

COM. No.4/A.Y.2025-2026

23rd July 2025**CIRCULAR**

The **Attendance Committee** is reconstituted and will continue till the end of the Academic year 2025-2026. The committee has been formed for monitoring and regulating the students' attendance for the academic year 2025-2026. Following are the members of the committee.

Sr. No.	Name of staff	Department	Designation
1.	Dr. N A Kolekar	ASH Department	Chairman
2.	Dr. B. A. Danawade	Mech. Engineering	Member
3.	Dr. S R Khedekar	ExTC Engineering	Member
4.	Dr. S J Kulkarni	Chemical Engineering	Member
5.	Dr. Y R Kulkarni	Civil Engineering	Member
6.	Dr. J V Khalkar	Computer Engineering	Member
7.	Prof. S D Latkar	CSE(AI ML) Department	Member
8.	Dr. M S Satpute	ASH Department	Member
9.	Prof. P. R. Tambe	MMS Department	Member
10.	Dr. (Mrs) P. R. Shityalkar	MCA 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.

