



Students' Attendance Monitoring

Monitoring the attendance of the students helps them to progress towards their individual growth. It improves their academic performance as well as their interest in other activities. Continuous support in tracking students attendance shows tremendous changes in their performance.

Following are the ways that are implemented to monitor students attendance

- Students those who are in need of leave, should get their leave sanctioned on previous day before they avail leave in the prescribed leave form along with their parents signature. If the reason is valid the leave will be sanctioned by the Head of the department which is to be forwarded by the Mentor and class coordinator.
- If students are in need of leave during examination time, then the leave will be sanctioned by the Principal, if the leave form is forwarded by the HoD.
- If any student couldn't get prior permission on their emergency leave, then the phone call by the parents will be accepted. But he/she should submit the leave form the next day with their parents signature.
- Daily attendance is monitored by the Mentors/class coordinators and absentees detailed report on leave should be submitted to the HoD on the same day before 09.30 a.m. All department wise students' absentees details should be forwarded to the principal before 10.00 a.m. every day.
- Students absenteeism is reported to their parents immediately after the first hour attendance.
- Students availed more than three days leave without valid reason should meet the principal with their parents along with his/her mentor/class coordinator/HoD.

- Counselling is regularly done by the Mentor/class coordinator/HoDs. If required principal also counsels the students/parents.
- In some of the cases, parents dont know the importance of attending the classes regularly and they ask their children to take leave for unnecessary matters. Also in most of the cases parents support their children if they take leave even without reasons. So counselling is also given to their parents to make them understand the importance of their children attending classes everyday.
- Students are encouraged by recognizing their full attendance by awarding them in their department's association function.
- Students avail leave sometimes for their lack of interest in studies, such students are identified in the beginning and proper counseling helps and motivates them to continue their studies with interest.
- Every year there are few students who desires to discontinue their studies but most of the time counseling helps and motivates them to pursue their education.