



NURTURING POTENTIAL

SAKET GYANPEETH'S SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)
(NAAC Accrediated "B" Grade)

Attendance Committee

Sr. No	Name of the Faculty	Designation	Contact No.
1	Asst. Prof. Krishnamurthy Velar	Chairperson	9322134824
2	Asst. Prof. Shubhangi Ingole	Member	9049510846
3	Asst. Prof. Urvashi Khona	Member	9324571138
4	Asst. Prof. Nilesh Kushwaha	Member	9029432329
5	Asst. Prof .Ajay Shelar	Member	8097207557
6	Asst. Prof. Anuradha Parab	Member	9321880297

Objective:-

To keep track of students' attendance and to ascertain whether there is any Correlation between their attendance and performance and if so, to what degree.

Responsibilities:

1. Prepare attendance records semester wise.
2. Intimate subject teachers to complete online attendance on a daily basis.
3. Display the attendance list for the information of the students and make corrections if needed.
4. Generate the defaulters' list and hand over one copy to the IQAC so as to mail them to respective parents /guardians and give one copy to the respective class coordinator.
5. Prepare a subject wise list of the final attendance, practical and lectures together and make it available on share-on folder for subject teachers' ready reference.

Principal,
Prof.(Dr.) Vasant D.Barhate



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