

OSWAL SHIKSHAN & RAHAT SANGH SANCHALIT
SHREE HALARI VISA OSWAL COLLEGE OF COMMERCE
(Affiliated to University of Mumbai & NAAC Accredited 'B' Grade)

Minutes of Meeting

The Attendance committee meeting was held on 1st August, 2018 at 12.30 pm in IQAC Room.

Following members attended the meeting:

| Sr. No. | Name | Designation | Signature |
|---------|--------------------------|-----------------|-----------|
| 1. | Dr. Mrs. Snehal S. Donde | Principal | |
| 2. | Mrs. Pooja Dodhia | Asst. Professor | |
| 3. | Mrs. Fauzia Ansari | Asst. Professor | |
| 4. | Ms. Priya Ubale | Clerk | |
| 5. | Chirag Maru | FYBCOM Student | |
| 6. | Pal Pooja | SYBCOM Student | |
| 7. | Roshan Mundra | TYBCOM Student | |

Following agenda were discussed and resolved:

Item no. 1 : To discuss and approve committee formation and annual planner

Principal checked and approved the draft committee formation and annual planner presented by Mrs. Pooja.

Item No. 2 : To review students' attendance

Principal reviewed students' attendance of June and July 2018 by checking monthly Attendance record of SYBCom & TYBCom. It was observed that attendance is improved as compared to previous year 2017-18. Mrs. Pooja explained that due to massive efforts by faculties in inter active teaching learning pedagogy and conducting co-curricular activities had increased students role and participation in college functioning. This has led to increase in attendance.

Item no. 3 : To discuss attendance improvement strategies

As the attendance is increased, the ratio of defaulter students is high as minimum 60% attendance has become mandatory. Principal announced that attendance of Student council members must be minimum 60%, Non compliance can lead to removal from Student council. It was decided that Parents meeting with Principal will be arranged in the month of Sept. 2018 for their general orientation of attendance norms. Further it was decided to assign research projects to defaulter students.

Item no. 4 : To discuss and resolve students issue in compliance of norms

Mrs. Fauzia discussed the issue of students' attendance during lectures due to their participation in committee work. Principal instructed to fulfill the attendance norms during lectures. Committee work can be completed after college hours. If any activity is planned, only 5 students are allowed to remain absent during lectures for preparation of activities.

Item No. 5 : To allocate committee work

To regularize the display of defaulter list, it was decided that subject wise and class wise monthly attendance sheet to be collected on every 2nd day of next month and defaulter list should be prepared and circulated on every 5th day of the month.

Following members shared the committee work:

| Sr. No. | Name | Work |
|---------|----------------------|---|
| 1. | Mrs. Pooja P. Dodhia | Responsible for preparation of class wise monthly attendance report, attendance statistics and defaulter list Responsible for arranging parents meeting with Principal |
| 2. | Mrs. Fauzia Ansari | Responsible for collecting and maintaining attendance sheet from faculties. Responsible for preparing and maintaining of certificate course attendance |
| 3. | Ms. Priya ubale | Responsible for printing attendance related documents and getting Principal's Signature Responsible for forwarding students leave letter duly approved from Principal for attendance consideration |
| 4. | Mr. Maru Chirag | Responsible for circulating attendance record among students and getting signature (FYBCom) |
| 5. | Ms. Pal Pooja | Responsible for circulating attendance record among students and getting signature (SYBCom) |
| 6. | Mr. Roshan Mundra | Responsible for circulating attendance record among students and getting signature (TYBCom) |

Item No. 6: Any other matter

Mr. Roshan of TYBCom raised the query of students who are coming late to the college and not attending first lecture. Principal informed that if students are reaching in class before 7.20 am , they should be allowed to attend the lecture . If in case any student comes after 7.20 am, they should not be allowed to attend any lecture for the day. Their attendance will be marked as absent. If any student requests to attend the lecture, then they can be allowed to attend the lecture but their attendance should not be considered.

Mrs. Pooja proposed that, if any student remain absent during lecture due to committee work, request letter should be submitted by him/her duly signed by respective faculty who has allotted the work. The format of request letter was shown during meeting. Principal approved the same. It can be obtained by students from their respective Class representatives.

Ms. Priya asked for the students application of leave for more than one day received in office, Principal informed that Students leave application must be forwarded through class teachers and after verifying the genuineness of leave, relaxation in attendance can be granted.

The meeting ended with vote of thanks and refreshments.

Mrs. Pooja P. Dodhia

Convener

Dr. Mrs. Snehal S. Donde

Principal