



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014.

COMMITTEES 2015-2016

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	Ms.K.B.K.S Durga	Member	CSE
3	Ms. M.Vijaya Lakshmi	Member	ECE
4	Mr. A. Srikanth	Member	EEE
5	Ms. Keerthi Reddy	Member	IT
6	Mr. B. Srinivasulu	Member	MECH
7	Mr. A.Swathi	Member	CIVIL
8	Ms. V Kamakshi	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

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ST. MARTIN'S ENGINEERING COLLEGE

Dhulapally (V), Dundigal-Gandimaisamma (M)
Medchal-Malkajgiri (D), Secunderabad-500014