

SUPPORTING DOCUMENT OF BEST PRACTICE I

BEST PRACTICE I

STUDENT ATTENDANCE MONITORING SYSTEM

SUPPORTING DOCUMENTS

(I) Communication makes to students for requirements of attendance

(a) Admission Form:

Out of H.S.C. Marks Category G. R. No. 20 - 20

**NIRMALA MEMORIAL FOUNDATION COLLEGE
OF COMMERCE & SCIENCE**

Accredited by NAAC with B⁺⁺ (1st Cycle) and ISO 9001 : 2015 Certified
D.S. Road, Asha Nagar, Kandivall (E), Mumbai - 400 101 Form No. 026
Phone No.: 28545439 / 28543234 Website : nirmala.edu.in

**Bachelor of Science
BSc.IT (Information Technology)** ADMIT (PRINCIPAL)

APPLICATION FOR ADMISSION TO BACHELOR OF SCIENCE (B.Sc. IT)

FIRST YEAR SEMESTER I SECOND YEAR SEMESTER III THIRD YEAR SEMESTER V

PUT IN THE BOX APPLICABLE

1. Application Forms with incomplete entries will not be considered.
2. Submission of wrong information or false data would lead to cancellation of admission.

To *Provisional Admission Eligibility Case*
The Principal, Nirmala Memorial Foundation College Of Commerce & Science *09/06/2022*

Sir,
At the desire of my parent/guardian I apply for admission to First Year / Second Year / Third Year B.Sc.IT Class in your College. I have read the rules and regulations at the back of this form and I promise to confirm to all the rules and regulations as may be framed from time to time for the smooth and efficient working of the College.

f: 7903867956
m: -9709296085

Specimen Signature: *Admit*

PERSONAL INFORMATION FILL IN BLOCK LETTERS Use one box for an Alphabet
Leave one box blank after each word. Do not split words.

1. SURNAME FIRST / OWN NAME
K U M A R A S H M I T

FATHER'S / HUSBAND'S NAME MOTHER'S/MAIDEN NAME
K A M L E S H A N A M I K A D E V I

2. LOCAL ADDRESS/PERMANENT ADDRESS
4 1 3 C 4 K H O D I V A R K U N J N E A R
P L E S A N T P A R K M I R A B H A V A D E R
R O A D E A S T 4 0 1 1 0 7

3. ANNUAL INCOME OF GUARDIAN OCCUPATION OF GUARDIAN
2 . 5 L A K H B U S S I N E S S

STUDENT MOBILE NUMBER :- 7 0 0 4 0 8 8 6 2 1
PARENTS MOBILE NUMBER :- 9 1 3 6 8 9 5 0 5 3 E-mail ID: *Aashmitraj@gmail.com*

4. DATE OF BIRTH (According to School Register) AGE IN YEARS MALE MARRIED
0 5 / 1 2 / 2 0 0 2 1 9 FEMALE UNMARRIED

5. PLACE OF BIRTH: TALUKA: DISTRICT:

6. NATIONALITY: STATE:

7. MOTHER TONGUE CASTE: SC / ST / DT / NT / OBC / OTHERS:

I represented my School / College In : _____
(Mention extra-curricular activities like Music, Dance, Dramatics, Elocution, Debating, Writing, Painting, NSS, NCC, MPFL, Sports, Games, Athletics, etc.)

FOR OFFICE USE

Amount of Fees paid : _____ Receipt No.: _____ Date: *1* / *20*

Receiver's Signature _____

8. I give here below the particulars of examinations passed by me :

Name of the Examination	Name of the University / Board	Month and Year of Passing	Seat No.	Total Marks Obtained	Out of	Percentage of Marks Obtained	Class/ Grade Obtained	School / College through which appeared
S.S.C. or its Equivalent	CBSE	2018	6161812	294	500	58.8%	II	AR AGPN
H.S.C. or its Equivalent	CBSE	2021	22682813	378	600	63%	I	ARS Public School
F.Y.B.Sc. IT	MU	2022						
Semester I	MU	2022	21F1T022	9050	100			NMFC
Semester II	MU	2022	21F1T022	8660	100			NMFC
S.Y.B.Sc. IT								
Semester III								
Semester IV								

9. Last year i.e. 20 - 20 I attended _____ semester _____ year program in F.Y.B.Sc. IT

College My Roll No. was 039.

