



**SADHANA EDUCATION SOCIETY'S**  
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)  
Linguistic (Gujarati) Minority  
**L. S. RAHEJA COLLEGE OF ARTS & COMMERCE**  
Estd : 1980  
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### Standard Operating Procedure (Sop)

#### Attendance Committee

- Every teacher is supposed to record the attendance in excel form every day and expected to collate data class / subject wise, month wise and submit the same to the attendance committee at the end of the month after removing all duplication.
- Displaying the defaulter's attendance list on 5<sup>th</sup> of every month on the notice board/ website.
- All lecture meetings on MS TEAMS should be started by teachers only. Students are not supposed to start any lecture meeting. Teacher should communicate this to their students
- All the students should be reminded through emails or SMS once again with regard to ORDINANCE- 0.6086 that is mandatory for every learner to have average attendance to be 75%. Every bonafide learner shall ordinarily be allowed to keep terms in each semester in a program, only if he fulfills at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practical's, tutorials etc. in each subject.
- Compare the attendance of students with lecture scheduled and then find the percentage of attendance of the student.
- In case of continuation of default by the student, a show cause letter should be sent to the student to appear before the attendance committee members in Teacher-Students -cum - Parents meeting.
- Technical issues and their resolution related to attendance should be communicated to attendance committee convenor and IT in charge.

- Where Joint Undertaking should be taken from both Parent and Student, for fulfilling the performance of attendance.
- All the decision given by the members of the attendance committee will be by way of suggestion; final decision is given by the Principal which will be binding on both teachers as well as student concern.



PRINCIPAL