



VIVEK EDUCATION SOCIETY'S VIVEK COLLEGE OF COMMERCE

VIVEK COLLEGE ROAD, GOREGAON (WEST), MUMBAI 400 104.
Phone : 28724058 • Telefax : 28744058 • e-mail : vivek_college@hotmail.com

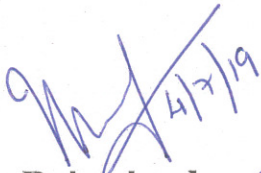
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Date : 04.07.2019

STAFF NOTICE

All faculty members are informed to conduct guidance sessions for the students. The session will be taken after the lecture hours. The guardian teachers can discuss on students' academic and non-academic needs. The discussion can cover areas related to attendance, careers, subject related and/or personal counselling.

The list of the guardian teachers has been displayed in the staff notice board.


Principal





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Date : 08.07.2019

STUDENT NOTICE

It has been a practice of the college to assign guardian teachers to every class. The guardian teacher of your class will interact with you to guide in various academic, non-academic related queries. The session will start from the next month.

The list of the guardian teachers and schedule has been displayed in the student notice board.


Principal



VIVEK COLLEGE OF COMMERCE


List of Faculty Members 2019-20

Sr No.	Name of the Full Time Teacher
1	Prin. Dr. Vijetha Shetty
2	Dr. Anjali Pathak***
	Prof. Krinal Magia***
3	Prof. Manisha Naik
4	CA Jayesh Vaidya
5	Dr. Malathi Iyer
6	Dr. Thanga Durai
7	CA Shrikant Marathe
8	Dr. Shefali Naranje
9	Dr. Tanusree Chaudhuri
10	Prof. Maya Hande
11	Prof. Nisha Pillai
12	Prof. Prabhakar Musam
13	Prof. Anupama Bali
14	Prof. Maria Muthukumar
15	Prof. Murugesh Chandran
16	CA Vandana Ladha
17	CA Pradeep Hathi
18	Prof. Anuja Narvankar
19	Prof. RanjeetKaur Patel
20	Prof. Jennifer Marfatia
21	Prof. Vivek Singh
22	Prof. Tanvee Narvekar
23	Prof. Nisha Bidawatka
24	Prof. Sharvari Talashikar
25	Prof. Mayur Shah
26	Prof. Sukanya Sawant
27	Prof. Lubina Gonsalves
28	Prof. Manoj Heda
29	Prof. Akshata Pai
30	Dr. Neelu Khosla
31	Prof. Kavita Sawant
32	Prof. Bhakti Manjrekar

***Head of Mathematics Department, Prof. Anjali Pathak retired in October 2019 and Prof. Krinal Magia joined in her place. Hence number of full time teachers taken as 32 for the year 2019-20

Further, Librarian is not counted in the list of teachers.





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VIVEK COLLEGE OF COMMERCE
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VIVEK COLLEGE OF COMMERCE

LIST OF GUARDIAN TEACHERS ACADEMIC YEAR 2019-2020

Name of the committee	Guardian Teachers - Aided	Guardian Teachers - Unaided
Guardian Teachers	Prof. Prabhakar Musam (FYBCOM A)	Prof. Lubina Gonsalves (FYBMS)
	Prof. Bhakti Manjarekar (FYBCOM B)	Prof. Manoj Heda (SYBMS)
	Dr. Shefali Naranje (FYBCOM C)	Prof. Ranjeet Kaur Patel (TYBMS)
	Dr. Tanusree Choudhuri (FYBCOM D)	Prof. Maria Muthukumar (F.Y.I.T.)
	Prof. Manisha Naik (SYBCOM A)	Prof. Sukanya Sawant(S.Y.I.T)
	Dr. Malathi Iyer (SYBCOM B)	Prof. Murugesh Chandran(T.Y.I.T)
	Prof. Shrikant Marathe (SYBCOM C)	Prof. Mayur Shah (FYAF)
	Prof. Amshumali & Prof. Kavita Sawant (SYBCOM D)	Prof. Vandana Ladha (SYAF)
	Prof. Nisha Pillai (TYBCOM A)	Prof. Akashta Pai (TYAF)
	Prof. Maya Hande (TYBCOM B)	Prof. Vivek Singh (FYBBI)
	Prof. Thanga Durai (TYBCOM C)	Prof. Anuja Narvankar (SYBBI)
		Prof. Pradeep Hathi (TYBBI)
		Prof. Sharvari Talashikar (FYBFM)
		Prof. Sharvari Talashikar (SYBFM)
		Prof. Tanvee Narvekar (TYFM)
		Prof. Nisha Bidawatka (FYBMM)
		Prof. Jennifer Marfatia(SYBMM)
	Prof. Jennifer Marfatia (TYBMM)	