10. Medium of instruction in school: English Hindi Gujarati
Marathi Kannada Urdu

Sir,

I apply for admission to the First Year / Second Year / Third Year B.Sc. IT program and remit herewith the fee of _____ I have given above, all the particulars required. I further declare that I have not registered myself at any other college or institution for any other course of study prescribed by the University of Mumbai nor have I applied to any other College / Institution for B.Sc.IT or any other program. I understand that issuing of this application form and / or its submission to the college office, after it is duly completed by me is no guarantee for me to admission to the program.


I AM AWARE THAT I HAVE TO ATTEND MINIMUM 75% OF THE LECTURES/TUTORIALS AND INTERNAL ASSESSMENT/PROJECT WORK/ASSIGNMENT ETC HELD IN EACH SUBJECT IN EACH SEMESTER, AS LAID DOWN IN ORDINANCE (0.119) OF THE UNIVERSITY OF MUMBAI TO WHICH THE COLLEGE IS AFFILIATED.

I MUST ALSO COMPLETE TO YOUR SATISFACTION, THE COURSE OF STUDY PRESCRIBED BY THE UNIVERSITY OF MUMBAI FOR THE CLASS AND INTERNAL ASSESSMENT.

I herewith agree and give my consent that I may not be allowed to appear at the Semester End Examination, if I fail to follow the provisions of ordinance and other relevant provisions of the University of Mumbai and the College. I promise to abide by the rules of discipline and other rules and regulations of the college that would be in force from time to time.

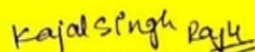
Yours faithfully,

Date 09/06 20


SIGNATURE OF THE STUDENT

PERMISSION FROM PARENT / GUARDIAN

I have permitted my Son/Daughter/Ward to join the College and I shall see to the best of my ability that he/she attends lectures and Internal Assessment regularly and observes the rules.

