



**Rahbar Medical & Dental College**

No. RMDC/DME/ 140

Dated: 06 May 2024

## **Leave Policy for Students**

**Subj: Leave Policy for Students – Rahbar Medical & Dental College Lahore**

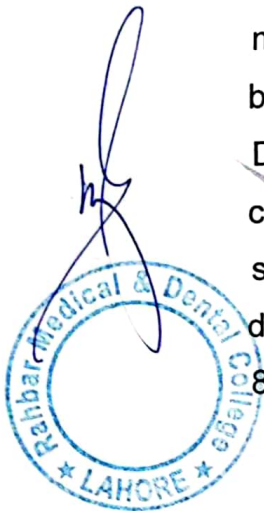
### **Objective**

1. To facilitate and guide the students in provision of leave and enable them to qualify the eligibility criteria for appearing in professional examination in light of UHS directive besides allowing the applicant to fulfill their requirements amicably.

### **Preamble**

2. Some of the minimum leaves admissible to students are sick leave, leave on eve of death of some family member, wedding of siblings (Brother / Sister) or some unavoidable family circumstances. However, to ensure the desired academic performance amongst the students of RMDC and to meet the increased percentage of mandatory attendance by the UHS (i.e 75 percent to 85 percent) leaves are kept within the permissible range (i.e 15 percent). Keeping in view the compassion on case to case basis, the procedure followed for students leave at RMDC, as under:-

- a. Students are required to apply for leave in 3 working days prior to date of availing except in case of emergency leaves on prescribed leave form mentioning the reason for requesting leave.
- b. Emergency leave will be informed on telephone to the class coordinator / Director Medical Education followed by leave application.
- c. The students are allowed to avail leave only after confirming that leave is sanctioned.
- d. It will be ensured that leave sanctioned does not bring the attendance below 85 percent.





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- e. Leave will be requested in hard pressing compassion only by the student(s) God forbid on death of some near relations, acute sickness or wedding of some family member.
  - f. For sick leave a medical certificate issued by PM&DC registered medical practioner duly stamped and signed will be attached with leave application form.
  - g. It is pertinent to mention that leave is not an alternate to the attendance in the class. Students will only be marked in attendance if they are physically present in the class.
  - h. Director Medical Education has been empowered by the principal, RMDC to sanction students leave duly recommended by the HODs concerned / class coordinator.
  - i. Unnecessary leave request will be discouraged.
  - j. Incharge of students Affair Section will maintain the record of students leave.
3. Above leave policy will be implemented in true letter and spirit by the all concerned.
4. No fine is imposed in any shape on students by RMDC, authorities.



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6/5/24  
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