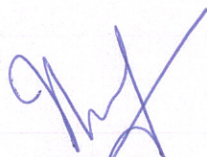

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BCOM - Mentoring Schedule - 2019-2020

Sr. No.	Guardian Teacher/Mentor	Class & Division	Students/Mentee - Roll Number
1	Prof. Prabhakar Musam	FY BCOM A Division	Batch 1 Roll No. - 1 to 64
			Batch 2 Roll No. - 65 to 127
2	Prof. Bhakti Manjrekar	FY BCOM B Division	Batch 1 Roll No. - 151 to 214
			Batch 2 Roll No. - 215 to 277
3	Dr. Shefali Naranje	FY BCOM C Division	Batch 1 Roll No. - 301 to 364
			Batch 2 Roll No. - 365 to 428
4	Dr. Tanusree Chaudhuri	FY BCOM D Division	Batch 1 Roll No. - 451 to 514
			Batch 2 Roll No. - 515 to 578
5	Prof. Manisha Naik	SY BCOM A Division	Batch 1 Roll No. - 1 to 60
			Batch 2 Roll No. - 61 to 120
6	Dr. Malathi Iyer	SY BCOM B Division	Batch 1 Roll No. - 151 to 211
			Batch 2 Roll No. - 212 to 270
7	CA Prof. Shrikant Marathe	SY BCOM C Division	Batch 1 Roll No. - 301 to 343
			Batch 2 Roll No. - 344 to 387
8	Prof. Kavita Sawant	SY BCOM D Division	Batch 1 Roll No. - 451 to 502
			Batch 2 Roll No. - 503 to 554
9	Prof. Nisha Pillai	TY BCOM A Division	Batch 1 Roll No. - 1 to 60
			Batch 2 Roll No. - 61 to 120
10	Prof. Maya Hande	TY BCOM B Division	Batch 1 Roll No. - 151 to 211
			Batch 2 Roll No. - 212 to 272
11	Dr. Thanga Durai	TY BCOM C Division	Batch 1 Roll No. - 301 to 361
			Batch 2 Roll No. - 362 to 420

Batch 1 Last Friday and Batch 2 Last Saturday of the every month



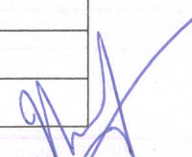

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SFC - Mentoring Schedule - 2019-2020

