



CMH LAHORE MEDICAL COLLEGE **& INSTITUTE OF DENTISTRY**

Subject: Fine Imposition Policy – Absentees from Training Sessions

1. CMH LMC & IOD accords due importance and weightage to the attendance of students CMH Lahore Medical College & Institute of Dentistry, School of Allied Health Sciences and Institute of Nursing, and strictly abides by the minimum attendance requirements for appearing in university examinations. No leverage will be given to any student who fails to achieve minimum attendance criteria of respective university for appearing in examinations.

2. In this regard, extensive efforts have been put in to enhance transparency of attendance marking system viz-a-viz visibility of data to students, faculty and regular sharing with parents. However, in order to further strengthen the efforts and to nurture students' seriousness towards maintaining attendance, the imposition of fines on students who miss their training sessions is being amended and enforced. The salient features of the policy are as under:

- a. **Fine Rates.** Fine will be calculated @ Rs. 200 / contact hour missed. With effect from academic year 2025–26, all academic training activities are being counted and are visible to all students on their portals in terms of contact hours.
- b. **Applicability on subjects.** Fine will be imposed only on prescribed examinable subjects (irrespective of the year in which the exam will be conducted). Fine would be applicable on shortage of attendance in any component of an examinable subject (i.e. Theory and Practical).
- c. **Fine calculation.** Fine will be assessed on a component-wise basis as follows:-
 - (1) If a student's Theory attendance in any examinable subject falls below 75%, a fine will be imposed only on Theory absences in that subject.
 - (2) Similarly, if a student's Practical attendance in any examinable subject falls below 75%, a fine will be imposed only on Practical absences in that subject.

- d. **Exam Admissions.** As per university eligibility criteria for professional exams, a student should have "attended 75 % of the lectures, demonstrations, tutorials and practical or clinical work, both in-patients and out-patients. For clinical subjects, cumulative attendance of all clinical years shall be considered." Therefore, if attendance remains short in any component of any subject examinable in the current year, admission for annual professional exam of that year in that subject will not be sent. In case of integrated training curriculum, attendance shortage of one subject might make a student ineligible to appear in more than one paper in the final professional of that year.
- e. In case of approved leave, no fine will be imposed for the training sessions missed during the leave period.
- f. **Reporting and Fine Imposition Procedure**
- (1) Academics and Coord Section will generate and print the fine imposition report on a quarterly basis for each class and share it with the Finance Department after the completion of each quarter, duly approved by VP Academics. A soft copy will also be shared with Student Affairs Branch (SAB) for record purposes. Subsequently, Finance department will recover these fines on quarterly basis. The Finance Department will deposit the collected fines into the Student Endowment Fund, which will be utilized to support needy students in the future.
 - (2) An email for each individual student will also be sent to the student and the parent / guardian on the registered email address, provided in the Student Biodata form.
 - (3) Finance department will issue fine challans to students on quarterly basis which are to be cleared within given timeline on fine Challans.
 - (4) **Clearing of all dues including fines is a mandatory requirement for processing of admissions** for university examinations. Therefore, Institutional Examination Cell (IEC) will not process admission of any student for the university examinations, whose clearance is not issued from finance department.

3. All departments to ensure timely marking of attendances on system and develop robust mechanism for resolution of any attendance related queries of students on fast track.
4. All students are encouraged to follow their attendance record and get any queries resolved through **concerned departments / Academics and Coord section. Fines once imposed will not be waived off.**
5. The policy is implemented on all programs of all schools of CMH LMC & IOD from Academic year **2026-27**. The policy will be reviewed as and when required.

Dated: 8 Jul 2026

Dy CE / Vice Principal

