

COM. NO. 3/ A.Y. 2023-2024

22nd August 2023

CIRCULAR

The **Attendance Committee** is reconstituted and will continue till the end of the Academic year 2023-2024. The committee has been formed for monitoring and regulating the students' attendance for the academic year 2023-2024. Following are the members of the committee.

Sr. No.	Name of staff	Department	Designation
1.	Dr. S H Gharat	Chemical Engineering	Chairman
2.	Dr. S P Tekade	Chemical Engineering	Member
3.	Dr. S R Khedekar	ExTC Engineering	Member
4.	Dr. A D Bhosale	Civil Engineering	Member
5.	Dr. R R Kalamkar	Mech. Engineering	Member
6.	Dr. A K Mangore	Computer Engineering	Member
7.	Dr. M S Satpute	ASH Department	Member

The committee should monitor students' attendance as per the guidelines prescribed by University of Mumbai. They should also conduct the meeting once in a month and should report to the undersigned. Chairman should maintain the record of minutes of meeting and produce to the undersigned as and when required.


PRINCIPAL


cc : All GIT Staff



Encl: Role and Responsibilities

Role and Responsibilities: To keep track of students' attendance and to find any correlation between their attendance and performance and if so, to what degree.