



"Techno - Social Excellence"
**Marathwada Mitramandal's
Institute of Technology (MMIT)**



'विद्ये सगुणो विदुः'
(Widye Saguno Vidu:)

Accredited with "A" Grade by NAAC
Survey No. 35, Vadgaon Shinde Road, Lohgaon, Pune - 411 047

Approved by AICTE, New Delhi, Recognised by DTE, M.S.Mumbai, Affiliated to Savitribai Phule Pune University

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DTE Institute Code : 6203

Ref.No.MMIT/Admin/2023-24/ 194 A

Date: 01.09.2023

OFFICE CIRCULAR

Sub: College reporting Timings & late marks..

The reporting timings are as follows till further orders:-

Applicable for	In-time	Out-time
All students	08.25 am	03.35 pm
All Teaching, Non-Teaching & Library staff	08.25 am	05.00 pm
Admin office, Rectors, Library, TPO & Director, Physical Education	09.55 am	06.30 pm
Housekeeping	07.30 am	04.30 pm
Security [Shift-1]	08.00 am	08.00 pm
Security [Shift-2]	08.00 pm	08.00 am

Late Marks –For every third late mark, half CL will be deducted. [E.g. Half CL for 3rd late mark, Next Half CL for 6th late mark, and so on]

Take a note of it.

Dr. Rupesh V. Bhortake
Principal

Principal
Marathwada Mitra Mandal's
INSTITUTE OF TECHNOLOGY
Lohgaon, Pune-411047



Copy on : MMIT website.