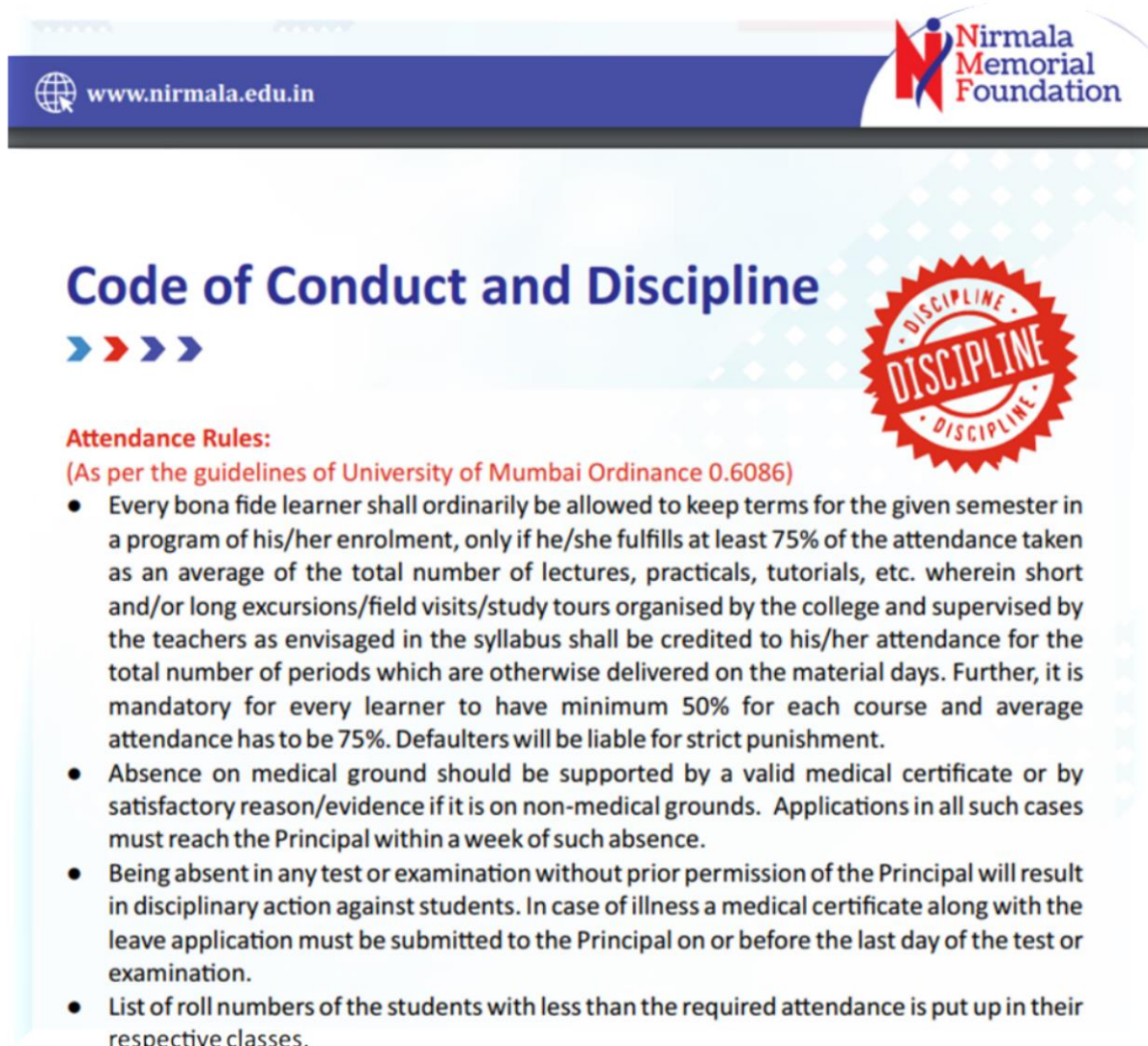

SIGNATURE OF THE PARENT / GUARDIAN

- (1) Refund of fees, will be as per the rules framed by the University of Mumbai.
- (2) Student must affix a copy of his/her latest photograph in the space provided on the front page of the application form. He/She must also have two copies of the same to be affixed later on the Identity Card and Library Card.

(b) **Prospectus:**

Website link : <https://nmfdegree.edu.in/upload/prospect/PROSPECTUS-2022-231700901411.pdf>

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The banner features a dark blue header with a globe icon and the website address 'www.nirmala.edu.in' on the left, and the 'Nirmala Memorial Foundation' logo on the right. The main title 'Code of Conduct and Discipline' is in large blue font, followed by three colored arrows (blue, red, blue). A red circular stamp with 'DISCIPLINE' repeated is on the right. Below the title, the text 'Attendance Rules:' is in red, followed by '(As per the guidelines of University of Mumbai Ordinance 0.6086)'. A bulleted list of rules follows.

www.nirmala.edu.in

Nirmala Memorial Foundation

Code of Conduct and Discipline

▶▶▶▶

Attendance Rules:
(As per the guidelines of University of Mumbai Ordinance 0.6086)

- Every bona fide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, only if he/she fulfills at least 75% of the attendance taken as an average of the total number of lectures, practicals, tutorials, etc. wherein short and/or long excursions/field visits/study tours organised by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his/her attendance for the total number of periods which are otherwise delivered on the material days. Further, it is mandatory for every learner to have minimum 50% for each course and average attendance has to be 75%. Defaulters will be liable for strict punishment.
- Absence on medical ground should be supported by a valid medical certificate or by satisfactory reason/evidence if it is on non-medical grounds. Applications in all such cases must reach the Principal within a week of such absence.
- Being absent in any test or examination without prior permission of the Principal will result in disciplinary action against students. In case of illness a medical certificate along with the leave application must be submitted to the Principal on or before the last day of the test or examination.
- List of roll numbers of the students with less than the required attendance is put up in their respective classes.

