

Pravara Rural Education Society's
COLLEGE OF PHARMACY, Chincholi
Tal. Sinnar, Dist. Nashik 422 101



**ATTENDANCE
AND
ASSESSMENT RECORD**

Year 20 - 20

CLASS : I / II / III / FINAL YEAR B.PHARM

SUBJECT : _____

NAME OF THE TEACHING STAFF : _____

DEPARTMENT : _____

INSTRUCTIONS

- 1) The subject teacher during the academic year and Dean there after will be responsible for the safe custody of the register and for submitting it to the authorities whenever required.
- 2) Attendance record is an important document and at most care should be taken while making entries. There should be no overwriting, disfiguring, incompleteness. Any corrections, if made should be individually initialed.
- 3) Attendance should be marked in the relevant column noting the date and the lecture period.
- 4) For uniformity of attendance record, the entries are to be made as cumulative numerical entries with A mark on the day the student absent.
- 5) At the end of each period the number of absentees should be clearly noted in the last row of the column on each page and initialed as a token of check.
- 6) Topics covered in each class should be recorded in the space provided.
- 7) Before commencement of each sessional the entries in the register should be attested by the Head of Department.
- 8) At the end of every sessional Exam the staff will send cumulative attendance report in percentage up to that period to the assigned of authority. The assigned authority will compile of assigned class all the reports and submit to the Dean. The Dean will arrange to intimate the parents of such students whose attendance is short of the prescribed minimum classes.
- 9) Test marks should be entered in the columns provided.
- 10) At the end of the year the percentage of attendance for each students should be worked out and entered in the relevant column. The register should be submitted to the Dean through Heads of Departments along with a cumulative attendance report in percentage of the semester.
- 11) Assigned authority will prepare the consolidated report at the end of the year for each class.
- 12) After checking & endorsing the entries, the Heads of Department should forward the attendance registers to the Dean for further action and the cumulative report in percentage to the assigned authority.
- 13) This register should be handed over to the Heads of Department when ever the staff member goes on long leave or when he leaves the college.

Academic Year : _____

Semester From _____ To _____

Class : _____ Branch : _____

Subject : _____

Code No : _____

Initials of H.O.D. with Date	1st Sessional	2nd Sessional	3rd Sessional	End of the Academic year
Signature with Date	Staff Member	H.O.D.	Academic Dean	Principal

