



SAKET GYANPEETH
NURTURING POTENTIAL

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

Academic Year 2026-27

Sr. No	Faculty Name	Designation	Signature
1	Ms. Padmaja Nair	Chairperson	
2	Ms. Manisha Kshirsagar	Member	
3	Ms. Kiran	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.

Principal