



HITEC-Institute of Medical Sciences

SOP for Attendance of MBBS Students

DOCUMENT #: SA-SOP-12

ISSUE # 05

ISSUE DATE: 9-10-2025

Standard Operating Procedure for Attendance of MBBS Students



HITEC-Institute of Medical Sciences

SOP for Attendance of MBBS Students

DOCUMENT #: SA-SOP-12

ISSUE # 05

ISSUE DATE: 9-10-2025

1.0 PURPOSE:

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

2.0 SCOPE:

This policy is applicable to all MBBS students of all 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's Affairs Department
Prac	Practical
Clinic	Clinical
Rot	Rotation
Lec	Lecture
CCM	Combine Committee Meeting
CR	Class Representative
GR	Girls Representative
%	Percentage
Comp Op	Computer Operator

4.0 RESPONSIBILITIES AND AUTHORITIES:

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

5.0 PROCEDURE

5.1 **Attendance requirements.** Students from all MBBS classes are required to complete minimum 85% attendance separately in lectures, clinical rotations and practicals with effect from new academic session (2025-26) for becoming eligible for annual professional examinations (approved in 34th Academic Council Meeting (ACM) NUMS).

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 mark

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





HITEC-Institute of Medical Sciences

SOP for Attendance of MBBS Students

DOCUMENT #: SA-SOP-12

ISSUE # 05

ISSUE DATE: 9-10-2025

5.3 Lectures

- 5.3.1 The faculty member of HITEC-IMS, PMO & NESCOM delivering the lecture will take attendance of the students. The attendance sheet will be signed by the faculty member with his / her stamp affixed.
- 5.3.2 The faculty member will take a **snap short / carbon copy** of the attendance sheet and keep it for departmental record. Maintaining this record will be the responsibility of respective HoD.
- 5.3.3 The faculty member after lecture will submit the attendance sheet in the SA Dept **the same day**, to the clerk designated for the class (SA Dept has a designated clerk for each year).
- 5.3.4 The SA Dept Clerk will **compile daily attendance** and at the end of each month the **cumulative** attendance will be shared with respective HoD and will also be displayed on notice board.
- 5.3.5 The HoD will identify the students with low attendance and communicate it to the class teachers for information of the students.
- 5.3.6 In case of any discrepancy in attendance claimed by any student, the **respective HoD will rectify it from their own record** and notify SA Dept of any change, if required **in writing**.
- 5.3.7 At end of the block the cumulative attendance alongwith end block exam result will be shared with the parents by SA Dept.
- 5.3.8 The faculty member **shall also mark the attendance on CMS** (College Management System) Portal, as per procedure already in vogue.

5.4 Clinical Rotation / Practical

- 5.4.1 The attendance of clinical rotations / practical will be compiled by the respective departments for the whole week and will be submitted on Monday of next week to SA Dept, in hard & soft form (excel file).
- 5.4.2 Clinical rotation attendance from NESCOM and PMO will be submitted by the focal persons at the end of the week like wise.

5.5 Failure in Deposition of Daily Attendance.

If the faculty member fail to submit the daily attendance to the respective Comp Op ex-SA Dept, the next day shall be submitted through the respective dept HoD.

5.6 Time Table.

The concerned Block Coordinator will submit the time table to SA Dept **on every Friday** for calculation of attendance.



HITEC-Institute of Medical Sciences

SOP for Attendance of MBBS Students

DOCUMENT #: SA-SOP-12

ISSUE # 05

ISSUE DATE: 9-10-2025

5.7 Remedial Classes

- 5.7.1 At the end of each month's based on the cumulative attendance shared by SA Dept, the HoD will Identify the students with low attendance and share it with class teacher for information of the students.
- 5.7.2 The HoD will arrange remedial classes **at the end of the month** so that only 15% of the deficient attendance is catered for each of the student. The student will be required to compensate for rest of the attendance in the next month.
- 5.7.3 The HoDs can arrange six extra classes / assignments with viva of 2.5% each to compensate for 15% attendance.
- 5.7.4 **No extra classes will be offered to students who are absent from remedial classes.**
- 5.7.5 Any student falling short of attendance at the end of the block in case of integrated curriculum and end of session in case of regular curriculum will not be allowed to sit in annual professional examination and will sit in supplementary examination provided he compensates his attendance between annual and supplementary examination.

5.8 FIRST BLOCK ATTENDANCE OF SUPPLEMENTARY STUDENTS. At the start of new session all the students will attend regular classes. After declaration of result the students with supplementary in any subject will continue to attend regular classes. They will be **given off for one week before supplementary examination** and for the period of their respective paper.

