



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad - 500100

NBA & NAAC A+ Accredited



## COMMITTEES 2019-2020

### ATTENDANCE COMMITTEE

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Attendance Committee is constituted with the following members:

S. No.	Name of the Faculty	Designation	Department
1	Mr. C. Yosepu	Convener	CSE
2	Mr. A Mallibabu	Member	CSE
3	Ms. R.Bhagya Sri	Member	ECE
4	Mr. Arun.M	Member	EEE
5	Ms. E. Soumya	Member	IT
6	Mr. B. Srinivasulu	Member	ME
7	Mr. P. Guru Swamy Goud	Member	CE
8	Ms. I. Lakshmi	Member	S&H
9	Ms. E. Pranavi	Member	MBA

**Frequency of Meeting:** Once in a semester

#### Functions and Responsibilities:

- To create effective attendance monitoring systems for the students, examine student attendance and develop strategies to address attendance needs.
- 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.

PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE  
Dhulapally Village, Gandimaisamma (M),  
Medchal-Malkajgiri (D), Secunderabad-500100.