

**Office of the Principal**

**GANDHI ACADEMY OF TECHNOLOGY AND ENGINEERING  
BERHAMPUR – 761008**

No. GATE - 10/24

Dt.: 04-07-2024

**CIRCULAR**

A Meeting was held on 03.07.24 at 4:15 PM in the chamber of the undersigned and the following resolutions were finalized in presence of all Dean's and HODs :

1. All staff members should come to college before 9:45 AM and give their attendance in the biometric device until further notice.
2. All Faculties should enter in the classroom with attendance register and take attendance at the start of each class.
3. All HODs should monitor their respective departments, make decisions independently and oversee the functioning of all classes without any deviation.
4. A Faculty will be asked for an explanation when his/her classes were not taken in time or not held.



Handwritten signature of the Principal, dated 04/07/24.

PRINCIPAL

GATE