



ACADEMIC (MEDICAL) SECTION

No : 16367/2024/AC1/MED/A3/KUHS

Date : 22-05-2024

CIRCULAR

Sub: Medical Post Graduate and Super specialty courses-Guidelines regarding criteria for promotion and calculation of attendance for appearing for University examinations -reg

A. Criteria for promotion to subsequent/next academic year

a. Candidates should satisfy both the criteria given below, for the completion of an academic year and for promotion to the subsequent year.

- i. Should have completed one full year (365 days) of training in a particular year.
- ii. Period of training will be extended for the same number of days of all leaves / absence, including medical leave, maternity and paternity leave availed and excess of permitted casual leaves/other leaves taken in the corresponding academic year. All other leaves/ absence above permitted paid casual leave of 20 days/leaves above duly approved academic leave of 5 days, have to be compensated by extension of course in each year.

b. Additional eligibility criteria for promotion to 2nd year

The candidate should have submitted the Thesis protocol to the University (except for Post Graduate Diploma Candidates).

b. Eligibility to appear for University Examination

- 1. A student who has been promoted to subsequent years up-to the Final year as per the criteria above, should have a minimum of 80 % attendance in the total course period, with at least 80 % attendance in the final year to satisfy the attendance to appear for University examination.
- 2. The attendance for the final year shall be calculated from the date of promotion (as per Criteria mentioned above) of the student to the final year.
- 3. The working days for Post Graduate training in each academic year shall be 365 days excluding availed weekly offs (maximum 52 weekly offs in an academic year), which is minimum of 313 days.

Calculation of attendance in the final year for uploading to the University (before the course completion)

a. Denominator:

365 days minus (A) minus (B) {i.e. 365-A-B}

- A = number of days remaining from the day of uploading to the end of the regular academic year (*Academic year ends on 365 x 3 = 1095 days from the first day of the course, i.e. course duration of 3 complete years, as for a*



2024/16367/1

regular candidate of 3 years, having no extension during the entire course)

- B = Number of weekly off's availed by the candidate till the day of uploading.

b. Numerator:

Total no. of days of attendance, for which the candidate was physically present for the Course + Number of eligible paid casual leaves availed in the final year (to a maximum of 20 days) + Number of permitted academic paid leaves duly availed (to a maximum of 5 days) by the candidate, in the final year

Example:

- Date of onset of the regular academic year : 01.8.2021
- Date of completion of the regular academic year : 31.7.2024
- Date of promotion of the student to final year : 01.9.2023
- No. of days worked/physically present by the candidate : 192
- Casual leave availed in final year : 10
- Academic Paid leave availed in final year : 3
- No. of weekly off availed in the final year : 40
- Cut of date for Registration for exam (with fine) : 20.5.2024
- No. of days remaining to the end of regular academic year : 72
(31.7.2024 – 20.5.2024)
- Max permissible weekly off till the date of uploading : (52 – 10) = 42

Percentage of attendance in the final year = $\frac{192 + (10 + 3)}{(365 - 72) - 40} = \frac{205}{253} = 81\%$

Registrar

(Digitally approved document; signature not required)

To

Principals of all Colleges affiliated under KUHS

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