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## **Criterion: 4.Institutional Management**

### **4.11 Proper record of attendance and CCA**

#### **4.11.1 Proper record of student attendance and CCA**

Faculty members maintain attendance registers for each class and discipline-specific CCA records as per university guidelines. Attendance shortage cases are intimated to students in advance so that they may improve their presence in classes. Records of co-curricular and extracurricular participation are also kept to support internal assessment and overall student profiling.

**Proof:** Proof attached as file: [Proof\\_4.11\\_1.pdf](#)



Proof\_4.11\_1.pdf