

## **NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)**

**Accredited with 'A' Grade by NAAC in the 3<sup>rd</sup> Cycle with CGPA 3.62**

**Accorded Star Status by DBT**

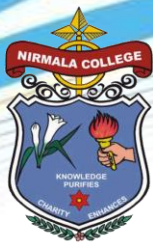
**Recognized by DST-FIST at level '0'**

**Red Fields, Coimbatore -641018, Tamil Nadu, India.**

# **ATTENDANCE COMMITTEE**

**GBM: 28.03.2022**

**POLICY NUMBER: NCW044**



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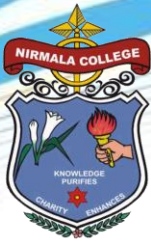
Attendance committee aims to assert discipline among students in terms of regular attendance and punctuality to the classes. This implies that students come to college on time, attend the classes and should not be able to leave the campus without the permission from their tutors, Head of the Department and even from the Principal in extraordinary circumstances.

## **POLICY**

1. To cultivate self-discipline among students
2. To maintain Proper record of the attendance of students
3. To encourage the students who are regular to college
4. To serve as a yardstick for various administrative procedures and processes
5. To provide the needed information to different stakeholders on time

## **PRACTICES**

1. Maintain the correct database of all the students
2. Ensure teachers mark attendance of the students on time everyday
3. Inform the parents of the absentees on a daily basis
4. Members to meet once a month to review the students' attendance
5. Prepare the list of students who have taken more than 5 days of leave in a month
6. At the end of the semester prepare the students list who have less than 75% of attendance
7. Send the list to the concerned departments, Controller of Examination Section and a copy to the principal
8. Counsel the Students who take leave often
9. Motivate the students by instituting awards who have not taken even a single day leave.
10. Take remedial actions for the unwarranted leave taken by the students



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## **OUTCOMES**

1. Students will be Regular and punctual to college
2. Students will be able to concentrate on studies
3. Participate in Co-curricular and extracurricular activities
4. Students will be self-disciplined
5. Better citizens of the country

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