



# **SOCIAL WELFARE RESIDENTIAL Government Degree College (G) Kanchikacherla**

Website:[swrgdekch.ac.in](http://swrgdekch.ac.in)

Email:[jkc.swrgdckanchikacherla2013@gmail.com](mailto:jkc.swrgdckanchikacherla2013@gmail.com)

Cell No: 9440276133 or 9705798900

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**Dr.Valluru.Neeraja , M.Sc Ph.D Principal**

## **Student Attendance policy**

### **Objectives:**

- To encourage the students to focus on disciplined study behaviour
- To concentrate on new educational areas and learning outcomes
- To work for a clean campus

### **Code of Conduct :**

Every student must consists minimum 75% attendance that ensuring student meet their goal .Importance of attendance is balanced with learning capacity and Understanding capacity.

### **Rules of Attendance policy :**

- Our college is affiliated to Krishna University ,Machilipatnam .
- Every student must finger on the Biometric machinery and they have to Face TLP (Teaching Learning app) every hour.
- Group councillors monitor the student attendance and they have to submit monthly attendance to the Head of the Institution .
- TLP coordinator will submit student and staff attendance report in TLP app and APFRS app .(Andhra Pradesh Face Recognition app)
- A student who is suffering from sickness more than a week must submit the medical certificate.


## Teacher's Responsibilities :

- Provide awareness to students on the attendance policy and expectations and should explain how the policy supports student's learning and progress.
- Monitor through periodical checks and counsel students who continuously absent classes by working together on the issues that are blocking the student's learning .
- Allow flexibility to some extents regarding dead lines for submission of assignments ,Internship project reports to encourage learning at every stage.

## Student's Responsibilities

- Every student must attend all classes ,Laboratories regularly and punctually as per the Time Table.
- No excuse is allowed if a student is attending functions in conflict with Classes and Internal Examination schedule . Reexaminations shall not be conducted such a student .
- Accountable for short fall of attendance and strict action shall be taken by college in case of unauthorised long absence.

  
M. ARUNDHAM  
IQAC Co-Ordinator  
S.W.R.G.D.C. FOR GIRLS  
KANCHIKACHERLA.

  
V. Narraju  
PRINCIPAL  
S.W.R.G.D.C FOR GIRLS  
KANCHIKACHERLA.



