



St. Joseph's College of Arts and Science for Women

(Affiliated to Periyar University, Salem)

An ISO 9001:2015 Certified Institution

Recognised U/s 2(f) and 12(B) of the UGC Act

Mookandapalli, SIPCOT, Hosur - 635 126

ATTENDANCE COMMITTEE

POLICY

- To encourage students, establish self-discipline
- To keep accurate records of students' attendance
- To motivate regular college attendees
- To act as a benchmark for different administrative procedures and processes
- To promptly supply the necessary information to various stakeholders

PRACTICES

- Continue to keep an accurate student database.
- Ascertain that educators record students' attendance promptly each day.
- Notify parents of any absences on a daily basis.
- A monthly meeting to assess student attendance will be held by the members
- Create a list of the students who have taken more than five days off in a given month.
- Create a list of the students who have less than 75% of the semester left to attend.
- Forward a copy of the list to the principal and the relevant departments
- Offer advice to students who frequently take time off
- Encourage the students by establishing prizes for those who haven't taken a single day off.
- Take remedial measures for the students' unwarranted leave of absence.

OUTCOMES

- Students will attend college on a regular and punctual basis
- Students will be able to focus on their academic work.
- Consider part in extracurricular and co-curricular activities.
- Learners will possess self-control.
- Improved nation citizens