Sr. No.	Guardian Teacher/Mentor	Class & Division	Students/Mentee -Roll Number
1	Prof. Lubina Gonsalvis	FY BMS	Batch 1 Roll No. - 1 to 35
			Batch 2 Roll No. - 36 to 71
2	Prof. Manoj Heda	SY BMS	Batch 1 Roll No. - 1 to 36
			Batch 2 Roll No. - 37 to 73
3	Prof. Ranjeet Kaur Patel	TY BMS	Batch 1 Roll No. - 1 to 37
			Batch 2 Roll No. - 38 to 76
4	Prof. Maria Muthukumar	FY BSc.IT	Batch 1 Roll No. - 1 to 40
			Batch 2 Roll No. - 41 to 68
5	Prof. Sukanya Sawant	SY BSc.IT	Batch 1 Roll No. - 1 to 36
			Batch 2 Roll No. - 37 to 67
6	Prof. Murugesh Chandran	TY BSc.IT	Batch 1 Roll No. - 1 to 36
			Batch 2 Roll No. - 37 to 67
7	Prof. Mayur Shah	FY BAF	Batch 1 Roll No. - 1 to 35
			Batch 2 Roll No. - 36 to 70
8	Prof. Vandana Ladha	SY BAF	Batch 1 Roll No. - 2 to 36
			Batch 2 Roll No. - 2 to 66
9	Prof. Akshata Pai	TY BAF	Batch 1 Roll No. - 1 to 35
			Batch 2 Roll No. - 36 to 73
10	Prof. Vivek Singh	FY BBI	Batch 1 Roll No. - 1 to 30
			Batch 2 Roll No. - 31 to 61
11	Prof. Anuja Narvankar	SY BBI	Batch 1 Roll No- 1 to 30
			Batch 2 Roll No- 31 to 60
12	Prof. Pradeep Hathi	TY BBI	Batch 1 Roll No -1 to 40
			Batch 2 Roll No -41 to 69
13	Prof. Sharvari Talashikar	FY BFM	Batch 1 Roll No. - 1 to 25
			Batch 2 Roll No. - 26 to 51
14	Prof. Sharvari Talashikar	SY BFM	Batch 1 Roll No. - 1 to 25
			Batch 2 Roll No. - 26 to 51
15	Prof. Tanvee Narvekar	TY BFM	Batch 1 Roll No. - 1 to 30
			Batch 2 Roll No. - 31 to 62
16	Prof. Nisha Bidawatka	FY BAMMC	Batch 1 Roll No. - 1 to 30
			Batch 2 Roll No. - 31 to 60
17	Prof. Jennifer Marfatia	SY BAMMC	Batch 1 Roll No. - 1 to 30
			Batch 2 Roll No. - 31 to 66
18	Prof. Jennifer Marfatia	TY BAMMC	Batch 1 Roll No. - 2 to 36
			Batch 2 Roll No. - 37 to 77

Batch 1 Last Friday and Batch 2 Last Saturday of the every month




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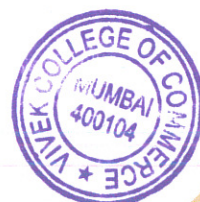
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*Policy
Document
for
Mentoring
(w.e.f. 2019)*

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Introduction

Mentoring is a process with greater insights and support given to the mentee through the mentor. It is an aspect which not only includes teaching, counselling and coaching but also bridges the gap between the mentor-mentee. It provides possibility-centred approach and widens the horizon towards discovering new dimensions of life.

Objective of the Mentoring Policy

- *This policy is drafted to ensure an effective communication mechanism between the mentor (teacher)-mentee(student).*
- *This will provide a platform to support mentee's need and help mentee handle real life dynamics.*
- *This policy will cater to mentee in smaller circles to discuss and deliberate on various career related, subject related and personal counselling.*

Standard Operating Procedures

- *Every mentor is assigned 25-30 mentees.*
- *The mentor will be their counsellor, confidante and supporter.*
- *The mentor shall meet the mentee at least once a month.*
- *The meeting is organised as per the timetable for each class.*
- *The interaction between mentor-mentee shall be theme based subject or situational based.*
- *At any point of time, confidentiality shall be maintained if the mentee is counselled on personal issues.*
- *The mentor maintains a record of each session conducted with the mentee. This record proves helpful in understanding the mentees' progression.*
- *Senior students can act as mentor to the mentee.*



Policy for Learners'

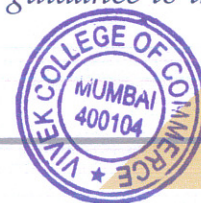
Learners are identified as slow and advanced based on their preceding examination. Learners are categorised based on their grade/marks/percentage attainment compared with the set threshold marks/percentage of the class subject-wise.

Advanced Learners Policy

- Motivate advanced learners to participate in activities that will enhance their skillset and prepare them for various inter-collegiate, district, state, national and international level activities.*
- Encourage learners to utilize online resources and enrol for courses in SWAYAM/NPTEL and other online courses platform.*
- Peer-to-Peer mentoring for slow learners.*
- Mentor-Mentee mentoring to upgrade research skills and encourage learners to participate in research competitions like AVISHKAR, build leadership, self and team development skills in advanced learners.*
- Provision of scholar card for reference books from library.*
- Felicitation of meritorious students with cash prizes and certificates*

Slow Learners Policy

- Bridge course for the first-year learners to understand the subject shift from preceding examination like HSC to degree programmes.*
- Remedial classes for slow learners to overcome the subject phobia if any and to improve subject knowledge.*
- Peer-to-Peer mentoring where an advanced learner is assigned a group of slow learners to teach subjects which the advanced learner excelled.*
- Mentor-Mentee mentoring to provide support and guidance to the learner.*

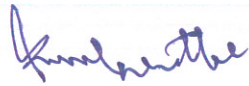


- Department heads/co-ordinators to provide need-based facilities to the slow learners.
- On the basis of recommendation by guardian teachers, students are sent for counselling as and when needed.

