



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500100.

### COMMITTEES 2017-2018

#### 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. S.Srilakshmi       | Member      | CSE        |
| 3      | Ms. R.Bhagya Sri       | Member      | ECE        |
| 4      | Mr. A. Srikanth        | Member      | EEE        |
| 5      | Ms. E. Soumya          | Member      | IT         |
| 6      | Mr. B. Srinivasulu     | Member      | MECH       |
| 7      | Mr. P. Guru Swamy Goud | Member      | CIVIL      |
| 8      | Ms. I. Lakshmi         | 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 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.

  
PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE  
Dhulapally (V), Dundigal-Gandimaisamma (M)  
Medchal-Malkajiri (D), Secunderabad-500014.