



Vishnu Waman Thakur Charitable Trust's

VIVA SCHOOL OF ARCHITECTURE

Approved by Council of Architecture, New Delhi and Affiliated to University of Mumbai

Website : www.vivaarch.org E-mail : principal@vivaarch.org & admin@vivaarch.org

Shri. Hitendra V. Thakur
President

Ms. Aparna P. Thakur
Secretary

Prof. Chakor A. Mehta
Principal

Ref. No. – VIVA Arch / 2023-24 / Committee / 12

Date August 1, 2023.

OFFICE ORDER

This is to inform all the Core Faculty and Visiting Faculty that the Attendance Committee formed vide Circular No. - **VSOA / 2022 / Attendance Committee / 1** dated **March 30 , 2022** has been **revised on account of vacancy created resignation of Prof. Ritesh Agarwal.**

As per UoM Circular No.: UG / 01 of 2014 dated May 5, 2014 and as per the Ordinances 6089 mentioned therein the members of the Attendance Committee nominated are as under:

1. **Mrs. Nayana V. Raut** - (Convener)
3. **First Year Coordinator for the current semester** – Committee Member
4. **Second Year Coordinator for the current semester** – Committee Member
5. **Third Year Coordinator for the current semester** – Committee Member
6. **Fourth Year Coordinator for the current semester** – Committee Member
7. **Fifth Year Coordinator for the current semester** – Committee Member

All the above mentioned members are being informed that they will have to abide with the above mentioned circular and comply with the directives and operative instructions mentioned in the University of Mumbai Circular No. – UG / 01 of 2014.

The Attendance Committee will ensure that they conduct at least 2 meetings per semester and inform the learner/s in case of their default. The Committee will also ensure that the defaulting learner/s are not only communicated through the Notice Board but also through the official email provided to the learner/s by the Institute.

The Attendance Committee will also be functioning as Academic Committee which will be headed by Mrs. Nayana Raut. All the faculty members are being requested to cooperate accordingly.

Chakor A. Mehta
Principal

VIVA School of Architecture





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Ref. No. – VSOA / 2022 / Attendance Committee / 1

Date : March 30 , 2022.

OFFICE ORDER

As per the University of Mumbai Circular No. UG / 01 of 2014 dated May 5, 2014 regarding Ordinances 6089 and repealing of Ordinances 119, 120 & 125 relating to the minimum attendance with effect from academic year 2014-15. (attached herein with this Office Order)

As per the **Ordinances 6089** mentioned therein the members of the Attendance Committee nominated are as under :

1. **Prof. Ritesh Agrawal** - (Convener)
2. **Mrs. Nayana V. Raut** – Committee Member
3. **First Year Coordinator for the current semester** – Committee Member
4. **Second Year Coordinator for the current semester** – Committee Member
5. **Third Year Coordinator for the current semester** – Committee Member
6. **Fourth Year Coordinator for the current semester** – Committee Member
7. **Fifth Year Coordinator for the current semester** – Committee Member

All the above mentioned members are being informed that they will have to abide with the above mentioned circular and comply with the directives and operative instructions mentioned in the University of Mumbai Circular No. – UG / 01 of 2014.

The Attendance Committee will ensure that they conduct at least 2 meetings per semester and inform the learner/s in case of their default. The Committee will also ensure that the defaulting learner/s are not only communicated through the Notice Board but also through the official email provided to the learner/s by the Institute

Prof. Chakor A. Mehta
Principal



UNIVERSITY OF MUMBAI
No. UG/01 of 2014

CIRCULAR:-

A reference is invited to the Ordinances 119, 120 & 125 relating to the minimum attendance necessary for keeping terms and condonation of deficiency in attendance vide this office circulars No. UG/502 of 1999, dated 6th October, 1999 and No. UG/58 of 2010, dated 20th March, 2010 and the Directors/Heads of the University Departments, Principals of the affiliated colleges, Heads of the recognized Institutions concerned, the Captain Superintendent, Ministry of Surface Transport, Training ship 'Chanakya', Government of India, Nerul, Navi Mumbai-400 706, are hereby informed that in exercise of the powers conferred upon the Management Council under Section 54(1) of the Maharashtra Universities Act, 1994, the Management Council has repealed the existing Ordinances 119, 120 & 125 and new O.6086 relating to the attendance for learners has been introduced as per **Appendix** and the same has been brought into force **with effect from the academic year 2014-15 and thereafter.**

Place : Mumbai-400 032.

