less than 90% attendance.** Remedial classes may be offered to students who maintain 75% attendance in (lecture / practical) throughout academic session to maintain 90% attendance for taking the annual professional exam. HoDs have to conduct this remedial classes during vacations or as they deemed necessary.
- 5.6 **Attendance on Commencement of New Academic Session**
- 5.6.1 All students will attend the classes from the day one of the new session.
- 5.6.2 Those appearing in supplementary examination will be given **1 week off prior to their papers.**
- 5.7 **Attendance Procedure**
- 5.7.1 **Attendance Sheets.** Attendance sheets of all MBBS classes will be made available by Student Affairs Dept.
- 5.7.2 **Filling of attendance Sheet.** Teacher who takes the class shall ensure following:-
- 5.7.2.1 The attendance is marked with '**P**' or '**A**' and no column is left blank
- 5.7.2.2 Date, time, subject, department & teacher's name is mentioned
- 5.7.2.3 Get it Countersigned by respective HOD
- 5.8 **Specimen of attendance sheet.** Attached as per Anx 'A.'
- 5.9 **Attendance Calculation at the end of month.** Percentage shall be calculated as per the following **formula** by respective HODs on monthly basis:-
- 5.9.1 **Lecture%.**
$$\frac{\text{Number of Lecture attended during the month} \times 100}{\text{Total number of Lecture during the month}}$$
- 5.9.2 **Practical%.**
$$\frac{\text{Number of clin Sessions / Prac attended during the month} \times 100}{\text{Total number of Clinical Sessions / Prac during the month}}$$
- 5.10 **Attendance Calculation at the End of block.** Percentage shall be calculated as per the following formula by respective HODs on end of block.
- 5.10.1 **Lecture %**
- $$\frac{\text{Number of Lecture attended during block} \times 100}{\text{Total number of Lecture during block}}$$
- 5.10.2 **Practical %**
- $$\frac{\text{Number of Clinical Sessions / Practical attended during block} \times 100}{\text{Total number of Clinical Sessions/ Practical during block}}$$



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- 5.11 **Attendance Calculation at the end of year.** Percentage shall be calculated as per the following formula by respective HODs at end of year.
- 5.11.1 **Cumulative Attendance %**
$$\frac{\text{Lec attended in a year} + \text{Clin Sessions} / \text{Prac attended in a year}}{\text{Total no of Lec in a year} + \text{Total no of Clin Sessions/Prac in a year}} \times 100$$
- 5.12 **Monthly Attendance.** Before sharing with SA Dept, **HoD will display on for 48 hours on notice boards.** Afterwards no claim will be entertained.
- 5.13 In case no lecture / practical / rotation held during the month of the respective department, **nil report** may also be submitted to SA Dept.
- 5.14 All departments **will send attendance** to Students Affair Depart in hard (duly signed & stamped by the respective HoDs) and soft forms on **monthly basis** by **6th of every month** on the following emails:-
- 5.13.1 1st Year (Batch-9) attendance.mbbs.batch-9@hitec-ims.edu.pk
- 5.13.2 2nd Year (Batch-8) attendance.mbbs.batch-8@hitec-ims.edu.pk
- 5.13.3 3rd Year (Batch-7) attendance.mbbs.batch-7@hitec-ims.edu.pk
- 5.13.4 4th Year (Batch-6) attendance.mbbs.batch-6@hitec-ims.edu.pk
- 5.13.5 5th Year (Batch-5) attendance.mbbs.batch-5@hitec-ims.edu.pk
- 5.12.6 **All the faculty who is taking the classes will upload the attendance on CMS (College Management System) Portal on daily basis**
- 5.15 **SA Dept** will present an update in following CCM / Principal office about receiving of attendance from other departments.
- 5.16 The HoDs will **also share** the attendance with SA Dept **at the End of Block and at the End of Academic Year** according to aforementioned formula.
- 5.17 **Exam Cell.** After every End of Block, SA Dept will share attendance with Exam Cell and Exam Cell will prepare **one pager**, in which attendance and student's End of Block result will be mentioned, then will be shared with SA Dept.
- 5.18 **End of Block Attendance & Results.** SA Dept shall display attendance at the End of Block Exam of all the MBBS classes as under :-
- 5.18.1 Notice Boards of Hospital, Basic Sciences and Lecture Hall
- 5.18.2 CRGR WhatsApp group
- 5.18.3 Parents WhatsApp group

6.0. RELATED DOCUMENTATION

Sr. #	Document name	Document Number	Retention Period
1.	Attendance Record Correspondence	SA-F-33	06 years



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