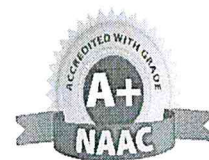




# St. MARTIN'S ENGINEERING COLLEGE

UGC Autonomous

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 (DSM) | UGC-Paramarsh | Recognized Remote Center of IIT, Bombay

Dhulapally, Secunderabad — 500100

www.smec.ac.in

## COMMITTEES 2021-2022

### ATTENDANCE COMMITTEE

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Attendance Committee is constituted with the following members:

S. No.	Name of the Faculty	Designation	Department
1	Mr. C. Yosepu	Convener	CSE
2	Mrs. K. Anitha	Member	ECE
3	Mrs. T. V. Sai Kalyani	Member	EEE
4	Mrs. K. Priti	Member	CSE
5	Mrs. Priyanka Dash	Member	IT
6	Mrs. K. Hemalatha	Member	ME
7	Mr. P. Guru Swamy Goud	Member	CE
8	Mr. Kotte Sathish	Member	H & S
9	Ms. V. Lakshmi Prasanna	Member	H & S

Frequency of Meeting: Once in a semester

Functions and Responsibilities:

1. To create effective attendance monitoring systems for the students, examine student attendance and develop strategies to address attendance needs.
2. Maintaining attendance records by every fortnight, month, and semester, followed by uploading online on JNTUH portal and BET portal for autonomous students
3. Identifying Students with excessive absents.
4. Review student progress periodically.
5. Ensure attendance-related information is communicated to students, staff, and parents.

PRINCIPAL  
PRINCIPAL

St. MARTIN'S ENGINEERING COLLEGE  
UGC - AUTONOMOUS

Survey No. 98 & 100, Dhulapally (V)  
Tundigal-Gandimaisamma (M), Medchal-Malkajgiri (D)  
Secunderabad-500 100, Telangana.