



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



ATTENDANCE COMMITTEE
PERSPECTIVE PLAN

| S. No. | Date of the event | Department/ Committee | Plan (Name of the Event) | SOP (Standard Operating Procedure) |
|--------|-------------------|--------------------------|--------------------------------|---|
| 1 | 22-07-2019 | 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