



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500100.

ATTENDANCE COMMITTEE

ACTIVITY DIARY

Instructions to the students regarding attendance requirements:

1. A student shall be eligible to appear for the semester end examinations, if student acquires a minimum of 75% of attendance in aggregate of all the subjects/ courses (excluding attendance in mandatory courses Environmental Science, Professional Ethics, Gender Sensitization Lab, NCC/NSO and NSS) for that semester.
2. Shortage of attendance in aggregate up to 10% (65% and above, and below 75%) in each semester may be condoned by the college academic committee on genuine and valid grounds, based on the student's representation with supporting evidence.
3. A stipulated fee shall be payable towards condoning of shortage of attendance.
4. Shortage of attendance below 65% in aggregate shall in no case be condoned.
5. Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examinations of that semester. They get detained and their registration for that semester shall stand cancelled. They will not be promoted to the next semester. They may seek re-registration for all those subjects registered in that semester in which student was detained, by seeking re-admission into that semester as and when offered; in case if there are any professional electives and/ or open electives, the same may also be re-registered if offered. However, if those electives are not offered in later semesters, then alternate electives may be chosen from the same set of elective subjects offered under that category.
6. A student fulfilling the attendance requirement in the present semester shall not be eligible for readmission into the same class.

Instructions to the Faculty Members:

- Enter the student attendance details period-wise in college website and update register accordingly.

Instructions to the Student Counsellors:

- Identify the Students with excessive absents
- Identify students with attendance issues
- Ensure attendance-related information is communicated to students, staff, and parents.

Instructions to the Attendance Committee Members:

- 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.

**Convener****Attendance Committee**