



BACKWARD CLASS YOUTH RELIEF COMMITTEE'S

BHIWAPUR MAHAVIDYALAYA

BHIWAPUR DIST. NAGPUR- 441201

ACCREDITED WITH GRADE 'B' (CGPA-2.54) BY NAAC, BENGALURU

ISO-9001:2015

AFFILIATED TO RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

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Tel: 07106-232349

ACTIVITY REPORT

ACADEMIC SESSION	2017-2018
ORGANIZER	Bhiwapur Mahavidyalaya
NAME OF THE ACTIVITY WITH TITLE	Attendance Committee
DATE OF ACTIVITY	The whole Academic Session
MODE OF ACTIVITY (ONLINE/OFFLINE (IF ONLINE, GIVE WEBLINK)	Offline
ORGANIZING COMMITTEE	Attendance Committee
PROGRAMME COORDINATOR	Asst. Prof. Dr. Rajesh S. Bahurupi
NUMBER OF STUDENTS/BENEFICIARIES	The entire students of the College
BRIEF REPORT	<p>The Institution has evolved an effective mechanism to monitor the attendance of students in the Classrooms. To facilitate this Attendance Committee was formed at the Institute level to monitor the students' attendance in the Classrooms. To increase the percentage of students'</p>



attendance in the Classroom the Member Secretary of this Committee worked as per the instructions and assignments given by IQAC. As soon as the Academic Session commenced, all the faculties were informed to register the students' names as per the list provided by the Office of the Principal. The Member Secretary of the Attendance Committee worked very hard to increase the percentage of students attending the regular classes. He informed all the teaching faculties to take endorsement of the Principal on the Attendance Register at the end of every month.

The students who had less than 75% of attendance in the Classrooms were encouraged to attend classes regularly. Students failing to register 75% of attendance were informed and the same was conveyed through a Postcard to the Parents.

Mechanism of working of the Attendance Committee during the Session 2017-2018

- ❖ Attendance Committee issued Notice on 4th September, 2017 and asked all the faculty members to procure Attendance Register, Work Book, Marker Pen and Duster from the Office.
- ❖ Attendance Committee issued Notice on 4th September, 2017 to the Security Guards to stop students from moving out of the College premises during the College hours.



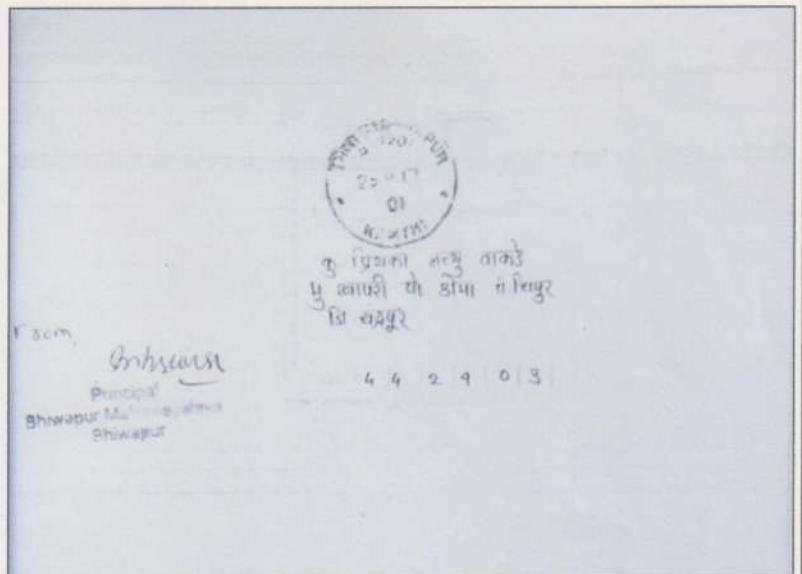
	<ul style="list-style-type: none"> ❖ The Security Guards were instructed to maintain the records of students (entry and exit) in the Register who leave the College premises before the classes are over. ❖ Attendance Committee issued Notice on 30th January, 2017 and gave instructions to the Administrative Staff to update the information about the newly admitted students to the teachers discipline-wise and year-wise. ❖ Attendance Register of teachers were scrutinized at the end of every month by the Member Secretary of Attendance Committee.
<p>PROGRAMME OBJECTIVES</p>	<ul style="list-style-type: none"> ❖ To encourage the students to attend classes regularly. ❖ To increase the percentage of students attending the periods regularly. ❖ To reduce dropout rates of students considerably. ❖ To increase the results of students considerably. ❖ To ensure the holistic development of students through their active participation in the curricular, co-curricular and extra-curricular activities of the Institution. ❖ To give wider exposure to students in demonstrating their inherent talents.
<p>PROGRAMME OUTCOMES</p>	<ul style="list-style-type: none"> ❖ Encouraged the students to attend classes regularly. ❖ Increased the percentage of students attending the periods regularly. ❖ Reduced dropout rates of students considerably.



