



SOP

ABSENCE IN ACADEMIC ACTIVITY – CMH LMC & IOD

(Attendance will not be compensated on any pretext even the medical certificate will not condone for any deficiency in attendance)

1. **Purpose.** This policy is applicable to the students of CMH Lahore Medical College and Institute of Dentistry, School of Allied Health Sciences and Institute of Nursing.
2. **Leave Application Procedure.**
 - a. Students are required to submit their leave application day before uptill 11:59 pm (midnight) through Campus Management System (CMS) / Student Management Portal (SMP) only. **No Hard copy of Student leave application will be entertained, except dire emergency leave which may be applied after approval of class co-ordinator.**
 - b. **Duration of Leave.** Student can apply leave on Campus Management System (CMS) maximum up to five days at one time in a month and 4 x short leaves in a month when attendance in examinable subjects is higher than 75%.
 - c. **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.
 - d. The College has its own medical board and cases will be forwarded to it as required. **The decision of Medical Board will be final.**
 - e. **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.

Dated: 8 Jul 2026

Dy CE / Vice Principal