

## **ATTENDANCE AND DISCIPLINARY POLICY – CMH LMC & IOD**

Since CMH LMC and IOD is a renowned Institution in the country and abroad, we have to undertake certain competitive measures for training of our students. Kindly note the following updates / rules.

- a. New Campus management System (CMS) of the college is in place and is fully functional w.e.f 14<sup>th</sup> Oct, 2024. System will promptly auto generate an SMS to absent students and their Parents. Absentees will be strictly processed as per institutional disciplinary code of conduct. Fine will be imposed followed by further action as required (list attached).
- b. Attendance desirably 100% but a minimum of 75% for NUMS and 85% for UHS students is the benchmark for sitting in the Professional Examination. Admission to university for professional exam will be declined if student does not fulfill the minimum attendance requirement. Any leave / sick leave will be applied well in time with relevant documents / proofs for approval of leave (policy attached). Leave period will be deducted from 25 % & 15% allowance of student attendance, respectively.
- c. Participation in all co-curricular activities is mandatory towards learning soft skills, discipline and team work. Attendance in these events will also be counted towards assessment and exam.
- d. Dress code for College Students is being enforced w.e.f. 4<sup>th</sup> Nov 2024. Copy of the Dress code is attached for ready reference.
- e. **Uploading of college activities and personal functions involving other students / faculty on WhatsApp / social media is strictly forbidden. The college will upload all activities as per it's own process / system. Violation will lead to strict disciplinary action.**

Lt Col (Retd)  
Dr. Khizer Iqbal Mufti  
Assistant Director (Student Affairs)

## **STUDENTS DISCIPLINE - FINE POLICY**

1. Rs. 2000/- absenting from 1<sup>st</sup> lecture / any single lecture.
2. Rs. 3000/- Absent for one day.
3. Rs. 1000/- for using mobile phone during the class / lectures unless otherwise asked by teacher to google the disease / syndrome etc.
4. Fine for violation of dress code is mentioned in the dress code policy for students.
5. **Cases of habitual violators will be referred to institution's disciplinary committee for penalty / action, accordingly.**

# CMH Lahore Medical College and Institute of Dentistry

## Dress Code for Students

**Wearing a white overall with First name is mandatory for all students during practical and clinical ward.**

### Male

- Mandatory White overall for practical & clinical sessions
- Collared shirt tucked In.
- Dress trousers (Any sober color)
- Close Toe Shoes with Socks
- Sober coloured Shalwar Kameez (Friday only)
- Maroon Blazer with college monogram in winters (mandatory)

### Female

- Mandatory white overall
- Full sleeves shirts (Knee length)
- Shalwar/Trousers ankle length (any sober color)
- Close toe footwear
- Maroon Blazer with college monogram in winters (mandatory)
- Hijab/Straight Abaya (Optional)

### Do's

- Neat / clean ironed dress
- Ironed white Overall with Name Tag
- Properly tied hair/ braid
- Scrubs with overall are allowed only in theatres / clinical settings
- Clipped nails

### Not Allowed

- Jeans
- Cargo pants
- Round neck T shirt
- Revealing dress
- Low neck line
- Sleeveless
- Skin tight shirt / Trouser
- Shorts
- Capri trousers
- Sports attire.
- Peshawari chappal
- Slip on / High Heels

### Violation of Dress Code

- a. 1<sup>st</sup> Violation - Rs. 2000/-
- b. 2<sup>nd</sup> Violation - Rs. 4000/-
- c. 3<sup>rd</sup> Violation - Rs. 10000/-
- d. 4<sup>th</sup> Violation - Case will be referred to disciplinary committee for penalty / action accordingly

## SOP

### ABSENCE IN ACADEMIC ACTIVITY – CMH LMC & IOD

#### 1. Leave Application Procedure.

a. Students are required to submit their leave application before time or same day during College time through Campus Management System (CMS) / Student Management Portal (SMP) only. **No Hard copy of Student leave application will be entertained.**

#### b. Type of Leave.

(1) **Medical Leave.** For legitimate health issues, supported by a valid medical certificate (preferably from CMH Lahore).

(2) **Death in the Family.** Only for immediate family member's death.

(3) **Own Marriage.** Personal leave for the student's marriage with prior intimation and proof.

(4) **Visa Issues.** For students facing delays or issues related to visa processes, with relevant documentation and flight detail / stay details etc.

(5) **Extreme / Serious Medical Conditions.** Life threatening disease and long hospital stay. For such cases the previous academic records will be checked in the medical board meeting and decision will be taken for such cases accordingly.

c. The College has its own medical board and cases will be forwarded to it as required. **The decision of Medical Board will be final.**

#### **Note:-**

If any medical certificate, documents provided by the student for leave purposes are found invalid/ fake, strict disciplinary action will be taken against the violators.