



St.Martin's Engineering College

An Autonomous Institute

A Non Minority College | Approved by AICTE | Affiliated to JNTUH, Hyderabad |
NAAC-Accredited 'A+' Grade 2(f) & 12(B) status (UGC) | ISO 9001:2008 Certified |

NBA Accredited | SIRO (DSIR) | UGC-Paramarsh | Recognized Remote Center of IIT, Bombay

Dhulapally, Secunderabad – 500100

www.smec.ac.in



CIRCULAR

Date: 07-09-2020

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