



NOTICE- Revised Attendance Policy

Dated: February 15, 2022

Dear Students,

Shifa College of Medicine has always tried to maintain high academic standards. In this regard the attendance policy has been revised. According to the policy:

1. Students are required to maintain 100% attendance. To cater for illness and other unforeseen events, an allowance of 10% will be permitted. However, the students will have to justify every absence by submitting an application to the Course/Clerkship Director countersigned by their parent/guardian.
2. Students with **less than 90% attendance** in a block/clerkship will not be allowed to sit in the Annual Examination and will appear in 2nd Annual Examination.
3. Students with **less than 75% attendance** will not be allowed to sit in the Annual or 2nd Annual Examinations. They will repeat the block/clerkship in the next academic year.
4. Cumulative attendance of all clinical years in each clerkship must be at least 90% for the students to be eligible to appear in Annual Examination.
5. Cases of students having less than 75% due to circumstances beyond their control will be referred to a Special Committee on Attendance. The Special Committee will deliberate upon and decide accordingly.
6. Students who have to repeat a year after failing the 2nd Annual examination will be required to attend that block/clerkship she/he has failed. Attendance policy will remain the same.
7. Students are expected to be punctual for their classes. Presence will not be marked if they are late.
8. Electives will only be done during the period prescribed for them and not during clerkships.

This policy will be applicable from the upcoming modules/clerkship in the current academic year.

Prof. Dr. Mohammed Amir
Dean FHS/Principal - SCM