Kommareddy Venkata Sadasiva Rao
Siddhartha College of Pharmaceutical Sciences
(AUTONOMOUS)

Pinnamaneni Polyclinic Road, Siddhartha Nagar, Vijayawada - 520010, AP, INDIA
(Sponsors : Siddhartha Academy of General & Technical Education)
ISO 21001:2018, ISO 14001:2015 & ISO 50001:2018 CERTIFIED INSTITUTION
Approved by PCI, New Delhi, Govt. of Andhra Pradesh & Accredited by NAAC with 'A' Grade
Affiliated to Krishna University, Machilipatnam & Recognized as 2(f) & 12B under UGC Act 1956

Since 1994

☎ 0866- 2479775
0866- 2493347

E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

O.C. No. KVSRSCOPS / / 2025 Date : 10.10.2025

OFFICE ORDER

Sub:- Re-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 of the Member	Designation	Committee	Phone No.
1.	Dr. A. Bharathi	Professor	**Chairperson**	9393043134
2.	Dr. N.KanakaDurga Devi	Associate Professor	**Member**	9392418336
3.	Mrs. K.Jyothi	Assistant Professor	**Member**	9398222732
4.	Smt. R. Anusha	Assistant Professor	**Member**	7288967999
5.	Smt. K.Sirisha	Assistant Professor	**Member**	9948438068
6.	Ms. Sk.Jareena	Assistant Professor	**Member**	9182798693

Functions:

i) 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.

ii) 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.

iii) 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.

iv) 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.

v) 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.

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vi) The Committee has to collect daily attendance particulars from individual lecturers in the evening and the same will be recorded next day. Once entered, no corrections shall be permitted except for valid reasons duly recorded in writing and approved.

vii) The attendance of all the students of all the courses both in theory and labs will be notified to all the students through the Chairperson of the Committee once in every 15 days in an appropriate manner.

viii) If any or a few students are regularly irregular or skip classes during the day, they will be called the next day, explanations shall be collected in writing and warned in writing duly obtaining acknowledgement.

ix) Such of the students who are falling short of attendance as prescribed by the affiliating University will be called in person, memos issued under acknowledgement with a copy to parents intimation should be given to the respective students much ahead of the examinations but not just before the examinations commence. If it is so warranted as per University regulations, the detention.

x) The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required. Automation of recording of attendance will also be taken up soon.

xi) The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson.

xii) The Committee will meet as often as required.

10/10/24

PRINCIPAL

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K.V.S.R. SIDDHARTHA COLLEGE OF
PHARMACEUTICAL SCIENCES
VIJAYAWADA-520 010