5.9 Attendance Procedure

- 5.9.1 **Attendance Sheets.** Attendance sheets of all MBBS classes will be made available by SAs Dept (soft form with HoDs / respective computer operator and hard form of attendance sheet in lecture hall).
- 5.9.2 **Filling of attendance Sheet.** Teacher who takes the class shall ensure following:-
 - 5.9.2.1 Students will sign the attendance sheet. If signature is **not** matched with student's CNIC signature, **absent** will be marked.
 - 5.9.2.2 Date, time, subject, credit hours of lecture / practical / clinical rotation, department & teacher's name is mentioned.
 - 5.9.2.3 **Specimen of attendance sheet.** Attached as per Anx 'A.'



HITEC-Institute of Medical Sciences

SOP for Attendance of MBBS Students

DOCUMENT #: SA-SOP-12

ISSUE # 05

ISSUE DATE: 9-10-2025

5.10 **Attendance Calculation at the End of Month.** Cumulative percentage shall be calculated as per the following formula on monthly basis:-

5.10.1 **Lecture%.**
$$\frac{\text{Number of Lecture attended} \times 100}{\text{Total number of Lecture held}}$$

5.10.2 **Practical%.**
$$\frac{\text{Number of clin Sessions / Prac attended} \times 100}{\text{Total number of Clinical Sessions / Prac held}}$$

5.11 **Attendance Calculation at the End of Block (Integrated & Non-Integrated).**

Cumulative percentage shall be calculated as per the following formula on end of block for Integrated & Non-integrated curriculum:-

5.11.1 **Lecture %**

$$\frac{\text{Number of Lecture attended in all blocks} \times 100}{\text{Total number of Lecture in all blocks}}$$

5.11.2 **Practical %**

$$\frac{\text{Number of Clinical Sessions / Practical attended in all blocks} \times 100}{\text{Total number of Clinical Sessions/ Practical during in all blocks}}$$

5.12 **Integrated Curriculum.** Any student falling short of attendance in any block, his / her attendance will not carry forward and he / she will not be permitted to appear in that block (in which his / her attendance is less than minimum requirement) in annual professional examination, and will sit in supplementary examination provided he / she compensates his / her attendance between annual and supplementary examination.

5.13 **Attendance Calculation at the End of year (Non-Integrated Curriculum only).**

Cumulative percentage shall be calculated separately and students must qualify the requisite attendance in lectures as well as in practicals for appearing in the annual professional examinations as per the following formula at end of year:-

5.13.1 **Lecture %**

$$\frac{\text{Number of Lecture attended in a year} \times 100}{\text{Total number of Lecture in a year}}$$

5.13.2 **Practical / Clinical Rotation%**

$$\frac{\text{Number of Clinical Sessions / Practical attended in a year} \times 100}{\text{Total number of Clinical Sessions/ Practical in a year}}$$




HITEC-Institute of Medical Sciences

SOP for Attendance of MBBS Students

DOCUMENT #: SA-SOP-12

ISSUE # 05

ISSUE DATE: 9-10-2025

5.14 **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 and be shared with SA Dept for further communication to the respective parents.

5.15 **End of Block Attendance & Results.** SA Dept shall display attendance at the End of Block Exam of all the MBBS classes as under :-

5.15.1 Notice Boards of Hospital, Basic Sciences and Lecture Hall

5.15.2 CRGR WhatsApp group

5.15.3 Parents WhatsApp group / email / UMS courier (if required)

5.15.4 Result of failure students shall also be shared with the respective parents via registered mail / UMS

5.16 Students are advised to remain conscious about minimum attendance while planning their leave, **as leave of any type will be marked as absent.**

5.17 All departments **will send Clinical Rotations / Practical attendance** to SA Dept in hard and soft forms (on Monday of next week) on the following emails:-

5.17.1 1st Year (Batch-10) attendance.mbbs.batch-10@hitec-ims.edu.pk

5.17.2 2nd Year (Batch-9) attendance.mbbs.batch-9@hitec-ims.edu.pk

5.17.3 3rd Year (Batch-8) attendance.mbbs.batch-8@hitec-ims.edu.pk

5.17.4 4th Year (Batch-7) attendance.mbbs.batch-7@hitec-ims.edu.pk

5.17.5 5th Year (Batch-6) attendance.mbbs.batch-6@hitec-ims.edu.pk

5.18 **Class-wise Designated Clerk (SA Dept) for Academic Session 2025-26**

5.18.1 Comp Op Muhammad Touseef, 1st Year MBBS (Batch -10)

5.18.2 Comp Op Muhammad Yasir Shafique, 2nd Year MBBS (Batch-9)

5.18.3 Comp Op Fiaz Hussain, 3rd Year MBBS (Batch -8)

5.18.4 Comp Op Sundas Rani, 4th Year MBBS (Batch -7)

5.18.5 Comp Op Baber Khan, 5th Year MBBS (Batch -6)

6.0. RELATED DOCUMENTATION

Nil