(c) **Chart of Categories by Colour Zone for attendance:**



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D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai – 400 101. Tel.: 022 69436400

ATTENDANCE CATEGORIES

CATEGORY	PERCENTAGE	REMARK
GREEN	$\geq 75\%$	SATISFACTORY
YELLOW	50% - 74%	NEEDS IMPROVEMENT
RED - A	40% - 49%	NOT SATISFACTORY
RED - B	30% - 39%	POOR
RED - C	20% - 29%	CRITICAL
RED - D	10% - 19%	WARNING
RED - E	0% - 9%	DEFAULTER

Manish Zalawadia

CONVENOR

ATTENDANCE COMMITTEE

(II) Monthly Attendance Intimation to the student by Attendance Committee

(a) Report displayed on notice board for students

Sample of F.Y.B.Com (Accountancy and Finance) - for Term – I

(From July 2022 to October 2022)



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ATTENDANCE REPORT FOR THE MONTH OF JULY 2022

AC. YEAR - 2022-23

DATE: 01-08-2022

CLASS: FYBAF-A

TOTAL LECTURES : 52

CATEGORY	ROLL NO											
GREEN (>=75%)	9	11	13	14	16	17	18	20	24	26	27	30
	32	33	34	38	40	43	44	45	46	47	51	52
	53	54	55	58								
YELLOW (50% - 74%)	2	3	4	5	6	7	8	19	21	22	25	35
	36	37	39	41	42	48	50	60	61	62	63	
RED - A (40% - 49%)	15	28	56	57	59	64	65					
RED - B (30% - 39%)	12	66	69	70								
RED - C (20% - 29%)	23	29										
RED - D (10% - 19%)	1	10	49									
RED - E (0% - 9%)	31	67	68	71	72	73						

NOTE: Every Student is required to be Present for minimum 75% of the Lectures/Tutorials/Practicals taken in each subject in each term. Defaulters will be running a greater risk as per the new Semester System .

Manish Zalawadia

CONVENOR

ATTENDANCE COMMITTEE



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ATTENDANCE REPORT FOR THE MONTH OF AUGUST 2022

AC. YEAR - 2022-23

DATE: 01-09-2022

CLASS: FYBAF-A

TOTAL LECTURES: 76

CATEGORY	ROLL NO											
GREEN (>=75%)	7	11	14	21	26	27	32	33	34	38	39	
	43	45	46	47	50	52	53	54	55	58	61	63
	66	70										
YELLOW (50% - 74%)	2	4	9	13	15	16	17	18	19	20	22	24
	25	28	29	30	36	40	44	48	49	59	60	62
	65	69										
RED - A (40% - 49%)	5	8	42	51	57	64	67					
RED - B (30% - 39%)	23	1	3	6	12	37	56	72				
RED - C (20% - 29%)	35											
RED - D (10% - 19%)	10	41										
RED - E (0% - 9%)	31	68	71	73								

NOTE: Every Student is required to be Present for minimum 75% of the Lectures/Tutorials/Practicals taken in each subject in each term. Defaulters will be running a greater risk as per the new Semester System .

Manish Zalawadia

CONVENOR

ATTENDANCE COMMITTEE



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ATTENDANCE REPORT FOR THE MONTH OF SEPTEMBER 2022

AC. YEAR - 2022-23

DATE: 01-10-2022

CLASS: FYBAF-A

TOTAL LECTURES: 72

CATEGORY	ROLL NO											
GREEN ($\geq 75\%$)	7	11	21	26	27	34	38	50	52	53	54	55
	63	66	70									
YELLOW (50% - 74%)	67	65	62	61	59	58	51	49	48	47	46	45
	44	43	40	39	36	33	30	29	20	19	18	17
	15	3	2									
RED - A (40% - 49%)	6	13	14	22	25	28	32	42	60			
RED - B (30% - 39%)	5	12	24	64	69							
RED - C (20% - 29%)	4	8	9	16	23	56	57	68	72			
RED - D (10% - 19%)	35	37	41	71								
RED - E (0% - 9%)	1	10	31									

NOTE: Every Student is required to be Present for minimum 75% of the Lectures/Tutorials/Practicals taken in each subject in each term. Defaulters will be running a greater risk as per the new Semester System .