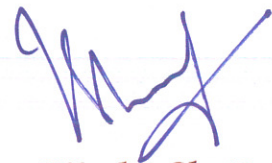
We, at Vivek believe in imparting the same knowledge to all learners. However, some learners need increased attention and continuous efforts while some learners need encouragement and proper guidance to enhance their skills and channelize their future prospects. The college ensures every learner outshine in their own unique way.

Students' Advantage through the Mentoring Programme

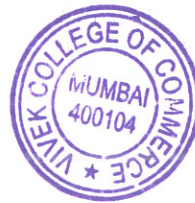
- Mentee will be able to build a positive rapport with the mentor and also build trust on the overall Institution.
- Mentees are assured to have greater self-esteem and optimistic approach.
- Mentoring programme will benefit the mentee in their self-growth and overall well-being.
- This programme will provide guidance and also intervene when necessary, to correct and guide the mentee.



CA. Shrikant Marathe
IQAC Coordinator



Dr. Vijetha Shetty
Principal

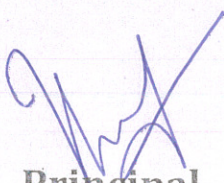


Brief Report of Mentoring Programme - 2019-2020

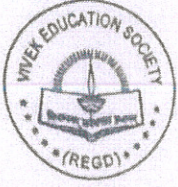
The college provides individual attention to the students through the mentor/guidance programme. As the institution strictly follows the requirement of lecture attendance, guardian teachers continuously monitor class attendance, reach out to the students to understand the difficulties with regard to non-attendance of the lecture and explain the importance of regular attendance for effective learning. Admission Committee and guardian teachers also reach out to the parents of students with low attendance and request parent to monitor their wards attendance. This proactive reach out reduces the count of defaulters at the end of the semester.

Guardian teachers assesses the interest, inclination and potential of students in the areas of academic excellences, co-curricular activities and also need for financial support based on one-to-one interaction with the students. The teachers refer the students to various committees like placement cell, arts circle, NSS, DLLE etc. for them to excel in co-curricula activities. Students with research bent of mind are suggested to explore opportunities in the activities of research cell. For the final year students, placement cell organizes placement drive which is open for all; guardian teachers specially reach out to financially weak students and ensures their participation in these drives.

As per the discussion held in IQAC meeting, academic year 2020-21 onwards the institution is following separate timetable for mentoring programme.


Principal





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Date: 19-08-19

Attendance Committee

Staff Notice

Parents of Defaulter students having attendance between 31% to 74% are informed to remain present for the meeting on 23rd August, 2019 from 11 a.m. to 12 noon in respective class rooms.

All the teacher incharges of the respective classes are requested to meet the parents and explain them the importance of attending lectures. The list of defaulter students along with undertaking forms will be handed over to the concerned teachers.

We solicit cooperation from the teachers.

Maya Hande

Attendance Committee

(Prof. Maya Hande)

[Signature]

Principal

(Dr. Vijetha Shetty)



[Signature]

PRINCIPAL

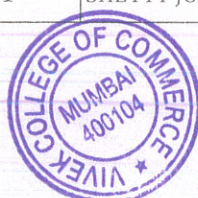
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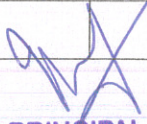
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List of few students with less than 30% attendance in the month of Nov-Dec 2019

