



# SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)  
(NAAC Accredited)

Ref. No.: \_\_\_\_\_

Date: \_\_\_\_\_

## Attendance Committee

Sr. No	Faculty Name	Designation
1	Ms. Agnus Idiculla	Chairperson
2	Mrs. Padmaja Nair	Member
3	Ms. Malvika Nambiar	Member
4	Mrs. Sujata Dhas	Member

### **Objective:-**

To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.

### **Responsibilities:**

- 1) Prepare attendance records semester wise.
- 2) Intimate subject teachers to complete online attendance on a daily basis.
- 3) Display the attendance list for the information of the students and make corrections if needed.
- 4) Generate the defaulters' list and hand over one copy to the IQAC so as to mail them to respective parents /guardians and give one copy to the respective class coordinator.
- 5) Prepare a subject wise list of the final attendance, practical and lectures together and make it available on share-on folder for subject teachers' ready reference.