



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.smeac.ac.in

MINUTES OF MEETING

Minutes of meeting of the **Attendance Committee** held on 23-Aug-2022 at 11:00 AM 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	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	

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