



Member of Association of Indian Universities & Approved by UGC (Govt. of India) under 2(f) & 12(B)

## FORTNIGHTLY ATTENDANCE ANALYSIS OF HOSTELLERS

### ATTENDANCE EVALUATION FORM TO BE FILLED (FORTNIGHTLY) BY FACULTY ADVISOR

Name of Student: \_\_\_\_\_ Year: \_\_\_\_\_ Branch \_\_\_\_\_

Duration: \_\_\_\_\_ to \_\_\_\_\_ Room No. \_\_\_\_\_ Hostel Name & No.: \_\_\_\_\_ Name of Faculty Advisor \_\_\_\_\_

S. No.	Attendance for Current Half	Cumulative Attendance	+/- Change From Last Cumulative	Reasons for if Decline in Attendance	Room Cleanliness	Behavior	Remarks By Faculty Advisor	Remarks by Coordinator	Remarks by Chief Coordinator
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Remarks: Room Cleanliness: 5-Very Good, 4-Good, 3-Average, 2-Below Average, 1-Poor  
 Behaviour: 5-Very Good, 4-Good, 3-Average, 2-Below Average, 1-Poor

Signature of Faculty Advisor with Date



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**REPORTING OF WEEKLY STUDENTS INTERACTION**

**STUDENT INTERACTION FORM TO BE FILLED (EVERY WEEK) BY FACULTY ADVISOR**

Name of Student: \_\_\_\_\_ Year: \_\_\_\_\_ Branch \_\_\_\_\_  
Duration: \_\_\_\_\_ to \_\_\_\_\_ Room No. \_\_\_\_\_ Hostel Name & No.: \_\_\_\_\_ Name of Faculty Advisor \_\_\_\_\_

S.No	Rating of Academics (0-5)			Total Grade (Out Of 15)	Problems Faced	Remedial Steps Taken/Suggestion Given	Remark by Faculty Advisor with Date	Remark by Coordinator with Date
	Class Notes Completed	Tut. Completed Till Date	Assignment / Lab Report					

Remarks: 5-Very Good, 4-Good, 3-Average, 2-Below Average, 1-Poor

Signature of Faculty Advisor with Date



**WEAK ATTENDANCE & ACADEMIC PERFORMERS OF HOSTELS**

**REPORT BY FACULTY ADVISORS (TO BE SUBMITTED FORTNIGHTLY TO ACADEMIC ADMINISTRATOR)**

Name of Faculty Advisor ..... Hostel Name: ..... Duration: ..... to .....

- 1. % Students having Adequate Attendance (More than 75%) :
- 2. % Students having Adequate Rating (More than 10 out of 15) :

S.No	Name of Students who have low Attendance (last 10 students in order)	Class and Year	Room No.	S.No	Name of Students who have Academic grade less than 5	Class and Year	Room No.
1.				1.			
2.				2.			
3.				3.			
4.				4.			
5.				5.			
6.				6.			
7.				7.			
8.				8.			
9.				9.			
10.				10.			

Remarks: 5-Very Good, 4-Good, 3-Average, 2-Below Average, 1-Poor



**WEAK ATTENDANCE & ACADEMIC PERFORMERS OF HOSTELS**

**HOSTEL-WISE REPORT BY FACULTY ADVISOR (TO BE SUBMITTED FORTNIGHTLY TO THE DEAN)**

Duration: \_\_\_\_\_ to \_\_\_\_\_

Hostel Name: \_\_\_\_\_ Date \_\_\_\_\_

S.No	Name of Students who have low Attendance (last 10 students in order)	Class and Year	Room No.	S.No	Name of Students who have Academic grade less than 5	Class and Year	Room No.
1.				1.			
2.				2.			
3.				3.			
4.				4.			
5.				5.			
6.				6.			
7.				7.			
8.				8.			
9.				9.			
10.				10.			

Remarks by Dean (Weekly) \_\_\_\_\_

Signature of Faculty Advisor  
with Date



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## WEEKLY REPORT BY WARDEN

Duration: \_\_\_\_\_ to \_\_\_\_\_ Hostel Name: \_\_\_\_\_ Date \_\_\_\_\_

S.No	Room Hygiene 5/4/3/2/1		Behavior 5/4/3/2/1		Attendance & Regularity Y/N		Discipline Good/Bad		Habits Good/Bad	
	Name of Student	Grade	Name of Student	Grade	Name of Student	Grade	Name of Student	Grade	Name of Student	Grade
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Remarks By Warden	
Remarks By Dean	

Remarks: 5-Very Good, 4-Good, 3-Average, 2-Below Average, 1-Poor