



Attendance Policy for Students

Al-Hamd College of Health Sciences Bhakkar

(Version-2.1, Updated in August 2023)

Purpose

To ensure academic excellence and compliance with Pakistan Nursing Council guidelines, this attendance policy aims to delineate the rules for student attendance in lectures and clinical sites.

Scope

This policy applies to all students enrolled in any program at Al-Hamd College of Nursing and Health Sciences Bhakkar.

Policy Statement

1. General Attendance Requirements

- a) All students must attain a minimum of 85% attendance in lectures across all subjects.
- b) 100% attendance is mandatory for all clinical site placements.

2. Leave Application Process

- a) Students must submit leave applications to the respective program coordinator.
- b) Principal approval is required for all leave applications.
- c) Documentary evidence, where applicable, must be attached with medical leaves or any other relevant leaves.
- d) Leave for the death or emergency of a close relative will be considered for the following relations only: father, mother, sister, brother, wife, and siblings.

3. Monitoring Mechanism

- a) Attendance will be recorded for each lecture and clinical session.
- b) The attendance record will be reviewed at periodic intervals to ensure compliance.

4. Consequences for Attendance Deficiency in Lectures

- a) Students who fall below the 85% attendance mark in lectures will not be allowed to sit for midterm or final term examinations for the subjects they are deficient in.
- b) A deduction in sessional (internal) marks will be made proportionate to the percentage of lectures missed.
- c) A penalty may also be imposed by the principal for unjustified absence from duty.
- d) A student absent for long period without an approved leave may be struck off the college rolls as per the rules mentioned in the admission policy.

5. Consequences for Attendance Deficiency at Clinical Sites

Students who fail to attain 100% attendance at clinical sites will be barred from proceeding to the examination and may be subject to additional disciplinary action.

6. Exceptions

Only medical emergencies or extenuating circumstances may be considered for attendance relaxation, subject to provision of verifiable documentation and approval by the concerned authority.

7. Appeals Process

Appeals regarding attendance penalties can be submitted to the designated committee. The decision of the committee will be final.

Review and Implementation

This policy will be reviewed annually or as needed to ensure its relevance and effectiveness.

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- Your feedback may be on the implementation of this document, its difficulties, or its improvement.

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- آپ اپنا نام ظاہر کئے بغیر بھی اپنی رائے کا اظہار کر سکتے ہیں۔
- آپ کی رائے اس ڈاکو منٹ پر عمل درآمد، اس میں مشکلات، یا اس میں بہتری کے متعلق ہو سکتی ہے۔

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