



**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	16-12-2019	Attendance Committee	Committee Meeting	<ol style="list-style-type: none"><li>1. Identifying Students with excessive absents.</li><li>2. Attendance-related information is communicated to the students, staff, and parents.</li><li>3. If the student attendance % is less then counsel the student and plan the remedial classes.</li><li>4. If the student attendance is below 65% then students get detained.</li></ol>

  
CONVENER

Cc to:

- 1) The Principal – For Kind Information
- 2) All HODs
- 3) Dean of Academics
- 4) IQAC