



ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE

4TH CYCLE ACCREDITED A+ GRADE BY NAAC

Best College Award (2015-2016) University Of Mumbai

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Notice for TYSFC Student's Attendance 2023-24

Dear Coordinators,

Please note for the Student's Attendance:

1. Compile the attendance for the FY, SY& TY classes by the 5th of every month and kindly request Mr. Damodar to display it on the college website.
2. Identify serious defaulters and mentor them on a priority basis.
3. Assess the need and take measures to improve the students' attendance in class
4. Kindly ask students to fill the ACME card details on a daily /weekly/ monthly basis and submit ACME card Xerox alongwith the Incharge signature for claim.
5. Kindly maintain the department file for Attendance record.
6. Please meet the parents of the defaulting students on a monthly basis.
7. Request students to submit ACME card Xerox for attendance claim.
8. Only for the month of June 2023 please submit Offline Attendance Sheet to the Onfees team, they will do the needful

Online Zoom session for the Full time/Visiting faculty has been organised on 30 June 2023 by 3 pm, link will be shared shortly .Guidance on Online attendance will be given by the ONFEES team.

Request all the coordinators to please keep their members informed.

Thank You.

Dr. Shirley Pillai
Attendance Committee
Incharge- SFC



Dr. Marie Fernandes
Principal