

COM. No.4/A.Y.2024-2025

01<sup>st</sup> January 2025**CIRCULAR**

The **Attendance Committee** is reconstituted and will continue till the end of the Academic year 2024-2025. The committee has been formed for monitoring and regulating the students' attendance for the academic year 2024-2025. Following are the members of the committee.

Sr. No.	Name of staff	Department	Designation
1.	Dr. N A Kolekar	ASH Department	Chairman
2.	Dr. S J Kulkarni	Chemical Engineering	Member
3.	Dr. S R Khedekar	ExTC Engineering	Member
4.	Dr. Y R Kulkarni	Civil Engineering	Member
5.	Dr. R R Kalamkar	Mech. Engineering	Member
6.	Dr. J. V. Khalkar	Computer Engineering	Member
7.	Prof. S. D. Latkar	AIML	Member
8.	Dr. M S Stpute	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



**Roles and Responsibility: -**

- To ensure that daily attendance is recorded by the Professors in the prescribed attendance sheets/Slip/Notebook/Assessment Book and that the same is submitted within 2 days of the completion of the last lecture/s for the month.
- To inform the Principal the name/s of the defaulting Lecturer/s by the 3rd of the following month.
- To ensure periodic display of attendance on the Notice Boards and make corrections if needed.
- To keep track of regular absentees and counsel them, if required, along with their parents.
- To generate the defaulters' list, and after receiving approval from the Principal of the same, handover a copy to the Examination Cell/College Accountant so as to mail them to respective parents /guardians and give a copy each to the respective class coordinator.
- To maintain the records of the compiled attendance and submit the same to the IQAC.