



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

PERSPECTIVE PLAN

S. No.	Date of the event	Department/ Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)
1	07-09-2020	Attendance Committee	Committee Meeting	<ol style="list-style-type: none">1. Identifying Students with excessive absents.2. Attendance-related information is communicated to the students, staff, and parents.3. If the student attendance % is less then counsel the student and plan the remedial classes.4. If the student attendance is below 65% then students get detained.


CONVENER

Cc to:

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