



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 (DSIR) | UGC-Paramarsh | Recognized Remote Center of IIT, Bombay
Dhulapally, Secunderabad – 500100

ATTENDANCE COMMITTEE

CONVENING ORDER 2022-23

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	Mr.G.Sanjeev	Member	ECE
3	Mrs. T. V. Sai Kalyani	Member	EEE
4	Dr.P.Sai Prasad	Member	CSE
5	Mr.A.Basha	Member	IT
6	Mrs. K. Hemalatha	Member	ME
7	Mr. P. Guru Swamy Goud	Member	CE
8	Mr. B.Prashanth	Member	S&H
9	Mr.P.Mahesh	Member	CSE(AI&ML)
10	Ms.V.Jayasri	Member	AI&DS
11	Mr.M.Rajaram	Member	AI&ML
12	Mr.J.Venkataraman	Member	CSG

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 college portal.
3. Identifying Students with excessive absents.
4. Review student progress periodically.
5. Ensure attendance-related information is communicated to students, staff, and parents.

PRINCIPAL
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ST. MARTIN'S ENGINEERING COLLEGE
UGC - AUTONOMOUS
Survey No. 98 & 100, Dhulapally (V)
Dundigal-Gandimaisamma (M), Medchal-Malkajgiri (I)
Secunderabad-500 100, Telangana