



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



CIRCULAR

Date: 16-12-2019

All the Attendance Committee Members of the concern department are requested to attend the meeting in the Board Room today by 2:00 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