



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500100.

### LOG BOOK FORMAT –ATTENDANCE COMMITTEE

Attendance-related information is communicated to students and their parents for every week. Concerned students counselor is maintaining log book (Register) in respective departments. Log book format is given as follows:

S. No.	Name & Dept. of Faculty	Hall Ticket No.	Attendance Issue	Date of Informed to Parents	Details of Resolution/Remarks	Sign of Convener
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						