



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



ATTENDANCE COMMITTEE

ACTION PLAN

| S.No | Action Points | Points Discussed | Action Taken | Status |
|------|----------------------|---|---|--------------------------------|
| 1. | Day wise Attendance | <ul style="list-style-type: none">Identifying Students with excessive absents.Review student progress periodically.Ensure attendance-related information is communicated to students, staff, and parents. | <ul style="list-style-type: none">We have identified the irregular students and information about the detention of the students has been communicated to their parents. | Plan Implemented successfully. |
| 2. | Fortnight Attendance | To be uploaded to JNTUH portal | -- | Ok |


CONVENER