BEST PRACTICE I

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STUDENT ATTENDANCE MONITORING SYSTEM

Objectives of the Practice:

- ➢ To instil discipline in the college campus.
- ➢ To lower the rate of absenteeism by means of proactive mechanisms.
- ➢ To function independently in the matters pertaining to attendance related issues.

Context:

Observations indicated that students, given a choice, tended to stay away from lectures due to distractions like internet surfing and mobile apps. Despite the students' awareness of attendance requirements, enforcing it posed challenges. To counter this, a decision was made to establish a committee and develop a custom attendance monitoring system.

The Practice:

The Student Attendance Monitoring System operates through a well-defined process:

1. **Data Collection:**
   o Faculty members teaching various subjects upload monthly attendance data by the 5th day of each month.
   o Each faculty member is assigned a separate Excel sheet for the subjects they teach.

2. **Calculation and Notification:**
   o Percentage is calculated for each student based on the data submitted.
      o Monthly attendance is categorized into three zones: Red Zone , Yellow Zone, and Green Zone. The Red zone is further divided

into five categories signifying Red-A Not Satisfactory (below 50%), Red-B Poor (below 40%), Red-C Critical (below 30%), Red-D Warning (below 20%), Red-E Defaulter (below 10%). The Green Zone signifies that the student has attendance more than 75 percent.

- o Class-wise statements are disseminated through email to program coordinators and prominently displayed on the college notice board.

3. **Communication and Intervention:**
   - o Class mentors actively provide counseling to address the issue.
   - o SMS messages are sent to parents regarding their ward's monthly absences.
   - o Letters informing shortage of attendance, directing students to meet the concerned faculty, Academic Class Advisor, or Head of the Department for further follow-up.

Evidence of Success:

- Reduced Attendance Shortages: The list of attendance shortages has significantly decreased compared to the past, showcasing the effectiveness of the monitoring system.
- Improved Discipline: The system has contributed to a greater extent of discipline within the college campus, creating an environment conducive to focused learning.
- Lowered Absenteeism: The rate of absenteeism has seen a notable reduction, aligning with the objective of proactive attendance management.
- Motivated Students: The colour-coded zones in the monthly attendance notices have motivated students to avoid the Red Zone and aim for the Green Zone, fostering a positive approach toward regular attendance.

Challenges and Resources:

The challenge encountered is errors in marking online attendance by faculty members. A streamlined system for the rectification of these errors and potentially additional training for faculty members could serve as essential resources to address this challenge.

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