




St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014.

ATTENDANCE COMMITTEE

PERSPECTIVE PLAN

S. No.	Date of the event	Department/ Committee	Plan (Name of the Event)	SoP (Standard Operating Procedure)
1	20-09-2017	Attendance Committee	Committee Meeting	<ol style="list-style-type: none">1. Identifying Students with excessive absents.2. Attendance-related information is communicated to the students, staff, and parents.3. If the student attendance % is less then counsel the student and plan the remedial classes.4. If the student attendance is below 65% then students get detained.


CONVENER

Cc to:

- 1) The Principal – For Kind Information
- 2) All HODs
- 3) Dean of Academics
- 4) IQAC