**BGPS'**

**MUMBAI COLLEGE OF ARTS COMMERCE & SCIENCE**

**(Affiliated to the University of Mumbai)**

**NAAC ACCREDITED**

**J.K.KNOWLEDGE CENTRE, NADKARNI PARK,WADALA (E), MUMBAI – 400037**

# TIME TABLE AND ATTENDANCE COMMITTEE

## TIME TABLE COMMITTEE

**Chairperson – Ms. Roshelle Salins**

Members:

1) Ms. Shweta Shirgaonkar
2) Ms. Monika A.

**DUTIES :**

1. To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per University rules.
2. To attend to various complaints of clashes in the time-table and make necessary adjustments.
3. To scrutinize the work load of the individual faculty members/teachers and the Departments as per University rules.
4. To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.

## 3. ATTENDANCE COMMITTEE

1) **Chairperson** – Ms. Shweta Shirgaonkar

Co-ordinators:

Mr. Arun Lingade
Ms. Sanjana Khaire
Ms. Madhura Vilekar
Ms. Monika A.

**DUTIES:**

1. To ensure that daily attendance is recorded by the Lecturers in the prescribed Attendance sheets and that the same are submitted within 2 days of the completion of the last lecture/s for the month.
2. To inform the Principal the name/s of the defaulting Lecturer/s by 3rd of the following month.
3. To ensure timely compilation of attendance record by the dealing clerks.
5. To ensure periodic display of attendance on the Notice Boards.
6. To keep track of regular absentees and counsel them, if required, along with their parents.
7. To process genuine cases for condonation of attendance.
8. To maintain the records of the attendance compiled and submit the same to the IQAC Committee.