



HITEC-Institute of Medical Sciences

SOP for Attendance of MBBS Students

DOCUMENT #: SA-SOP-12

ISSUE # 06

ISSUE DATE: 07-05-2026

Standard Operating Procedure for Attendance of MBBS Students



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1.0 PURPOSE:

The purpose of this policy is to lay 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
ACM	Academic Council Meeting

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 **75% 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 19th ACM HITEC-IMS held on 4th Feb, 2026).

5.2 **Attendance requirements for calculation of Internal assessment in each block as per NUMS instructions.** NUMS has allocated 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%



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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.
- 5.4.3 The attendance of Medicine, Surgery, ENT, Eye and Community Medicine will be **displayed monthly**.
- 5.4.4 The attendance of Paeds (Pediatrics) and Gynae (Gynaecology) will be **displayed after five (05) weeks**.

- 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.





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

5.7 **Remedial Classes**

5.7.1 Remedial Classes of Clinical Rotations will be conducted at the **end of rotations in all subjects** and final corrected attendance will be sent to SA Dept by HoDs. Before this, the HoD will also identify the students with low attendance and share it with class teacher for information of the students.

5.7.2 Student will have to show at least 60% attendance to be eligible for remedial classes to improve the attendance by 15% (this benchmark may be lowered in deserving cases). Any deficiency in practical will be made good at the end of the block using the same formula.

5.7.3 If the attendance still falls short, the student has to improve the attendance in the subsequent block (non-integrated exams only).

5.7.4 The HoDs can arrange six extra classes / assignments with viva of 2.5% each to compensate for 15% attendance.

5.7.5 Class teachers should clearly inform the students that **practical / clinical rotation attendance deficiencies will not be compensated through assignments.**

5.7.6 **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.

5.7.6 Students will be encouraged to complete their deficient attendance in subsequent month each block.

5.8 **FIRST BLOCK ATTENDANCE OF SUPPLEMENTARY STUDENTS.**

5.8.1 Students who fail in annual examinations are exempted from the classes of new session after the announcement of the result, till the supplementary examinations.

5.8.2 The students will have to come regularly to his failed subject department (schedule to be made by HoD) and his attendance will be counted towards attendance of ongoing session.





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5.8.3 Therefore, students will only one supplementary exam will continue with the classes of new session.

5.8.4 Students who are detained after failure of supplementary exam will regularly attend the classes, practical's / clinical rotations **of failed subject** and will appear in EOB and Pre-annual exam **for calculations of new internal assessment.**

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.'

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 (Non-Integrated).** Cumulative percentage shall be calculated as per the following formula on end of block for 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 %

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



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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. The attendance will be calculated as under :-

5.12.1 **Lecture %**

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

5.12.2 **Practical / Clinical Rotation%**

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

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%**

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

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)





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- 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

