



SOP

Maintenance of Student Attendance

RIPANS: PHARM DEPT:SOP:08

Document Title:
Standard Operating Procedure Maintenance of Student Attendance
Document Number: RIPANS: PHARM DEPT:SOP:08

Originator

Designation
Faculty i/c

Approvals

Designation
Head of Department

Distribution

Designation :
1. Head of Department
2. All Faculties and Staff
3. All students

Version	Date	Description
V00	10.01.2022	Initial Version

1. Purpose

This SOP applies to the procedure for maintenance of student attendance of B.Pharm and M.Pharm courses.

2. Abbreviations and Definitions

SL. No.	Abbreviation/ Terminology	Expansion/ Definition
1.	HoD	Head of the Department
2.	SOP	Standard Operating Procedure

4.1 Input

SL No.	Input Description	Source
1.		
2.		

4.2 Entry Criteria

1. Office order on List of Holidays by Director RIPANS.
2. Announcement of academic Calendar and semester break by concerned HoD.
3. Sessional examination announcement, exam routine.

5. Process Activities

5.1 Activity Description

SL No.	Activities with preferred sequence	Responsibility	Ref. Doc
1.	Lists of Holidays	Director	Office order
2.	Announcement of academic Calendar and semester	HoD	Office Order
3.			
4.			

5.2 Procedure:

- 1) Student shall be alert about their attendance as the minimum attendance required to attend the examination (both sessional and University examination) is 80%. No consideration will be given to student who are lacking the required minimum attendance for both theory and practical.
- 2) For M.Pharm student, biometric attendance is provided at the entrance of the department. All M.Pharm student shall give their fingerprint attendance before and after the working hours without fail.
- 3) The list of attendance shall be print-out on every two weeks.

- 4) For B.Pharm, Class teacher i/c of each Semester Classes shall provide attendance register to Faculty of the respective subject in their classes.
- 5) For every lecture (theory & practicals), faculty (theory) and demonstrator i/c (practical) shall take a roll call and recorded immediately on the attendance register. At the same time, the topic of lecture should be mentioned on the right side of the register with date.
- 6) Student who failed to enter classroom before the given time period shall be marked as absent.
- 7) If student would like to avail leave due to unavoidable circumstances, they shall write leave application and submit to the Head of Department on the first day he/she join the class. He/she should settle the attendances with the concerned teacher with in one week after permission is granted.
- 8) Faculty and demonstrator i/c for each subject shall update the student attendance register for every month, calculating the percentage of attendance and inform the same to student.
- 9) If any complain is there regarding the attendance, student shall report to the concerned teacher immediately.
- 10) The student attendance register should be submitted to class teacher incharge at the end of semester.

6. Risk Management

S. No	Threat Description	Impact	Probability	Risk Score	Control	Status
1.						
2.						
3.						
4.						
5.						
6.						

7. Process Output

S. No	Output Description	User
1.	All formats are kept ready	Teachers , staff and students
2.	Exam results are published on time	Teachers , staff and students

8. Metrics

S. No	Critical Success Factor	Targets
1		
2		
3		

4		
5		

9. References

9.1 Work distribution of staff in the Department of Pharmacy.

10. Exit Criteria

1.1 Office order by Head Department

11. Records

S. No.	Name of Record	Location / Path	Custodian	Retention period
1.	Students attendances	Exam file	i/c Exam cell	5 years
2.	Questions/ results/ evaluated answer scripts	Exam file	i/c exam cell	5 years

***** End ****