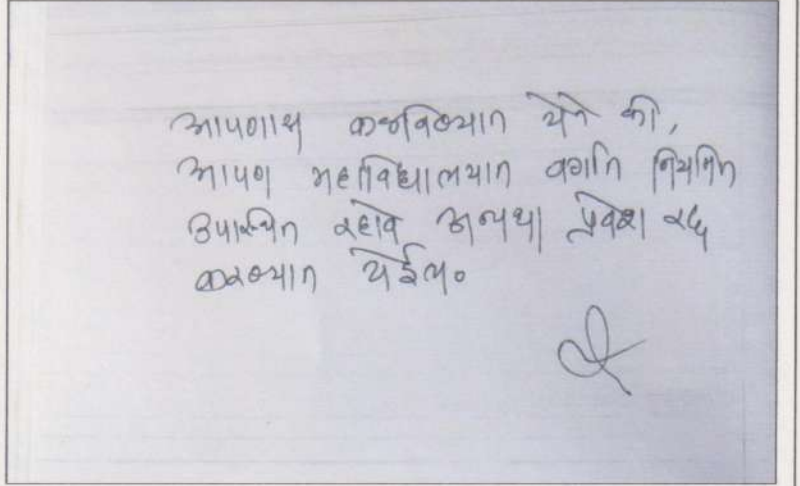
	<ul style="list-style-type: none"> ❖ Increased the results of students considerably. ❖ Ensured the holistic development of students through their active participation in the curricular, co-curricular and extra-curricular activities of the Institution. ❖ Students got wider exposure in demonstrating their inherent talents.
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PHOTO GALLERY WITH CAPTIONS

Sample of Post Cards sent to the parents of absentees to encourage them to send their wards to College regularly



Post Card sent to the parents of absentees having less than 75% of attendance.



Notice issued to Faculty Members to submit the list of absentees

सूचना
मा. प्राचार्यांच्या दिशा निर्देशानुसार महाविद्यालयीन
श्री. प्राध्यापक यांना सूचित करण्यात येते की,
जे विद्यार्थी महाविद्यालयीन वर्गात अनुपस्थित
आहेत त्यांच्या उपास्थिती 75% पेक्षा
कमी आहे अशा विद्यार्थ्यांची यादी Attendance
Committee सचिव यांना वाढीकर बांधक
दि. 23/01/2026 पर्यंत वर्गनिहाय सादर
करावी. धन्यवाद।

दिनांक :- 20/01/2026

D RK G. V. Joshi -

सचिव
Attendance
Committee,
Bhiwapur Mahavidyalaya,
Bhiwapur.

- 1) S. K. Shinde -
- 2) M. R. Chauhan -
- 3) M. V. Konde -
- 4) V. S. Dey -
- 5) M. V. Nandkumar -
- 6) R. S. Bahumpi -
- 7) Mrs. A. V. Mahawadiwar -
- 8) N. V. Patankar -
- 9) Dr. V. S. Kigandhan -
- 10) S. D. D.
- 11) A. H. Patankar -

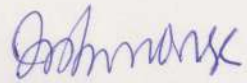


Notice
Trans. into English

With the directions from the office of the Principal, I am hereby directed to inform all the Faculty Members of the Institution to submit the list of students who have been absent and whose attendance is below 75% to the Member Secretary of Attendance Committee Asst. Prof Someshwar Wasekar on or before 21st September, 2017.

Dated – 20 / 9 / 2017
Member Secretary
Asst. Prof S. Wasekar




PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur, Dist. Nagpur