

Jain College - Attendance Monitoring Committee

The Attendance Monitoring Committee at Jain College is formed to ensure consistent academic engagement and timely monitoring of student attendance. The committee is responsible for maintaining transparent and efficient attendance systems and supporting academic success through regular tracking and counseling.

1. Objectives

- To maintain accurate and up-to-date attendance records for all students.
- To ensure students meet the minimum attendance criteria prescribed by the university.
- To identify students with low attendance and recommend appropriate action.
- To foster regularity and punctuality through continuous monitoring and communication.
- To assist departments in implementing automated or digital attendance systems.

2. Attendance Monitoring Committee Members

Name	Designation	Role in Committee
Dr. Naveen Kumar C.M	Principal	Chairperson
Ms.Akila HG	Faculty, Dept. of Languages	Coordinator
Ms. Anjana M	Faculty, Dept. of Management	Member
Ms.Prathima D	Faculty, Dept. of Computer Science	Member
Mr. Manju	Assistant	Member

3. Roles and Responsibilities

- Supervise daily attendance updates across departments.
- Review monthly attendance reports and flag shortfalls.
- Conduct counseling sessions for students falling short of the attendance requirement.
- Coordinate with department heads to resolve discrepancies in attendance records.
- Submit semester-wise attendance reports to the Principal and IQAC.
- Recommend eligibility
- lity status of students for exams based on attendance.