

Tele- 7249250184/2120

AIT/0323/CNO/Prin

09 Feb 2024

**OFFICE OF PRINCIPAL**

**MEMBERSHIP FORM FOR CLUB**

1. With reference to the discussion held with President and Ladies Representative of Students Council. It is decided to take Membership forms to be taken from all students for club membership.
2. Membership forms for the club will be available at the Xerox Center for all students intending to join/ joined.
3. Upon completion, students must indicate the roles or position they currently hold within the club.
4. All data collected will be submitted to the faculty in-charge, ensuring comprehensive records are maintained annually and update every year on website.
5. Students who filled membership forms during their Second Year are eligible to apply for position of secretary.
6. This system will simplify the process of recording attendance and tracking merchandise generated by the club easier to keep records for attendance and merchandize made for the club.

  
(Dr. BP Patil)  
**Principal**



**Copy To -**

Director }  
Jt Dir } For information please.

HOD (Mech) }  
HOD (E&TC) } for circulate among faculty and needful action pl.  
HOD (Comp) }  
HOD (IT) }  
HOD (ASGE) }

All Hostel

All Concerned

  
  
28/2/24