St.JOSEPH UNIVERSITY

(A State Private University established under Tamil Nadu Private Universities Act, 2019)

KMMC MEDICAL COLLEGE AND HOSPITALS

MBBS STUDENTS – LEAVE POLICY

Effective from: 01 October 2026

Purpose

The Leave Policy is framed to maintain punctuality, discipline, professionalism, and compliance with the National Medical Commission (NMC) attendance requirements for all MBBS students.

1. Attendance Requirement

a) Minimum 75% attendance in Theory classes in each subject.
b) Minimum 80% attendance in Practical/Clinical postings in each subject.
c) Attendance is calculated on the total classes and clinical postings conducted.

2. Leave Entitlement

a) Leave must be obtained with prior permission whenever necessary
b) Leave may be granted for genuine medical, family, or emergency reasons.
c) Medical leave exceeding one day must be supported by a valid medical certificate.

3. Late Arrival Policy

a) Up to 10 minutes late – Attendance marked as Late. (Half-a-Day leave deducted for two late comings)
b) 11–30 minutes late – Half-a-Day Leave deducted.
c) 31–60 minutes late – Full Day Leave deducted.
d) Three Late arrivals will be treated as one full date leave.

4. Clinical Posting Leave

a) Students reporting late for Ward-Rounds, OPD, OT, labour room, or clinical demonstrations may be marked absent for that posting.
b) Missed clinical postings must be completed through make-up postings assigned by the department.

5. Leave Procedure

a) Leave application shall be submitted to the Faculty Mentor/Class Coordinator.
b) Leave exceeding two days requires approval of the Dean.
c) Emergency leave must be informed within 24 hours.

6. Examination Eligibility

Students who fail to meet the prescribed NMC attendance requirement shall not be eligible to appear for the University Professional Examination.

7. Professional Discipline

Punctuality and regular attendance are essential qualities of a medical professional. Habitual absenteeism or repeated late coming may invite counselling and disciplinary action under the Student Code of Conduct.

(*The Policy is subject to change as and when needed*)

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