



## **Attendance Monitoring Committee 2017-18**

### **Aims and Objectives:**

Attendance monitoring committee aims to institute discipline among students in terms of punctuality and every day and attendance. This implies that students come to college on time and should not be able to leave the campus without permission from their class counsellors. In every lecture, attendance is taken and the student signs on attendance sheet. This data are computerized afterwards. Every week cumulative presence and absence of all the students of all courses is calculated. Students having less than 80% attendance in any week are informed and advised to improve their record.

### **Attendance Monitoring Committee (2017-18)**

Dr. Vijay Gondaliya	Chairperson
Ms. Niyati Shah	Coordinator
Mr. Nisarg Shah	Member
Ms. Kinjal Mistry	Member
Ms. Nimisha Jariwala	Member
All Class Counsellors	Member

### **Specific Responsibilities of Coordinators:**

- Generate attendance sheet
- Update attendance sheet(Remove cancelled ID Numbers)
- Enter data into computer.
- Generate weekly, monthly absentee report – Give the report to respective class counsellors and display on notice board.
- Advise the Director regarding examination form withdrawal of students with authentic documents.
- Effective utilization and implementation of SIS.

### **Specific responsibilities of class counsellors**

- Counsel highly irregular students, inform and involve their parents also.
- Issue monthly letters to parents by registered post.

Dr. Vijay Gondaliya  
(I/c. Director)