



St. MARTIN'S ENGINEERING COLLEGE

UGC Autonomous



A Non Minority College| Approved by AICTE |Affiliated to JNTUH, Hyderabad |
NAAC -Accredited A+¹ 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

CIRCULAR

Date: 22-08-2022

All the Attendance Committee Members of the concern department are requested to attend the meeting in the Board Room today by 12:30 PM.

Agenda

- Attendance 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.


CONVENER

Cc to: 1) The Principal- For kind information
2) All HODs-For kind information