



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014.

### COMMITTEES 2014-2015

#### 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:**

- To create effective attendance monitoring systems for the students, examine student attendance and develop strategies to address attendance needs.
- Data collection and review on regular basis.
- Maintaining attendance records for every fortnight, 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

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