

## ATTENDANCE MONITORING COMMITTEE

The Attendance Monitoring Committee is formed to work for the benefit and welfare of the students.

### Objectives:

- ❖ To monitor students attendance subject wise.
- ❖ To ensure all the students are having minimum attendance to write University exam.
- ❖ To arrange for extra classes in few problems oriented subjects if the absenteeism is of genuine medical reasons.
- ❖ To mentor and orientate students regularly about the importance of attendance.

### Procedure:

- ❖ The staffs are encouraged to give suggestions to improve the attendance percentage of the students.
- ❖ The management will frame strict norms of absenteeism.
- ❖ The faculties and the class in charges must ensure every one attending the class all the working days.
- ❖ The unapproved leaves are intimated to the parents by the mentors assigned to the students.
- ❖ The management must conduct parent's staff meeting regarding student performance and attendance.

### Responsibilities:

- ❖ To ensure attendance is taken for every session.
- ❖ Attendance percentage is calculated weekly.
- ❖ Mentors must inform the parents about their wards attendance if it is below minimum or frequent absenteeism.
- ❖ Conducting extra classes for deserved students.

### Frequency of Meetings:

Once every Month.

**Committee membership details:**

<b>Committee Role</b>	<b>Designation</b>
Chairperson	Director
Convener	Associate Professor (Academics/Administration)
Members	1 Associate Professor 2 Assistant Professors 1 Non-teaching clerical staff

**Committee Members:**

<b>Name</b>	<b>Designation</b>	<b>Role</b>
Dr. D.Nisar Ahmed	Director	Chairperson
Dr. Major. Zahid Hussain	Additional Director (Admin)	Convener
Dr. S.G.Balaji	Associate Professor (Academics and R&D)	Member
Mr.M.S.Siranjeevi	Assistant Professor	Member
Mr. M.Riaz Ahmed	Assistant Professor	Member
Mr. I.Faiz Ahmed	Senior Assistant	Member