Manish Zalawadia

CONVENOR

ATTENDANCE COMMITTEE



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D.S. Road, Asha Nagar, Thakur Complex, Kandivalli (East), Mumbai – 400 101. Tel.: 022 69436400

ATTENDANCE REPORT FOR THE MONTH OF OCTOBER 2022

AC. YEAR - 2022-23

DATE: 01-11-2022

CLASS: FYBAF-A

TOTAL LECTURES: 71

CATEGORY	ROLL NO											
GREEN ($\geq 75\%$)	7	11	21	26	27	29	31	34	35	38	40	49
	50	52	53	55	61	63	65	66	69	70		
YELLOW (50% - 74%)	5	9	13	14	15	16	17	20	28	33	36	39
	43	46	47	54	58	59	60	62	67			
RED - A (40% - 49%)	18	19	30	32	42	51	57					
RED - B (30% - 39%)	2	3	4	8	12	22	23	24	25	44		
	45	48	56	71	72							
RED - C (20% - 29%)	1	6	41	64	68							
RED - D (10% - 19%)	31	35										
RED - E (0% - 9%)	10	37										

NOTE: Every Student is required to be Present for minimum 75% of the Lectures/Tutorials/Practicals taken in each subject in each term. Defaulters will be running a greater risk as per the new Semester System .

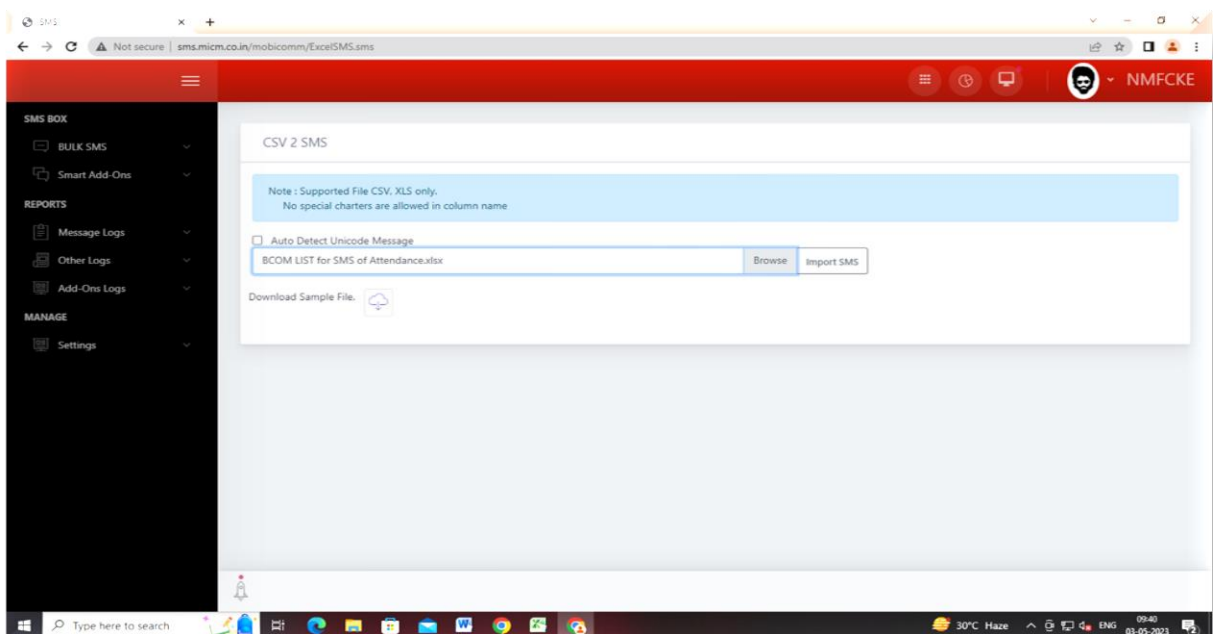
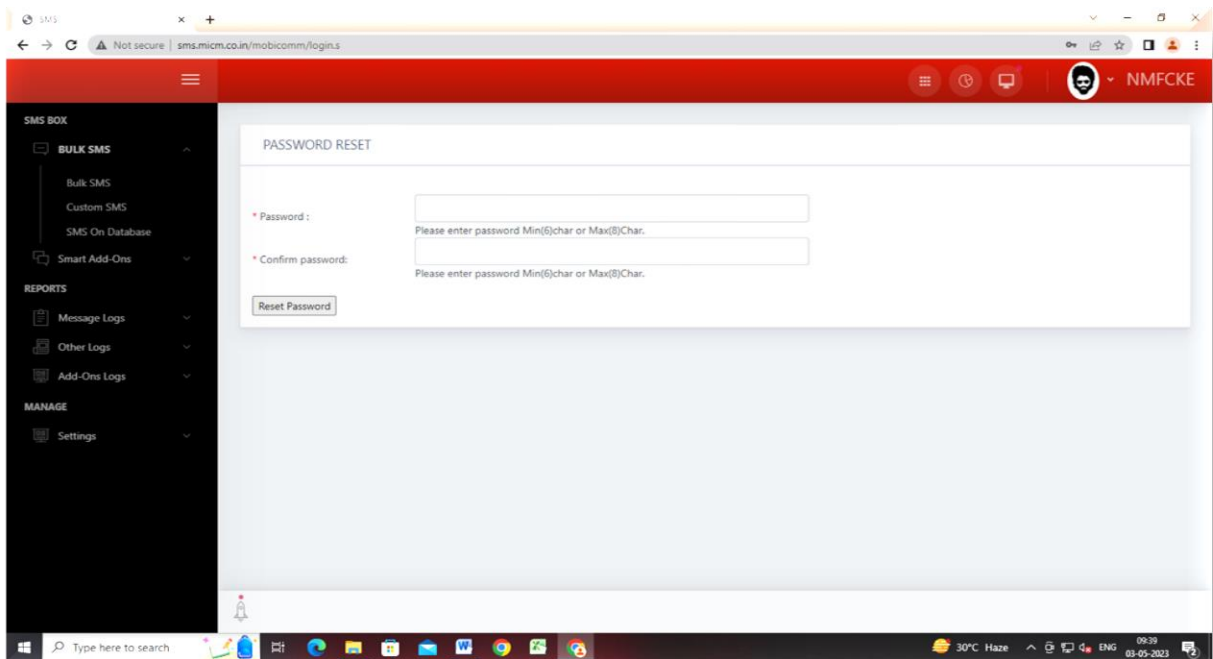
Manish Zalawadia

