

DUTIES OF THE CLUB COORDINATORS

- It is mandatory that all the students have **75%** attendance for the clubs sessions.
To ensure this, the respective coordinators must **maintain an attendance register** for each of the clubs.
- Attendance should be taken in the **first five minutes**.
- Students should **not be allowed to leave** the classroom for any reason **while the session is in progress**.
- No permissions should be given to students during the 8 weeks for any other activity.
- **Attendance** should be posted immediately after the club session **on the same day itself on the intranet**. **Absentees list should be given to the respective HoDs after every session**.
- **Coordinators should be present throughout, the club session**.
- Every fortnight there will be a review of the attendance and the activity/resource person.