



# 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 I Recognized Remote Center of IIT, Bombay  
Dhulapally, Secunderabad — 500100  
www.smec.ac.in

## MINUTES OF MEETING

Minutes of meeting of the **Attendance Committee** held on 30 Sep 2021 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	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	

### 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