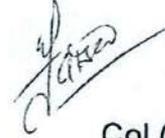


I O N
(Academics & Coord)

Subj: **STUDENT LEAVE POLICY – CMH LMC & IOD**

1. "Student Leave Policy" duly approved by CE/Principal is hereby attached for implementation and dissemination to all concerned please.
2. Forwarded for information and further necessary action, please.



Col (Retd)
AD (Academics & Coord)
Dr. Faisal Ameen Qazi

No: 55 /Gen/Academics & Coord/CMH/LMC dated 20 Oct 2025

To: AD SAB

STUDENT LEAVE POLICY – CMH LMC & IOD

1. General Considerations

- (a) The student's attendance in medical studies is expected to be 100%, however, it is kept below that by universities only to cater for any urgent / unforeseen circumstances against which the student applies leave. For this purpose, ***PM&DC has specified the minimum attendance criteria to be 85% for all disciplines from next academic year.***
- (b) Maintaining the attendance above the minimum benchmark is the ***sole responsibility of the student.***
- (c) Leave would be allowed to only those students who are ***maintaining their overall academic attendance above 85%*** at time of start of leave period.
- (d) ***Leave period is counted as absent from the class however no fine is imposed*** on the students for missing academic activities during the approved leave period. If the leave is rejected by the approving authority and student remains absent, fine will be imposed.
- (e) ***Attendance will not be adjusted*** against any type of leave. The ***only exception is for applications against leave type "Extreme / Serious Medical Conditions"***, once approved by Medical Board with decision permitting attendance adjustment.

2. Leave Application Procedure

- (a) Students are required to submit their leave application at least a day before up till 11:59 PM (midnight) through Campus Management System (CMS) only. However, it may be acceptable Ex Post Facto for the leaves applied against **Emergency and Extreme / Serious Medical Conditions** (Details given against these leave types in subsequent paras).
- (b) **Eligibility to apply for leave.** Students ***maintaining overall attendance of 85% in academics (all subjects inclusive) at the time of start of leave period,*** will be eligible to apply for leave. **CMS will not accept application of any student, for any type of leave, whose overall academic attendance is below 85%.**
- (c) **Types and Durations of Leave**
 - (1) **Short Leave.** Up to ***3 hrs in a single day.*** No application will be acceptable after the start of leave period / ex Post Facto.
 - (2) **Normal Leave.** It can be applied for ***maximum of 5 working days at one time.*** It is to be applied in advance. No

application will be acceptable after the start of leave period / ex Post Facto.

- (3) **Emergency Leave.** It can be applied for **maximum of 5 working days at one time.** It may preferably be applied in advance however it can be applied after the start of leave period / ex Post Facto only if it is duly approved by class coordinator. In such case, scanned copy of application bearing class coordinator's recommendation and signatures, is mandatory to be uploaded on CMS with leave application. This document will be verified by the approving authority from the concerned coordinator.
- (4) **Extreme / Serious Medical Conditions.** It can be applied for **maximum of 10 working days at one time.** It can be applied before / after the leave period depending upon whether medical condition / procedure is elective / emergency. This can only be applied for life threatening diseases, debilitating medical conditions and long hospital stays. The College has its own medical board and only those applications which merit consideration after initial scrutiny by Student Affairs Branch, will be forwarded to it. ***The decision of Medical Board will be final and no appeal against the decision would be applicable. Attendance adjustment (if any) will be applicable as per decision of the medical board.***
- (d) **Withdrawing of Leave Application.** Students can withdraw their leave at any time before the start of leave period. ***Once the leave period has started or the application is approved, it cannot be withdrawn.***
- (e) **Extension in Leave Period.** Students can not apply for extension in leave period. However, they can apply afresh on CMS, provided their overall attendance is still above 85%.
- (f) **Amendment in duration of leave period**
- (1) **Already Approved Leave.** No amendment is allowed in leave period once it is approved. In case of any such requirement, the student must approach Student Affairs Branch for cancellation of previously approved leave and then apply afresh.
- (2) **Leave which is still not approved and leave period has also not started.** It can be withdrawn and fresh application may be initiated for the amended duration.

3. **Submission of Invalid / Fake Documents**. 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.
4. **Implementation of Policy**. This policy will come into effect on 13 October 2025 and will be implemented on next academic session / year of every class / discipline of CMH LMC & IOD including those new sessions which are commencing on 13 October 2025. The policy will be revised as and when required.