SHREE HALARI VISA OSWAL COLLEGE OF COMMERCE

(Affiliated to University of Mumbai & NAAC Accredited 'B' Grade)

ATTENDANCE COMMITTEE (A.Y. 2018-19)

Formation

Sr. No.	Name	Designation	Post
1.	Dr. Mrs. Snehal S. Donde	Principal	Chairperson
2.	Mrs. Pooja Dodhia	Asst. Professor	Convener
3.	Mrs. Fauzia Ansari	Asst. Professor	Member
4.	Ms. Priya Ubale	Clerk	Member
5.	Chirag Maru	FYBCOM Student	Member
6.	Riya Singh	SYBCOM Student	Member
7.	Roshan Mundra	TYBCOM Student	Member

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Annual Calender:

Sr. No.	Month/Year	Activity
1.	June	• Formation of Committee • Orientation to students
2.	July	• Attendance committee meeting
3.	August	• Collection of Class and subject wise Attendance data • Preparation and display of Attendance report
4.	September	• Collection of Class and subject wise Attendance data • Preparation and display of Attendance report • Parents Meeting with Principal • Assignment of projects to defaulter students
5.	October	• Collection of Class and subject wise Attendance data • Preparation and display of Attendance report • Preparation of consolidated attendance report (June- Sept) • Project Report collection
6.	November	• Submission of Attendance tem report to IQAC • Attendance committee Meeting for discussion of measures for improvement in attendance
7.	December	• Collection of Class and subject wise Attendance data • Preparation and display of Attendance report
8.	January	• Collection of Class and subject wise Attendance data • Preparation and display of Attendance report
9.	February	• Collection of Class and subject wise Attendance data • Preparation and display of Attendance report
10.	March	• Preparation of Monthly & consolidated (Nov. to Feb.) Defaulters list • Parents meeting with Principal • Assignment of projects to defaulter students
11.	April	• Project Report collection from defaulter students • Submission of Attendance tem report to IQAC • Preparation of Annual Attendance Report

Pooja P. Dodhia   Dr. Mrs. Snehal S. Donde

Convener   Principal