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KommareddyVenkataSadasiva Rao Siddhartha College of Pharmaceutical Sciences

Siddhartha Nagar, Vijayawada - 520010, AP, INDIA
(Sponsors: Siddhartha Academy of General & Technical Education)
ISO 9001:2015, ISO14001:2015 & ISO50001:2011 CERTIFIED INSTITUTION
Affiliated to Krishna University, Machilipatnam
Approved by AICTE, PCI, New Delhi and Govt. of Andhra Pradesh

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KVSRSCOPS/283/22

Date: 08-06-2022

OFFICE ORDER

Sub:- Constitution Attendance Committee-Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSr Siddhartha College of Pharmaceutical Sciences campus, Vijayawada

Attendance Committee

S.No.	Name	Committee	Designation	Phone No.
1.	Dr. A. Bharathi	Associate Professor	Chairperson	9393043134
2.	Dr. N.KanakaDurga Devi	Associate Professor	Member	9392418336
3.	Mrs. K. ViswaSrujani	Assistant Professor	Member	9491737193
4.	Smt. R. Anusha	Assistant Professor	Member	7288967999
5.	Smt. K.LakshmiSamrajyam	Assistant Professor	Member	9121205458
6.	Ms. S.L.S. MounicaPratyusha	Assistant Professor	Member	9100746956

Functions:

- This Committee will be responsible for recording and other related works of the attendance of all the students of all the courses in the College on a daily basis in the theory and lab classes.
- The Committee shall compile the attendance regulations and intimate to the students of all courses in the College at the beginning of each academic year so that every student knows the attendance requirement at the beginning itself.
- Fulfillment of attendance requirements for theory/ lab classes is mandatory for all the students to appear for sessional and semester-end examinations. There shall be no relaxation except on genuine grounds on production of valid documentary support and prior sanction of such leave.
- This Committee will function professionally, record and notify the attendance periodically for prompt information of students and parents. The Committee will frame internal rules and procedures for its transparent and effective functioning.
- The Committee shall insist on proper submission of leave letters from students before going on leave and shall not accept request letters or medical reports subsequent to the utilization of leave except in deserving or genuine cases.