



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान—हाजीपुर

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) - HAJIPUR

(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)

Export Promotions Industrial Park (EPIP), Industrial Area, Hajipur

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NIPER/HJP/Dean/2025-26/11

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NOTICE: "Effective Student Biometric Attendance Policy at NIPER Hajipur".

Dear Scholars,

As new scholars have joined, this policy is being updated and re-issued for both new and existing scholars to ensure clarity and to avoid any ambiguity regarding the *Student Biometric Attendance Policy*. The following guidelines are to be strictly complied with:

I. General Guidelines


- All attendance and leave records for release of stipend will be based on **biometric attendance only**.
- Students must check-in through the biometric system located adjacent to the security cabin in the Admin. Building **between 8:30 AM to 10:30 AM** (morning session) and check-out **between 5:30 PM to 7:30 PM** (evening session). The total working hours must not be less than **8 hours** on any working day.
- The system will automatically record **only the first punch of the day (morning) and the last punch of the day (evening)**. Multiple punches will not be considered.

Example:

i. If you punch at **8:29 AM or before**, it will be counted as absent for the morning session.

ii. If you punch at **7:31 PM or later**, it will be counted as absent for the evening session.

- Students must not punch early or late beyond the designated slots, and must punch only once in the morning and once in the evening.
- Any punching **after 01:00 PM** will automatically be marked as **Half-Day Absent**, irrespective of whether a letter is submitted.
- Any check-in or check-out outside the specified hours will not be counted and will result in an **absence** for that session/day.
- If a student checks in or checks out during only one designated session, they will be marked **present for half-day and absent for the other half-day**.
- Any unauthorized or unapproved absence will be treated as **"absent without stipend."**


Dean
राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान (हाजीपुर) हाजीपुर-844102, बिहार (भारत)
National Institute of Pharmaceutical
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- If any **Saturday, Sunday, or Gazetted Holiday** falls in between your applied leaves, it will be treated as part of the leave (sandwich rule) and will be deducted from your leave account.
- Medical leave will only be processed as per the **SoP (attached separately)**.

II. Reporting Missed Punch Applications & Valid Reasons

Only the following reasons will be considered valid for missed punch-related submissions:

- **Train/flight delay or rescheduling** (ticket copy must be attached).
- **Laboratory work** where punching was not feasible (logbook copy duly signed by supervisor must be attached).

For such cases, the following rules will apply:

- The scholar must submit an application to the **IT Section** of the institute citing the reason for missing the punch.
- There is **no need to obtain the Dean's signature** in person before submission. Signature of **HoD with Advisor** will be sufficient for review.
- Applications received **beyond 24 hours** or **at the end of the month** will not be entertained.

Note: Strict adherence to the above policy is mandatory. Any deviation will directly impact stipend release without further correspondence.




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Dean – NIPER HAJIPUR
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