

ATTENDANCE

A. MBBS:

KUHS:

Minimum 75% of attendance in theory and 80% attendance in clinics/practicals are required for appearing for KUHS examination. Condonation of 5% shortage in attendance once in the entire course period can be granted by the principal on genuine grounds. For appearing for the first time in any of the KUHS examination the candidate must have minimum attendance of 75% in theory and 80% in practical in all the subjects of that examination.

2. Rules and regulations for appearing for University Examinations and passing examinations will be revised time to time according to NMC (National Medical Commission) / University norms.
3. Students must obtain prior permission from the Principal to avail themselves of any kind of leave. In case it is not possible, they must submit the duly filled in leave form to the Principal recommended by the HOD, as soon as they report after leave. In emergency the parent / guardian must send the leave letter to the Email ID of Principal, amalamch@amalaims.org or telephone to Principal's office.
4. Students may lose upto 3 days of attendance for every single day of unauthorised and unwarranted absence.
5. Shortage of attendance resulting from unauthorized absence or unwarranted leave will not be recommended for condonation.



B. LEAVE:

1. Leave allowed shall be permissible leave or special leave. Prior permission should be obtained for availing any kind of leave. Leave form should be submitted in person to the authorities concerned. Permission should not be presumed.

2. **Permissible Leave:** Total permissible leave during 12 months of internship is only 15 days. (3 days of leave for a posting of 12 weeks; 2 days of leave for a posting of 6/7 weeks and 1 day leave for a posting of 2/3 weeks). Leave is not allowed during Emergency Medicine posting. This leave can be availed only with prior permission of the Heads of the concerned departments.

3. **Special Leave:** Special Leave (leave for more than permissible days) is to be sanctioned by Principal. Such leave will be sanctioned only in following cases:-

- i. Marriage of the intern - maximum 7 days
- ii. Marriage, engagement or betrothal of intern or marriage of brother or sister - maximum 2 days
- iii. Marriage of cousins and close friends or death of grandparents - maximum 1 day
- iv. Visa renewal - maximum 5 days
- v. Illness of parents, brother, sister or spouse - maximum 2 days
- vi. Death of parents, brother, sister or spouse - maximum 7 days
- vii. Illness/pregnancy/maternity of intern - actual days on medical certificate* / Max. 60 days
(Whichever is less)

