



TKR COLLEGE OF ENGINEERING AND TECHNOLOGY

AN AUTONOMOUS INSTITUTION

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(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTU H)

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Objective:

An Attendance Committee in an engineering college plays a crucial role in maintaining academic discipline and ensuring students meet the required attendance criteria for examinations and overall academic progression. Here's a breakdown of its typical functionalities and composition:

Functionalities of an Attendance Committee:

Policy Implementation:

1. Ensuring the effective implementation of the college's attendance policies, including minimum attendance requirements (e.g., 75% or 80% for theory and practicals) for eligibility to appear for university examinations.
2. Adhering to university norms and guidelines regarding attendance.

Attendance Monitoring and Tracking:

1. Systematically tracking and monitoring student attendance in all theory, practical, and tutorial classes.
2. Identifying early signs of absenteeism and academic under-performance.
3. Maintaining accurate and transparent attendance records (daily, monthly, semester-wise).

Addressing Absences:

1. **Excused Absences:** Reviewing and managing excused absences due to valid reasons (e.g., medical issues, emergencies, participation in college-approved academic/technical/sports/NSS/co-curricular activities). The committee assesses the genuineness of such requests.
2. **Unexcused Absences:** Taking appropriate action against students with unexcused absences, which may include issuing warnings, counseling, or disciplinary measures in severe cases.

Interventions for Low Attendance:

1. Identifying students with consistently low attendance.
2. Intervening to identify the root causes of absenteeism (e.g., personal issues, academic struggles).
3. Providing appropriate support, such as counseling or guidance, to help students improve their attendance.
4. Communicating with parents/guardians regarding their ward's attendance status.
5. Issuing show-cause notices for short attendance and detention letters to parents of detained students before examinations.

Con-donation of Attendance:

1. Reviewing requests for con-donation of attendance for students with a marginal shortage (e.g., between 65% and 75%) on genuine and valid grounds.
2. Recommending condonation to the college academic committee, often with a stipulated fee.

3. Strictly adhering to policies that state attendance below a certain percentage (e.g., 65%) will not be condoned, leading to detention.

Discipline and Punctuality:

1. Promoting discipline among learners in terms of regular attendance and punctuality in classes.
2. Taking action against latecomers as per college rules.

Communication and Reporting:

1. Displaying daily and monthly attendance records for students to monitor.
2. Sending quarterly letters or regular communication to deans, HODs, mentors, and parents regarding attendance.
3. Reporting attendance data and statistics to higher education authorities as required for compliance and assessment purposes.

Continuous Improvement:

1. Continuously assessing the effectiveness of attendance policies and interventions.
2. Seeking ways to improve attendance rates and overall student engagement in the teaching-learning process.
3. Conducting awareness campaigns or workshops about the importance of attendance.

Liaison with Faculty:

1. Collaborating with faculty members to ensure accurate recording of attendance and to address any concerns or challenges related to attendance management.
2. Providing guidelines to faculty for marking attendance.

Composition of an Attendance Committee:

The composition of an Attendance Committee can vary slightly between colleges, but it generally includes representatives from various levels of the institution to ensure comprehensive oversight and fair decision-making. A typical composition might include:

1. **Chairman/Convenor:** Often a senior faculty member, Dean of Student Affairs, or a Head of a specific school/department. This person leads the committee and oversees its functions.

2. **Co-Convenor:** Another senior faculty member to assist the Convenor.

3. **Members (Faculty Representatives):**

The committee often meets regularly (e.g., once every 4 weeks or as and when required) during the academic semester to review attendance data, discuss individual cases, and implement necessary actions.