



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



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/ 357

Date: 01.12.2023

OFFICE CIRCULAR

Sub: Revised working days & Institute timings..

The Institute timings effective from 1st December 2023 are as follows until further notice:-

Applicable for	In-time	Out-time
All students	08.30 am	03.30 pm
All Teaching, Non-Teaching & Library staff	08.25 am	04.15 pm
Administrative office, office Attendant, Driver, Rectors, Librarian, TPO & Director, Physical Education	09.45 am	05.30 pm

The Institute will observe non-working on odd Saturdays and working on even Saturdays of each month with immediate effect.

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
Marathwada Mitra Mandal's
Institute of Technology,
Lohgaon, Pune-47



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1. All HODs for information and circulation among staff members and students.
2. MMIT Website co-ordinator
3. Email to all staff
4. Office copy