



WOMEN MEDICAL COLLEGE

STUDENTS LEAVE POLICY

- A written application should be sent to the Principal through Student's Affairs Section by the student or her Parent/ Guardian, reporting her illness or cause of absence.
- For sick leave, a Medical Certificate issued by a duly stamped and signed will be attached with leave application (for Abbottabad residents, the certificate should be issued by JIHA / DHQ consultant).
- Un-necessary leave will be discouraged.
- Leave will only be sanctioned in extreme emergencies i.e. on death of some near relations or due to sickness of student etc.
- There is no short leave for students. In case of emergency, the student will contact Principal / Vice Principal who will be the deciding authority after verification from the parents / guardian by the provost / student affairs office. If a student leaves the College/Hospital premises during college hours, it will be her responsibility. Administration WILL NOT be responsible for any consequences.
- Every student shall attend at least 75% of the lectures, seminars, tutorial, practical and clinical rotations, failing which, her name shall not be forwarded to the controller of examination, Khyber Medical University, Peshawar for the purpose of appearing in the concerned university examination.
- In all cases, leave taken will be at student's own risk as far as the total percentage of attendance is concerned.
- In case of Migration/Transfer from other institution the students will have to provide verified attendance record from previous institution.

Prof. Dr. Salma Aslam Kundi
Principal,
Women Medical & Dental College