



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014.

COMMITTEES 2013-2014

ATTENDANCE COMMITTEE

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Attendance Committee is constituted with the following members:

S. No.	Name of the Faculty	Designation	Department
1	Mr. C. Yosepu	Convener	CSE
2	Mr.T.Anand	Member	CSE
3	Ms. M.Vijaya Lakshmi	Member	ECE
4	Mr. A. Srikanth	Member	EEE
5	Mr.K.Lava kumar	Member	IT
6	Mr.T.Balaji	Member	MECH
7	Mrs.Sowjanya	Member	CIVIL
8	Mr.Ravi Kumar Kondle	Member	S&H
9	Ms. E. Pranavi	Member	MBA

Frequency of Meeting: Once in a semester

Functions and Responsibilities:

- Data collection and review on regular basis.
- Maintaining attendance records by every month, and semester, followed by uploading online on JNTUH portal.
- Identifying Students with excessive absents.
- Review student progress periodically.
- Ensure attendance-related information is communicated to students, staff, and parents.


PRINCIPAL

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ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M)
Medchal-Malkajgiri (D), Secunderabad-500014.