



14<sup>th</sup> February 2024

## **ATTENDANCE COMMITTEE**

Attendance committee of the college is being reconstituted with immediate effect, till further instructions. It's primary function is to assert and ensure discipline among learners, in terms of their regular attendance and punctuality in the classes. The committee will at least once every 4 weeks or as and when required during the relevant semester period of the academic year.

### **The objectives of the committee are:**

**Implementation of Attendance Policies:** The committee shall ensure the effective implementation of the college's attendance policies, which include minimum attendance requirements for learners to be eligible to appear for the examinations.

**Monitoring of Attendance:** The committee is expected to track and monitor the attendance of learners in various classes as well as in related academic activities, ensuring that learners adhere to the attendance policy set by the college.

**Dealing with Excused Absences:** The committee will review and manage excused absences due to valid reasons, such as medical issues or emergencies, student's involvement in and managing official academic/technical/sports/NSS/Co-curricular and other activities, both within and outside the premises of the college, ensuring that learners are unfairly penalized for genuine situations. In such cases the committee will ascertain the genuineness of the request put forward (as recommended by the concerned In-charge faculty member & HOD) and approve them accordingly.

**Dealing with Unexcused Absences:** The committee is expected to take appropriate action against learners with Unexcused Absences, which may include issuing warnings, counselling or disciplinary measures in severe cases.

**Interventions for low attendance:** When learners have consistently low attendance, the committee will intervene to identify the root causes and provide appropriate support, such as counselling or guidance, to improve their attendance and ensure participation in the teaching learning process.

**Ensuring Continuous Improvement:** The committee will continuously assess the effectiveness of attendance policies and interventions, seeking ways to improve the attendance and overall student engagement.

Sr. No.	Name of the member	
1	Dr. Meera Narvekar	<b>Convener</b>
2	Dr. Vinaya Sawant	<b>Co-convener</b>
3	Mr. T. D. Biradar	<b>Co-convener</b>
4	Dr. Poonam Kadam	Member (EXTC)
5	Mrs. Stevina Correia	Member (IT)
6	Mr. Pankaj Sonawane	Member (Comp Engg.)
7	Mr. Dhaval Birajdar	Member (Mech)
8	Mrs. Pradnya Joshi	Member [CSE(DS)]
9	Mrs. Komal Patil	Member (AI_ML)
10	Mrs. Nikita Raichada	Member (AI_DS)
11	Mrs. Hezel Lopez	Member [CSE(ICB)]
12	Dr. Ajit Gudekar	Member (Chem)
13	Mrs. Bahar Soparkar	Member (Elex)
14	Dr. Ankita B. Jain	Member (First Year)
15	Mrs. Manisha Keshab	

Best wishes!

Dr. Hari Vasudevan  
(Principal)