CONVENOR

ATTENDANCE COMMITTEE

(b) SMS sends to the parents

ATTENDANCE SMS PROCESS



Browser: sms.micm.co.in/mobicomm/importBulkSMS.sms?function=getRowName

Header: NMFCKE

Navigation: TRANSACTIONAL | PROMOTIONAL | WHATSAPP

Left Sidebar:

- SMS BOX
 - BULK SMS
 - Smart Add-Ons
- REPORTS
 - Message Logs
 - Other Logs
 - Add-Ons Logs
- MANAGE
 - Settings

Form Fields:

- FYCOM (Dec)
- Campaign Name (max length 200)
- NMFCKE
- CONTACTNO
- English
- Custom Fields

Message Preview:

The attendance of your ward <%=STUDENTNAME=%> at <%=DIV=%> is <%=PERCENTAGE=%> % for the month of DECEMBER.

chars: 252
sms : 2

Send SMS Preview

Here you can see first 5 records of selected sheet.

Sr. No.	SR.NO.	DIV	ROLL NO	STUDENTNAME	STUDENT CONTACT NUMBER	CONTACTNO PERCENTAGE
1	1	A	1	AGRE DIVYA SHAILESH	8452916095	9987300489 81

Browser: sms.micm.co.in/mobicomm/importBulkSMS.sms?function=getRowName

Header: NMFCKE

Navigation: TRANSACTIONAL | PROMOTIONAL | WHATSAPP

Left Sidebar:

- SMS BOX
 - BULK SMS
 - Smart Add-Ons
- REPORTS
 - Message Logs
 - Other Logs
 - Add-Ons Logs
- MANAGE
 - Settings

Form Fields:

- FYCOM (Dec)
- Campaign Name (max length 200)
- NMFCKE
- CONTACTNO
- English
- Custom Fields

Message Preview Dialog:

Message Preview :

Dear Parent,

The attendance of your ward AGRE DIVYA SHAILESH at A is 81 % for the month of DECEMBER.
Kindly ensure minimum 75% attendance to avoid non-conformance to University norms.

