



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014.

### MINUTES OF MEETING

Minutes of meeting of the **Attendance Committee** held on 16-Dec-2013 at 11:30 AM in the Board Room of MG Block, SMEC.

The following members were present:

S. No.	Name of the Faculty	Designation	Department	Signature
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	

#### Points Discussed:

- 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.

C. Yosepu

CONVENER

Cc to: 1) The Principal- For kind information  
2) All HODs-For kind information