



**St. MARTIN'S ENGINEERING COLLEGE**  
Dhulapally, Secunderabad - 500100  
**NBA & NAAC A+ Accredited**



**CIRCULAR**

Date: 22-07-2019

All the Attendance Committee Members of the concern department are requested to attend the meeting in the Board Room today by 12:30 PM.

**Agenda**

- Attendance 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.

**C.Yosepu**

  
**CONVENER**

Cc to: 1) The Principal- For kind information  
2) All HODs-For kind information