

# **Rabindra Mahavidyalaya**

**Champadanga Hooghly**

**Date- 11.02.2024**

## **Guidelines for Absentees in the classes**

1. Investigation must be done by the Departmental teachers to know the proper reason of poor attendance.
2. Create a mentoring/counseling programme involving all Departmental faculties for those students.
3. Monitor attendance and follow up on those students with weak attendance for next 2 weeks.
4. If they maintain satisfactory attendance for next two weeks then HODs should provide 2nd opportunity to appear in internal assessment after consultation with Principal.
5. Departmental faculties can also take some other innovative measures for improving the attendance of the students.

  
Dr. Prasanta Bhattacharyya

Principal  
Principal  
Rabindra Mahavidyalaya  
Champadanga, Hooghly