



# 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](http://www.smec.ac.in)



## LOG BOOK FORMAT – ATTENDANCE COMMITTEE

Attendance-related information is communicated to students and their parents for every week. Concerned students counselor is maintaining log book (Register) in respective departments. Log book format is given as follows:

S. No.	Name & Dept. of Faculty	Hall Ticket No.	Attendance Issue	Date of Informed to Parents	Details of Resolution/Remarks	Sign of Convener
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						