



Backward Class Youth relief Committee's

BHIWAPUR MAHAVIDYALAYA, BHIWAPUR

Dist. Nagpur, Maharashtra 441201

Accredited with Grade 'B' (CGPA-2.54) by NAAC, Bengaluru

ISO-9001:2015

Report of Attendance Committee

Academic Session 2021-22

To increase the attendance of students in the regular classes, the Attendance Committee was constituted under the guidance of the Principal, Dr. Jobi George for the academic session 2021-22. The M.S. of the Committee, Mr. Rajesh Bahurupi worked as per the instructions given by the Head of the Institution. As soon as the session was commenced, the concerned teachers were asked to update the attendance register and maintain it in accordance with the instructions given by the Head of the Institution. The M.S. of the Attendance Committee personally visited the individual teacher to check the attendance for the absent students. This practice was carried out at the end of every month.

In order to increase 75% attendance of the students in the class, the Principal and the M.S. of the Attendance Committee personally discussed the issues of the students in the Parent-Teacher Meet and tried to resolve the problems of the students. The M.S. of the Attendance Committee worked towards



Rajesh Bahurupi

increasing the attendance of the students in the class in consultation with the staff of the college.

Due to the COVID-19 pandemic, the classes of the first session were conducted through online mode so the record of the attendance was prepared in the form of Screenshots. After the decrease in the COVID-19 cases, the Government and the R.T.M. Nagpur University, Nagpur gave permission for conducting the classes in offline mode on 17 March 2022. As soon as the college started, the M.S. of the Attendance Committee monitored the attendance of the students in the class as per the instructions of the Head of the Institution.

Work of the Attendance Committee

- The Notice was issued to the faculty members for collecting the Attendance Register and Teaching Plan from the office on 23 April 2022.
- The Notice was issued to the Security Guards that the students who leave the college without permission of the class teacher should be instructed to provide ample proof to leave the college.
- Security Guards were instructed to record the entry and exit register if an outsider came to meet the students in the college.
- The Notice was issued to the Admission Clerk on 25 April 2022 to update the information of newly admitted students should be



given to the professors of the respective subjects from time to time for preparing the list of all admitted students in the college.

- Mentors were informed to counsel the students for increasing the attendance of the students in the classes.


Outcomes

- Faculty member conducted classes in offline and online mode.
- Efforts made to increase the offline and online attendance of the students.


Secretary

Attendance Committee




PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur