



SEICOM DEGREE COLLEGE

(AFFILIATED TO SV UNIVERSITY)

(ACCREDITED BY NAAC)

9-66/14-A, New Maruthi Nagar, Extension, Tirupathi. Ph : No. 0877-2241094, 2242606

CONSTITUTION OF THE ATTENDANCE MONITORING COMMITTEE

Preamble

To ensure consistent and systematic monitoring of student attendance, SEICOM Degree College formally constituted the **Attendance Monitoring Committee on 7th August 2015**. This committee is committed to promoting discipline and accountability among students through effective attendance management.

Objectives

- To monitor and ensure regular attendance of students in all academic activities.
- To address and resolve attendance-related issues in a timely manner.
- To promote awareness of the importance of regular attendance for academic success.

Committee Composition

The Attendance Monitoring Committee shall consist of the following members:

Chairperson

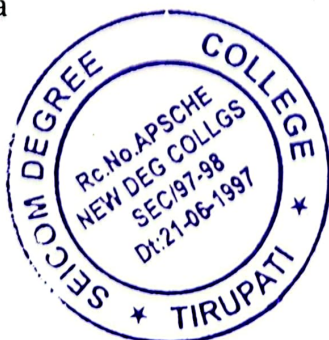
Mrs. K. Vanarekha

Secretary

Mr. G. Jaya Chandraiah

Members

- Mrs. P. Swarnalatha
- Mrs. M. Chandana
- Mrs. B. Neelima
- Mrs. P. Kavitha
- Mrs. P. Sudharani



D. Chese Reddy
PRINCIPAL
Seicom Degree College
Tirupati

Roles & Responsibilities

- Maintain and regularly update attendance records for all students.
- Identify and counsel students with low attendance.
- Coordinate with faculty to ensure accurate attendance marking.
- Notify parents/guardians about attendance-related concerns as needed.
- Develop strategies to encourage and improve student attendance.

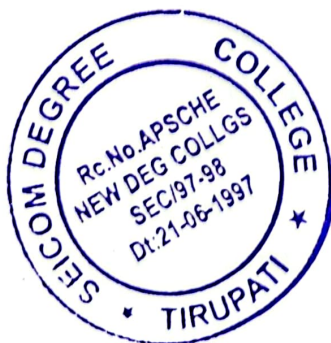
Implementation Procedure

- Convene regular meetings to review attendance data and address issues.
- Collaborate with faculty to identify students requiring intervention.
- Ensure timely communication of attendance reports to the administration.
- Organize awareness sessions on the significance of regular attendance.

Review & Amendment

This constitution is subject to periodic review by the Attendance Monitoring Committee in consultation with the college administration to ensure its relevance and effectiveness in achieving its objectives.

This constitution reflects SEICOM's commitment to fostering a disciplined and academically focused learning environment.



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PRINCIPAL
Selcom Degree College
Tirupati