



Shri Vile Parle Kelavani Mandal's

**MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE &
AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS**

(AUTONOMOUS)



NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)

Granted under RUSA for Enhancing Quality & Excellence in select Autonomous Colleges

Granted under FIST-DST & Star College Scheme of DBT, Government of India

Best College (2016–17), University of Mumbai

3rd August 2021

Mithibai College (Autonomous) Attendance Rules for Under Graduate and Post Graduate Students

1. Students are to ensure they are added to all MS Teams course teams. Students are to **co-ordinate only with the Class Mentors and individual faculty members** for any issue with attending lectures and practical on MS Teams.
2. Any student not attending lectures due to any issues being faced with MS Teams and not bringing it to the attention of Class Mentors on an immediate basis will not get any consideration under Attendance norms of Mithibai College (Autonomous)
3. All students of Mithibai College (Autonomous) are requested to read and acquaint themselves with the Attendance Undertakings signed during admission, various notices put up from time to time and with all the Attendance rules of Mithibai College (Autonomous). They can find the same uploaded on Student Portal as well as Website.
4. All students and parent are hereby notified that Attendance norms for all UG & PG Courses are displayed from time to time on Student Portal and / or Mithibai College website. Any claim about lack of awareness of attendance rules of Mithibai College (Autonomous) at the time preceding or succeeding debarment of said student will not be entertained.
5. All students should attend 100% lectures and practicals being conducted online and / or offline.



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6. It is mandatory for all students and parents (as notified) whose name appears in the defaulter list to be present for all the meetings organised by respective class mentors and Attendance Committee.
7. It is mandatory for all students and parents to fill and submit the attendance undertakings, personal hearing forms and / or any Attendance related documents as required by Mithibai College (Autonomous).
8. It is mandatory for students to **communicate with their respective Class Mentors only and on a proactive manner** regarding any issue affecting their lecture attendance.
9. It is mandatory for students to follow the Medical Leave Application norms of Mithibai College (Autonomous). Any student failing to abide by the Medical Leave Application norms as prescribed by college will be deemed ineligible for consideration or condonation on medical grounds by Principal and other governing Authorities.

Dr. Ulka Chodankar
Convener Attendance Committee

Dr. Krutika Desai
I/C Principal