



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014.

### MINUTES OF MEETING

Minutes of meeting of the **Attendance Committee** held on 05-Jan-2015 at 02:30 PM 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 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.

C.Yosepu

CONVENER

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