



## 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-500100