



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014.

### CIRCULAR

Date:31-08-2015

All the Attendance Committee Members of the concern department are requested to attend the meeting in the Board Room today by 03:30 PM.

#### Agenda

- 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