



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.smeac.ac.in



MINUTES OF MEETING

Minutes of meeting of the **Attendance Committee** held on 07- Sep- 2019 at 12:30 PM in the Board Room of MG Block, SMEC.

The following members were present:

S. No.	Name of the Faculty	Designation	Department	Signature
1	Mr. C. Yosepu	Convener	CSE	
2	Mrs.K.Anitha	Member	ECE	
3	Mr. K. V. Govardhan Rao	Member	EEE	
4	Mr. D.Harith Reddy	Member	CSE	
5	Mr. M. Ashok	Member	IT	
6	Ms. P. Rajamani	Member	MECH	
7	Mr. P. Guru Swamy Goud	Member	CIVIL	
8	Mr. Kotte Sathish	Member	S&H	
9	Ms. E. Pranavi	Member	MBA	

Points Discussed:

- 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