Guardian teachers met following students and their parents on 18.01.2020

Sr. No.	CLASS	DIVISION	ROLL NO.	STUDENT NAME	MOBILE NO.
1	FYBCOM	A	44	JETHAM SIDRA ZAKIR	8879461665
2	FYBCOM	A	78	PATIL TEJAS VILAS	8369078539
3	FYBCOM	A	96	SELIA ABID ARSHAD	9833344635
4	FYBCOM	B	166	DHUKKA FARHAAN ABBASALI	7977769896
5	FYBCOM	B	246	SHAIKH AANAM ABDULRAZAK	7208205868
6	FYBCOM	B	259	SINGH HARSHDA NARAYAN	9152062653
7	FYBCOM	C	334	JONDHALE SNEHAL DASHRATH	7738751274
8	FYBCOM	C	373	PATEL MUKESH BABUBHAI	9923462382
9	FYBCOM	C	381	SHAIKH SAIMA MUKHATAR	9820253394
10	FYBCOM	D	536	VISHWAKARMA ANAND SANJAY	7303857053
11	SYBCOM	A	10	BEDADE AFRAZ MUZAFFAR	9869470922
12	SYBCOM	A	51	IYER AMIT VARADARAJAN	9322277545
13	SYBCOM	A	83	MULYE PARTH PRASAD	9867604796
14	SYBCOM	B	165	KHATIB MOHD IMTIYAZUDDIN AJRUDDIN	8286897758
15	SYBCOM	B	189	NAWIN KANAGARAJ MUTHUBALASUBRAMANIAN	9029668746
16	SYBCOM	B	191	NIRMAL KAJAL BRAHMADDIN	8108294814
17	SYBCOM	C	332	KHAN MOHSIN AZIZ	9769626674
18	SYBCOM	C	358	RAHUL SAGUNDARAN	9833546484
19	SYBCOM	C	363	SHIVASANKAR JEYAMURUGAN	7208930096
20	SYBCOM	C	373	VITHYA KUMARAVELU	7045209879
21	SYBCOM	C	381	CHITRA PRAKASH GHEGADMAL	9821624012
22	SYBCOM	D	459	CHAKRAVORTY AMIT AROOP	9137013257
23	TYBCOM	A	53	KERKAR CHAITRALI SUMUKH	9969650491
24	TYBCOM	B	226	QURESHI SHABEENA ISTEHAQ	9930601081
25	TYBCOM	B	244	SHETTY JESSAN SUMAN	9987102711
26	TYBCOM	C	386	YADAV SHWETA ASHOK KUMAR	9920148246
27	TYBCOM	C	390	SHARMA JYOTI RAMESH	9870813678
28	TYBCOM	C	411	SHETTY JONITA SUMAN	9768552161




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Class : SY B.com Div : C Roll NO. : 381

Date : 26/08/2019.

Declaration and Undertaking

I, Chitra Prakash Ghegadmal understand that my ward Jayesha Prakash Ghegadmal have attended only 29 % of the total Lectures / Tutorials / Practical held in June-July/July 2019. I understand that minimum 75% overall attendance and 50% in each subject is compulsory as per University Circular No. UG/01 of 2014.

I hereby give an undertaking and declaration that my ward will attend all the Lectures / Tutorials / Practical and improve his/her attendance in August and September 2019, failing which I am fully aware that my ward will not be allowed to write the Semester I/III/IV examination which will be held in October, 2019.

I UNDERSTAND THAT THIS IS THE WARNING FOR MY WARD TO IMPROVE THE ATTENDANCE.

Chitra

Parent Signature

Name : Chitra Prakash Ghegadmal

Phone No. : 9821624012


Jayesha

Student Signature

Name : Jayesha Ghegadmal

Phone No. : 9820802043




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Date: 03rd October 2019

To,

Mr. YADAV SONU AVTAR
PREM NAGAR, UNNAT NAGAR 2,
ROAD NO. 2, ZADUWALI GALLI,
TEEN DONGRI,
GOREGAON WEST,
MUMBAI 400104

Sub : Defaulters of attendance for the month of January, 2019.

Sir/Madam,

Your ward **Mr. YADAV SONU AVTAR** with Roll No. **56** of Class **S.Y.BBI Div. A** has attended less than **10%** of the total lectures held in the month June/July/August, 2019. As per University circular No. UG/01 of 2014, your ward has to attend minimum 75% of the total lectures / tutorials / practicals held. You are required to make a note of this & improve the attendance of your ward in the coming months, failing which your ward will not be allowed to appear for the semester end examination.

You are required to report to the respective coordinators urgently.

Attendance Committee




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