

Attendance Monitoring Committee – Siddhayog Law College

Committee Formation: 11th August, 2023

Mission:

To ensure regularity, punctuality, and academic discipline among students by maintaining transparent and efficient attendance monitoring systems. The committee aims to cultivate a sense of responsibility and commitment to learning, recognizing attendance as a vital component of academic success and professional growth.

Vision:

To create a disciplined and responsible academic environment at Siddhayog Law College, where regular attendance reflects the institution's commitment to excellence, integrity, and accountability in legal education.

Objectives:

- To monitor and maintain accurate attendance records of all students.
- To identify irregular students and take corrective measures through counselling and communication.
- To ensure timely submission of attendance data to the Principal and respective class teachers.
- To create awareness among students about the importance of regular attendance for academic excellence and internal assessment.
- To assist in implementing digital or automated attendance systems for better efficiency and accuracy.
- To recommend suitable actions or support for students with genuine reasons for absenteeism, ensuring fairness and empathy.



Committee Members (2023–24):

Sr. No	Name	Designation
1.	Ms. Preeti Bondre	Chairperson
2.	Prof Harshada Shinde	Convenor
3.	Prof. Anjali Harshe	Faculty Member
4.	Mrs. Anuja Raut	Student Representative
5.	Ms. Ankita Jadhav	Student Representative
6.	Ms. Rudra Lad	Student Representative

Roles and Responsibilities:**Chairperson:**

- Provides overall guidance and ensures attendance policy is effectively implemented.
- Reviews monthly attendance reports and recommends necessary disciplinary or supportive actions.

Convenor:

- Oversees daily and monthly attendance tracking and reporting.
- Coordinates between class teachers, administrative staff, and students for data verification.

Faculty Member:

- Assists in data compilation, verification, and follow-up with concerned students.
- Supports the convenor in preparing attendance summaries and improvement reports.

Student Representatives:

- Help communicate attendance norms and deadlines to peers.
- Encourage classmates to maintain regular attendance and report genuine difficulties to the committee.
- Assist faculty in maintaining transparency and student engagement in attendance drives.

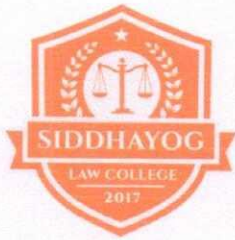
Approved by:



Principal

Siddhayog Law College, Khed

Date: 11/08/2023



Attendance Monitoring Committee – Siddhayog Law College

Committee Formation: 10th October, 2024

Mission:

To ensure regularity, punctuality, and academic discipline among students by maintaining transparent and efficient attendance monitoring systems. The committee aims to cultivate a sense of responsibility and commitment to learning, recognizing attendance as a vital component of academic success and professional growth.

Vision:

To create a disciplined and responsible academic environment at Siddhayog Law College, where regular attendance reflects the institution's commitment to excellence, integrity, and accountability in legal education.

Objectives:

- To monitor and maintain accurate attendance records of all students.
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- To create awareness among students about the importance of regular attendance for academic excellence and internal assessment.
- To assist in implementing digital or automated attendance systems for better efficiency and accuracy.
- To recommend suitable actions or support for students with genuine reasons for absenteeism, ensuring fairness and empathy.



Committee Members (2024–25):

Sr. No	Name	Designation
1.	Ms. Preeti Bondre	Chairperson
2.	Prof Harshada Shinde	Convenor
3.	Prof. Rohan Sawant	Faculty Member
4.	Ms. Ankita Jadhav	Student Representative
5.	Ms. Rudra Lad	Student Representative
6.	Ms. Onkar Patil	Student Representative

Roles and Responsibilities:**Chairperson:**

- Provides overall guidance and ensures attendance policy is effectively implemented.
- Reviews monthly attendance reports and recommends necessary disciplinary or supportive actions.

Convenor:

- Oversees daily and monthly attendance tracking and reporting.
- Coordinates between class teachers, administrative staff, and students for data verification.

Faculty Member:

- Assists in data compilation, verification, and follow-up with concerned students.
- Supports the convenor in preparing attendance summaries and improvement reports.

Student Representatives:

- Help communicate attendance norms and deadlines to peers.
- Encourage classmates to maintain regular attendance and report genuine difficulties to the committee.
- Assist faculty in maintaining transparency and student engagement in attendance drives.

Approved by:

Principal

Siddhayog Law College, Khed

Date: 10/10/2024