REGISTRAR

Dated : 5th May, 2014.

To,

The Directors/Heads of the University Departments, Principals of the affiliated colleges, Heads of the recognized Institutions concerned, the Captain Superintendent, Ministry of Surface Transport, Training ship 'Chanakya', Government of India, Nerul, Navi Mumbai-400 706.

A.C ./7.2/06.01.2014.

M.C. /30/18.02.2014.

No. UG/01 -A of 2014

Mumbai-400 032

5th May, 2014

Copy forwarded with Compliments for information to:-

- 1) The Deans, of all faculties and Chairmen/Chairpersons of the various Board of Studies and **Ad-hoc** Board of Studies.
- 2) The Director, Board of College and University Development.
- 3) The Controller of Examinations.
- 4) The Co-Ordinator, University Computerization Centre.

Sd/-
REGISTRAR

Ordinances 6086 relating to the attendance for learners

O . 6086 : Attendance for learners

- 1) There shall be the Attendance Committee, for smooth conduct of this ordinance, in every college/institute/Department of the University comprising of at least three members (to be nominated from other departments in case of the University Departments having less than 3 teachers), the Vice-Principal/ Senior Teacher (Convener) and at least two more teachers ensuring representation of the concerned faculties, nominated by the Principal/Director/Head.
- 2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfills at least seventy five percent (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 organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s. Further it is mandatory for every learner to have min 50% attendance for each course & average attendance has to be 75%.
- 3) The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular/co-curricular activity/competition/camp/workshop/convention/symposium/seminar etc. where the said learner is officially representing the college/ University/ District/ State/ Country with the permission of the Principal /Director/ Head of the College/ Institute/ University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, at Sr. No 2, shall be deemed to have been attended by the said learner .
- 4) Without prejudice to what is stated here-in-above, the Principal/Director/Head of the concerned College/Institute/Department of the University shall be the competent authority to condone the absentee of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the said college/Institute/Department of the University, wherein it is mandatory on the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.

- 5) The attendance committee ensures that the attendance records are maintained in order and that the warning letters are issued to the defaulting learners at least twice in every semester & that in the first week of every month for the previous month default list it display on college notice board. If they are falling short of attendance while also displaying the list of defaulters declaring their respective attendance for the month. The defaulting learners should also be called (along with the parent/guardian wherever necessary) to meet the Convener, attendance committee in the middle of the semester with a view to make the consequences adequately clear while understanding the difficulties if any and encouraging the learner to comply with the requirement of the attendance. Needless to say that the learners should be made aware of the provisions of the ordinances for attendance at the time of admission and an undertaking may be obtained from them (countersigned by the parent/guardian wherever necessary) assuring regular attendance while understanding the consequences of defaulting.

- 6) At the end of the semester on recommendation of the attendance committee the Principal/Director/Head of the college/Institute/University Department shall display list of the learners who are not allowed to keep terms, allowing them to appeal to the Principal/Director/Head of the College/Institute/Department of the University within 3 days from the date of display of the notice. After disposing the appeals the Principal/Director/Head shall intimate the same to the In-charge of Examinations/the Controller of examinations to withdraw the examination forms of such defaulting learner sunder intimation to those learners ensuring that this communication reaches the concerned at least 10 clear days before the commencement of the respective examinations.

- 7) The learners whose terms are not granted by the college/institute/department of the University can appeal to the controller of examinations, if desired, in a prescribed form and by paying fees prescribed by the Management Council within 3 days from the receipt of this intimation and that the controller of examinations shall arrange a hearing of the learners along with their concerned Principals/Directors/Heads of the Department, represented in person or through a teacher nominated by them before the committee (one each for every faculty) nominated by the Management Council comprising of 3 members including the convener. The respective committees shall convey their decisions to the controller of examinations which shall be final and binding on the learners once accepted and communicated by the controller of examinations.

(The existing Ordinances O.119, O.120 & O.125 are repealed)
