



Department Of Medical Education
Rawalpindi Medical University/Allied Hospitals



	RAWALPINDI MEDICAL UNIVERSITY			
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The Deans & Heads of departments of Rawalpindi Medical University & Allied hospitals,
Rawalpindi.

Subject: CIA Compensation Policy for 2025

CIA Compensation policy for the year 2025 from 1st till final year MBBS is being shared for your kind information.

Assistant Director-DME
Rawalpindi Medical University

Additional Director-DME
Rawalpindi Medical University

Copy to:

1. PA to Vice Chancellor, RMU
2. Dr. Rabbia Khalid, QEC Department, RMU
3. All Concerned Departments
4. Master File

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RAWALPINDI MEDICAL UNIVERSITY

Policy on student sick leave, attendance requirements, and Continuous Internal Assessment (CIA) compensation

1. Title

Policy on Student Sick Leave, Attendance Compliance, and Compensation Mechanism for Academic Activities and Continuous Internal Assessment (CIA)

2. Purpose

This policy aims to:

- Ensure strict compliance with mandatory attendance requirements for MBBS blocks.
- Define eligibility criteria and procedures for sick leave and other justified absences.
- Establish a transparent, standardized, and equitable compensation mechanism for missed academic activities and CIA.
- Maintain academic rigor, clinical competency, and regulatory compliance with RMU and PMDC standards.

3. Scope

This policy applies to:

- All MBBS undergraduate students of Rawalpindi Medical University.
- All block, including:
 - Clinical components
 - Theoretical components

4. Mandatory Attendance Requirement

4.1 Eligibility to Appear in Block Assessments

- Minimum 85% attendance is mandatory in:
 - Clinical components
 - LGIS components
- Attendance is calculated separately for each block.
- Students failing to meet 85% attendance shall not be eligible to appear in the block assessment unless compensation is approved under this policy.

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5. General Principles of Leave and Compensation

1. Attendance compensation is not a right; it is granted only on justified, documented, and verifiable grounds.
2. Medical certificates do not automatically condone attendance deficiency.
3. Compensation shall be activity-based and outcome-oriented, not a mere relaxation of attendance rules.
4. The maximum permissible leave during one academic year shall be governed by RMU Prospectus provisions.
5. Students must ensure that:
 - o Their attendance prior to leave was $\geq 85\%$, and
 - o Their academic record and professional conduct are satisfactory.

6. Eligibility Criteria for CIE/CIA Compensation

A student shall be eligible for CIA compensation only if all the following conditions are met:

1. Pre-leave attendance $\geq 85\%$ in the concerned block/component.
2. Good academic standing and professional behavior.
3. Valid and verifiable documentation for absence.
4. Total duration of absence does not exceed 40% of the total block duration.
 - o CIA compensation beyond 40% of block duration is strictly prohibited.
5. Compensation plan is:
 - o Feasible
 - o Supervised
 - o Approved by competent authority (Respective Dean)

7. Acceptable Grounds for Leave and Compensation

7.1 Major Grounds (Subject to Documentation)

Compensation may be considered for the following:

- Medical illness (including fracture, psychiatric illness)
- Road traffic accident
- Demise of parent
- Umrah (maximum two weeks)
- Approved academic attachment at another institute
- Other exceptional circumstances approved by Grievance Committee

8. Policy on Minor Illness

1. For minor illnesses (e.g., sore throat, diarrhea, mild febrile illness):
 - o Maximum of 2 days leave may be compensated.

2. Leave up to 2 days:

- o Must be supported by a medical certificate from a registered General Practitioner.

3. Leave beyond 2 days due to illness:

- o Must be supported by a medical certificate signed and verified by the Head of Unit/Department (HOD/Dean).

4. Repeated short-term sick leaves may be reviewed for misuse or pattern of absenteeism.

9. Documentation Requirements

Type of Leave	Required Documentation
Sick Leave $\leq$ 2 days	GP medical certificate
Sick Leave $>$ 2 days	Medical certificate verified by HOD/Dean
Fracture / RTA	Hospital record + medical certificate
Psychiatric illness	Specialist psychiatrist evaluation report
Demise of parent	Death certificate
Umrah	Travel documents (max 2 weeks)
Academic attachment	Official approval letter

Excuse *will inform DME*
All documents must be submitted within 7 working days of resumption.

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10. Compensation Limits and Restrictions

1. No compensation shall be allowed if:
 - o Absence exceeds 40% of block duration.
 - o Overall attendance falls below 85%.
 - o Documentation is incomplete or fraudulent.
2. Compensation cannot be carried forward to future blocks.
3. Repeated requests may trigger disciplinary review.

11. Compensation Mechanisms

Compensation shall be proportional to hours missed and may include one or more of the following:

- Written assignments
- Extra ward work
- Additional ward and Emergency Room (ER) duties
- Case write-ups and logbook completion
- Skills lab sessions
- LMS-based assessments and evaluations
- Departmental or modular assessments

All compensatory activities must be supervised, documented, signed, and verifiable by respective Dean.

12. Approval Authorities

Duration of Absence	Authority
≤ 2 days (minor illness)	Concerned Department
< 10 days	Concerned Department
10-28 days	Department of Medical Education (DME) through Attendance Grievance Committee
> 40% of block	Not permissible

13. Procedure for Leave and Compensation Approval

Step 1: Student Application

- Written application
- Supporting documents
- Previous attendance summary
- Proposed compensation plan

Step 2: Departmental Review

- Verification of attendance and documents
- Recommendation of compensation activities

Step 3: DME

- Scrutiny of compliance with policy

Step 4: Grievance Committee Review

- Final approval or rejection

14. Record Keeping and Monitoring

- DME shall maintain:
 - Master compensation records
 - Attendance audit trail
- All approved compensations shall be subject to internal and external audit.