

# TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

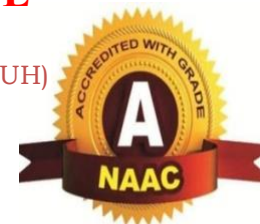
(UGC-Autonomous)

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTUH)

Accredited by NAAC- 'A' Grade. Accredited by NBA

Medbowli, Meerpet, Balapur(M), Hyderabad, Telangana- 500097

Mob: 8498085218. Email: [info@tkrec.ac.in](mailto:info@tkrec.ac.in), [www.tkrec.ac.in](http://www.tkrec.ac.in)



## STUDENTS ATTENDANCE COMMITTEE

The Students Attendance Committee is responsible for monitoring and addressing student attendance-related matters. Its primary purpose is to ensure that students maintain regular attendance and comply with attendance policies.

The committee is set to convene quarterly, with additional meetings arranged when required.

The STUDENTS ATTENDANCE COMMITTEE will consist of the following members:

S.No.	Name of the Staff	Designation	Position
1.	Dr. K VenkataMurali Mohan	Principal	Chairman
2.	Mrs. E Aruna	Asst. Prof. in IT	Member secretary
3.	Mrs. Jayamma	Asst. Prof. in CE	Member
4.	Mr. M.Rosaiah	Asst. Prof. in EEE	Member
5.	Mrs. K. Bhargavi	Asst. Prof. in ECE	Member
6.	Mrs. G. Swathi	Asst. Prof. in CSE	Member
7.	Mrs. E Aruna	Asst. Prof. in IT	Member
8.	Mr. G.Srinivas	Asst. Prof. in MBA	Member
9.	Mrs. M. Devika	Asst. Prof. in H&S	Member
10.	Mrs. J. Rachana	Asst. Prof. in AIML	Member

## Functions and Responsibilities of the STUDENTS ATTENDANCE COMMITTEE

- ❖ Attendance Monitoring: Regularly monitor and record student attendance for all classes and academic activities.
- ❖ Policy Adherence: Ensure that students adhere to the institution's attendance policies and regulations.
- ❖ Early Intervention: Identify and address attendance issues promptly, particularly in cases of consistent absenteeism.

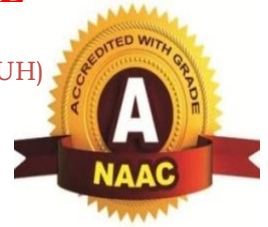
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- ❖ **Communication:** Communicate attendance-related concerns to students, parents, and relevant faculty members.
- ❖ **Data Management:** Maintain accurate and up-to-date attendance records for each student.
- ❖ **Documentation:** Keep records of attendance-related communications and interventions.
- ❖ **Support and Guidance:** Offer guidance and support to students who may face attendance challenges, such as health issues or personal difficulties.
- ❖ **Feedback and Reporting:** Provide regular attendance reports to faculty and administration for review.
- ❖ **Attendance Improvement Initiatives:** Collaborate with relevant stakeholders to implement initiatives aimed at improving overall student attendance rates.