



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad-500100.
NAAC A+ ACCREDITED



Ref: SMEC/Principal's Office/2019-20/036

Date: 09-03-2020

CIRCULAR

All the HODs are hereby that parents-Teachers Meeting is scheduled on 14th March 2020 for B. Tech II, III & IV Year Students. Therefore, you are asked to prepare the following details.

- 1) Phone call to all the parents
- 2) Prepare students data like attendance (%), Mid-1 Marks, Last semester university results, Overall CGPA etc and update in Mentor – Mentee book.
- 3) Take the signature of the parent in Mentor-Mentee book during Parents-Teachers Meeting

Principal

PRINCIPAL
St. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M),
Medchal-Malkajgiri (D), Secunderabad-500 100.

- Cc to: 1) The Chairman – for kind information
2) The Executive Director – for kind information
3) All HODs
4) Co-ordinator (Dr. N. Satheesh-Professor, CSE)