



ATTENDANCE & PERFORMANCE REVIEW COMMITTEE, RPSDC
WHERE CONSISTENCY MEETS SUCCESS

Attendance & Performance Review Committee

Mission of the Committee

To enhance the academic success of students by fostering a culture of regular attendance and consistent academic performance while identifying and addressing challenges that hinder their educational journey.

Vision of the Committee

To create an environment where every student actively participates in the learning process, achieves their academic potential, and contributes to a disciplined and vibrant academic community.

ATTENDANCE & PERFORMANCE REVIEW COMMITTEE, RPSDC
WHERE CONSISTENCY MEETS SUCCESS

Nature of the Committee

The Students Attendance & Performance Review Committee is a collaborative body dedicated to monitoring, analyzing, and improving student attendance and academic performance. It serves as a bridge between students and faculty to ensure accountability, encourage regular attendance, and enhance overall academic outcomes.

Characteristics of the Committee

1. **Collaborative Approach:**
Involves faculty members from various departments and a student representative to provide diverse perspectives.
2. **Data-Driven Decisions:**
Relies on accurate and systematic data collection and analysis for attendance and performance.

3. **Proactive Interventions:**
Focuses on timely identification of issues and implementation of corrective measures to support students.
4. **Student-Centric:**
Aims to create an inclusive environment that addresses student needs and encourages their academic growth.
5. **Transparent and Fair:**
Ensures unbiased evaluation of student attendance and performance and communicates decisions transparently.
6. **Recognition-Oriented:**
Highlights the importance of discipline and academic excellence by acknowledging and rewarding efforts.
7. **Adaptability:**
Regularly revisits policies and approaches to align with the evolving academic environment and student requirements.

Objectives of the Committee

1. **Ensure Regular Monitoring:** To track student attendance and performance regularly and consistently to maintain academic integrity and standards.
2. **Identify and Support Struggling Students:** To identify students who are underperforming or have irregular attendance and provide timely support through counseling, mentoring, or other interventions.
3. **Promote Accountability:** To instill a sense of responsibility among students regarding their academic performance and attendance.
4. **Encourage Academic Excellence:** To recognize and reward students who exhibit consistent academic progress and high attendance.
5. **Facilitate Open Communication:** To serve as a liaison between students, faculty, and administration to address concerns and foster collaborative solutions for improving academic outcomes.
6. **Implement Effective Interventions:** To design and implement corrective action plans for students facing challenges in academic performance or attendance, with the goal of improving their overall success.

Working of the Committee

1. **Data Collection and Monitoring**
 - Collect and maintain accurate attendance and academic performance data from faculty members and automated systems.

- Monitor attendance on a regular basis (weekly, monthly) and evaluate student performance after each assessment or semester.
- 2. Evaluation and Reporting**
- Assess the data periodically to identify trends and issues in student attendance and academic performance.
 - Prepare reports that provide an overview of student attendance and performance, highlighting any students who are at risk of falling below the set thresholds.
- 3. Identification of Issues**
- Pinpoint students with poor attendance (below institutional requirements) or low academic performance (failing grades, missed assignments, etc.).
 - Investigate the root causes of low attendance or poor performance (personal issues, lack of motivation, health problems, etc.).
- 4. Student Counseling and Support**
- Arrange individual meetings with students identified as underperforming or having low attendance to understand their challenges.
 - Offer personalized academic support such as tutoring, additional resources, or counseling services to help students improve.
- 5. Action Plans and Interventions**
- Develop targeted action plans for students struggling with attendance or academic performance. These plans may include:
 - Attendance recovery plans (extra sessions, parental involvement, etc.).
 - Academic improvement plans (extra assignments, study groups, etc.).
 - Collaborate with faculty to offer supplementary lectures, tutorials, or peer mentoring.
- 6. Incentives and Penalties**
- Establish a system of rewards for students who maintain good attendance and achieve academic excellence, such as certificates, public recognition, or academic awards.
 - Apply appropriate penalties for chronic absenteeism or underperformance, which may include academic probation, warnings, or restriction from examinations.
- 7. Faculty Collaboration**
- Maintain regular communication with faculty members to ensure accurate data collection, and gather insights into classroom participation, student behavior, and performance.
 - Collaborate with faculty to design interventions that are aligned with course content and teaching strategies.
- 8. Reporting and Documentation**
- Prepare periodic reports detailing the attendance and performance trends, including the committee's interventions and outcomes.

- Submit these reports to the academic council or relevant authorities to support decision-making and policy revisions.

9. **Feedback Mechanism and Continuous Improvement**

- Implement a feedback mechanism where students, faculty, and parents can offer suggestions or concerns about the committee's processes.
- Continuously review and improve the committee's strategies and intervention measures to ensure they are effective and aligned with the institution's goals.

By following these steps, the **Attendance & Performance Review Committee** ensures a proactive, transparent, and supportive approach to enhancing student success and maintaining academic standards.

Organization of the Committee

- **Convener:** Dr. Hemant Kumar
- **Members:**
 1. Dr. Jitender – HOD, Chemistry
 2. Mr. Y.P. Singh – Head, PG Departments
 3. Dr. D.R. Bhardwaj – HOD, Life Sciences & Botany
 4. Mr. Vikash – HOD, Mathematics
 5. Ms. Arhana Sahoo – HOD, Physics
 6. Dr. Rajesh Dagar – HOD, Humanities
 7. Dr. Anil Kumar – HOD, Geography
 8. Mr. Mohit Sethia – HOD, Commerce
 9. Ms. Yogita Yadav- HoD, Zoology
 10. Ms. Bittoo (21HC25) – Student Member



ATTENDANCE & PERFORMANCE REVIEW COMMITTEE, RPSDC
WHERE CONSISTENCY MEETS SUCCESS