



P.S.P Sanstha's
Indira Institute
of Pharmacy

A/P. - Sadavali (Devrukh)
Tal. Sangameshwar,
Dist. Ratnagiri - 415 804
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RE-CONSTITUTION OF ATTENDANCE COMMITTEE

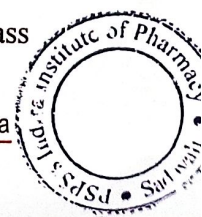
All the students are hereby informed to note that attendance committee has been constituted for the Academic Year 2022-20223 to consider the official and medical leaves of students for the effective monitoring of students attendance the during their absentees. The committee shall review the authenticity of applications submitted by the students for the above mentioned leaves. In view of this, the new guidelines have been framed to streamline the process.

Preamble:

The providing medical excuses may encourage some students, consciously or deliberately, exaggerate a minor illness and exploit the illness as an excuse for failure to attend academic schedules.

GUIDELINES:

1. Medical leave for minimum of 5 days will be considered.
2. Maximum of 10 days of medical leave will be considered in a semester.
3. To consider medical leave, following documents must be submitted:
 - a) Medical Certificate from a registered medical practitioner (RMP).
 - b) Prescription(s)
 - c) Diagnosis report(s), wherever applicable
 - d) Duly filled in application form signed by the parents
4. For consideration of medical leave, parents should intimate the concerned class coordinator at the earliest.
5. To consider official (Scientific/ sports/ cultural/ extension activities) leave, following documents must be submitted:
 - a) Prior written permission from concerned authority
 - b) Certificate of participation / attendance, wherever applicable
6. For consideration of official leave, concerned faculty should intimate the concerned class coordinator at the earliest.
7. The committee reserves the right to demand any other documents in addition to above specified for sanctioning medical / official leave of the students.
8. The committee reserves the rights sanction medial / official leave of the students.
9. The attendance of the applicant will be considered at the end of semester.
10. The applicant shall submit the leave application on the date rejoining the theory and practical.
11. The official and medical leave applications shall be submitted to the concerned class coordinator.





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Sr. No	Name of members	Designation	Position Held
1	Mr. P. B. Gurav	Chairman	Senior faculty
2	Miss S. R. Fernandes	Member Secretary	Attendance in charge
3	Mrs. M. A. Khade	Member	Exam in charge (B. Pharm)
4	Mr. V. S. Kulkarni	Member	Class Coordinator: Final Y. B. Pharm
5	Miss V. B. Nalawade	Member	Class Coordinator: Third Y. B. Pharm
6	Mr. S. B. Netke	Member	Class Coordinator: Second Y. B. Pharm
7	Ms. N. G. Gaonkar	Member	Class Coordinator: First Y. B. Pharm
8	Mr. S. R. Tulsankar	Member Secretary	Attendance in charge
9	Miss B. Z. Zambharkar	Member	Exam in charge (D. Pharm)
10	Miss S. S. Pilankar	Member	Class Coordinator: Second Y. B. Pharm
11	Miss A. V. Berde	Member	Class Coordinator: First Y. B. Pharm

**Miss S. R. Fernandes
Attendance In-charged**



**Dr. A. B. Khade
Principal**

- Copy to: 1. All class coordinators for information and necessary action.
2. Member secretary for information and necessary action.