Regards,
Nirmala Memorial Foundation College.

Message Length : 232

- This length is for first record only. For other records message length depends on used columns of uploaded file.

OK

Send SMS Preview

Here you can see first 5 records of selected sheet.

Sr. No.	SR.NO.	DIV	ROLL NO	STUDENTNAME	STUDENT CONTACT NUMBER	CONTACTNO PERCENTAGE
1	1	A	1	AGRE DIVYA SHAILESH	8452916095	9987300489 81

Browser: sms.micm.co.in/mobicommy/importBulkSMS.sms?function=getRowName

Header: NMFCKE

Navigation: TRANSACTIONAL | PROMOTIONAL | WHATSAPP

Left Sidebar:

- SMS BOX
 - BULK SMS
 - Smart Add-Ons
- REPORTS
 - Message Logs
 - Other Logs
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- MANAGE
 - Settings

Main Form:

Schedule

 Range ?

 Short Url ?

 Remove Duplicate Mobiles

Smart Add Ons

Templates

Here you can see first 5 records of selected sheet.

Sr. No.	SR.NO.	DIV	ROLL NO	STUDENTNAME	STUDENT CONTACT NUMBER	CONTACTNO	PERCENTAGE
1	1	A	1	AGRE DIVYA SHAILESH	8452916095	9987300489	81

Message Preview: The attendance of your ward <%=STUDENTNAME=%> at <%=DIV=%> is <%=PERCENTAGE=%> % for the month of DECEMBER. chars: 252 sms : 2

System Tray: 30°C Haze, 09:43, 03-05-2023

(III) Action takes against defaulter

(a) Warning through letter's



Nirmala Memorial Foundation College of Commerce & Science

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D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai – 400 101. Tel.: 2854 3234 | Visit <http://nmfdegree.edu.in>

Name: BHAGAT VRAJ CHETAN

Date: 15/10/2022

Class: F.Y.BAF

Division: A

Roll No: 1

This notice is issued to you as your attendance upto the month of September, 2022 is 8%. It is less than the prescribed 75%, as per the provisions of Ordinance 0.6086 of University of Mumbai.

You are hereby informed to show cause as to why you shall not be detained from appearing for the Semester End University Examination to be held in the month of November 2022.

यह नोटिस आपको जारी किया गया है क्योंकि सितंबर, २०२२ के महीने तक आपकी उपस्थिति 8% है, जो मुंबई विश्वविद्यालय के अध्यादेश ०.६०८६ के प्रावधानों के अनुसार निर्धारित ७५% से कम है।

स प्रकार आपको यह सूचित किया जाता है कि नवंबर, २०२२ के महीने में सेमेस्टर एंड यूनिवर्सिटी परीक्षा के लिए आपको क्यों आने की अनुमति दी जाए.

(Mr. Manish Zalawadia)
Convenor
Attendance Committee



(Ms. Swiddle D'Cunha)
I/C Principal

(IV) Success seen in the procedure

(a) Term wise report

Sample of F.Y.B.Com (Accountancy and Finance) - for Term – I

(From July 2022 to October 2022)



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ATTENDANCE REPORT FOR TERM - I

AC. YEAR - 2022-23

CLASS FYBAF-A

	TERM I			
	AUG	SEPT	OCT	NOV
GREEN	28	25	15	22
YELLOW	23	26	27	21
RED - A	7	7	9	7
RED - B	4	8	5	15
RED - C	2	1	9	5
RED - D	3	2	4	2
RED - E	6	4	3	2

Manish Zalawadia

CONVENOR

ATTENDANCE COMMITTEE

(b) Graphical representation of decreasing in count of absentees

