FMDC Policy on Student Attendance & Leave in Alignment with PMDC Rules & Regulations

Objective: Frontier Medical & Dental College (FMDC) adheres to the rules and regulations set forth by the Pakistan Medical and Dental Council (PMDC) to ensure the academic integrity and eligibility of students for annual examinations. This policy outlines the guidelines for student attendance and leave, emphasizing compliance with PMDC rules.

Attendance Requirements:

1. **Minimum Attendance Requirement:**
    - Students must maintain a minimum attendance of 75% in each subject, covering lectures, demonstrations, practical, clinics, PBLs, PSILs, CPC, presentations, both indoor and outdoor.
    - Attendance is not limited to lectures alone; it encompasses all academic activities.
2. **No Condoning of Shortfall:**
    - No shortfall in attendance will be condoned in any case by any authority.
    - Attendance records are maintained by the Department of Scholastic Records at FMDC.
3. **100% Attendance Encouraged:**
    - All students are strongly encouraged to strive for 100% attendance.
    - Clinical students are reminded that diseases demonstrated may not be repeated, emphasizing the critical importance of attendance in clinical demonstrations.
4. **Lecture Attendance Procedures:**
    - Lecture attendance is marked at the start of the class.
    - Students arriving more than 10 minutes late are marked absent.
    - Random head counts are conducted for accurate attendance entry.
5. **Clinics, Demonstrations, Practicals, etc.:**
    - Students sign the attendance sheet in front of the teacher, and the teacher countersigns it daily.
    - Weekly attendance is submitted by the Class Representative to the Scholastics Department every Monday.
    - Attendance submitted later than Friday of the current week will not be accepted.

Attendance Policy for Students Repeating a Year:

- Students repeating a year due to poor attendance or failure in professional examinations must attend the classes of the failed subject(s).
- Previous years' attendance will not be considered.
- If the attendance in the repeated year is less than 75%, the student will not be allowed to appear in the next examination.

Attendance Policy for Students Appearing in Supplementary Exams:

1. Only students who have appeared in a professional examination are eligible for supplementary exams.
2. Those not eligible for the annual exam cannot appear in the supplementary exam.
3. Students who did not avail themselves of the chance will have to repeat the year.
4. Provisional promotion is granted to the next class while preparing for the supplementary examination.
5. Attendance is marked in the class to which students have been promoted.
6. Students prepare for the supplementary exam in their own time.
7. Failure to pass the supplementary exam results in reverting to the previous class, with attendance counted accordingly.
8. Non-attendance may lead to a shortage of attendance, requiring students to repeat the year.

Eligibility Criteria for Annual Professional Examinations:

A student is eligible to appear in the annual professional examination if they fulfill the following criteria:

1. 75% attendance
2. Clearance of all financial dues
3. Participation in all three end-of-module examinations
4. No breach of discipline leading to disciplinary committee-recommended punishment.

This policy is in effect immediately and applies to all students at FMDC.

Review: This policy will undergo periodic reviews to ensure alignment with PMDC regulations and effectiveness in maintaining academic standards.

Sincerely,

Dean