



Date: 3-12-18

CIRCULAR

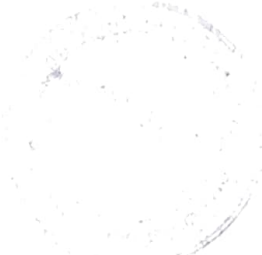
All the EZ Coordinators of respective departments are requested to attend for a meeting on 4-12-18 at Admin Block, Conference Room at 9.30 AM.

S. No.	Name of the Staff Member	
1	Mr. K. Naresh Kumar, Asst. Prof., Mech. <i>W</i>	
	Mr. D. Srinivasa Rao, Asst. Prof., Mech. <i>PS</i>	Mr. Narayana Reddy, Asst. Prof., Mech. <i>AB</i>
	Ms. Amareswari Reddy, Asst. Prof., Mech.	Mr. J Mahesh, Asst. Prof., Mech.
2	Mr. G. Jagadish, Asst. Prof., CSE <i>CG</i>	Mr Reddy Naidu, Asst. Prof., CSE <i>AB</i>
3	Ms. M. Nirmala, Asst. Prof., ECE <i>A</i>	Mrs. P.S.M.Veena, Asst. Prof., ECE <i>AB</i>
4	Mr. L. Vijay, Asst. Prof., EEE <i>W</i>	Mr. Subramanyam, Asst prof., EEE <i>A</i>
5	Mrs. Surekha, Asst. Prof., IT <i>W</i>	
6	Mr. T.Kiran Kumar, Asst. Prof., Civil <i>W</i>	
7	Ms. B. Suchitra, Asst. Prof., Chemical	
8	Mrs. M.S.L.R Mallika Asst prof, Maths <i>W</i>	Mrs.B,Devaki Rani, Asst prof, Maths <i>W</i>
9	Ms Abhigunnisha Begum, Asst prof, English <i>W</i>	Mrs, U.Jyothi, Asst prof, chemistry <i>W</i>
10	Mr. Y.Bheem Shankar Asst prof, Physics	

Agenda of the meeting:

- 1) Finalization of attendance dates and extra attendance sending
- 2) Sending intimation letters to parents.(From Exam section)
- 3) Back dated attendance provision
- 4) Informing parents to meet HOD(If the student is having poor attendance performance)
- 5) Any other information from committee members.

PRINCIPAL
PROF. T.SUBRAHMANYAM



W
ATTENDANCE CONVENOR
K.NARESH KUMAR

Resolutions: Meeting 2 dated 4/12/18

It has been resolved by the convenor that, intimation letters has to be forwarded to the parent address if the student is having attendance less than 75%. Final year verification dates for II, III and IV year is given by the convenor and requested all the EZ members to cooperate for the verification. Extra attendance details have to be forwarded through class teacher, EZ member and HODs of concerned departments to the principal office. Further, convenor asked to submit the details of MID attendance consolidated report to the principal office with duly signed by the respective departments examination coordinators.

Convenor, informed to monitor continuously attendance performance of the students and counsel the students to improve attendance performance. The data containing all other extra attendance such as sports, workshops, placements has to be forwarded to the principal office with necessary enclosures after mid examinations. Convenor asked EZ members to verify extra attendance data with software attendance before forwarding to the principal office .

Handwritten signature
Attendance Convenor



ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES (A)

(Affiliated to Andhra University, Accredited by NBA)

Sangivalasa 531 162, Bheemunipatnam Mandal, Visakhapatnam Dist.

Phone: 958933-226395, 225084, 225085

MECHANICAL ENGINEERING DEPARTMENT

Date: 29-6-18

CIRCULAR

All the EZ Coordinators of respective departments are requested to attend for a meeting on 30-6-18 at Admin Block, Conference Room at 9.30 AM.

S. No.	Name of the Staff Member	
1	Mr. K. Naresh Kumar, Asst. Prof., Mech.	Mr. Narayana Reddy, Asst. Prof., Mech.
	Mr. D. Srinivasa Rao, Asst. Prof. Mech.	Ms. Amareswari reddy, Asst. Prof., Mech.
	Mr. J Mahesh, Asst. Prof., Mech.	Mr. Reddy Naidu, Asst. Prof., CSE
2	Mr. G. Jagadish, Asst. Prof., CSE	Mrs. P.S.M. Veena, Asst. Prof., ECE
3	Ms. M. Nirmla, Asst. Prof., ECE	Mr. Subramanyam, Asst. prof., EEE
4	Mr. L. Vijay, Asst. Prof., EEE	Mrs. Sarwani, Asst. Prof., IT
5	Mrs. Sarwani, Asst. Prof., IT	Mr. T. Kiran Kumar, Asst. Prof., Civil
6	Mr. T. Kiran Kumar, Asst. Prof., Civil	Ms. B. Suchitra, Asst. Prof., Chemical
7	Ms. B. Suchitra, Asst. Prof., Chemical	Mrs. M.S.L.R. Mallika Asst. prof., Maths
8	Mrs. M.S.L.R. Mallika Asst. prof., Maths	Mrs. B. Devaki Rani, Asst. prof, Maths
9	Ms. Abhigunnisha Begum, Asst. prof, English	Mrs. U. Jyothi, Asst. prof, chemistry
10	Mr. Y. Bheem Shankar Asst. prof, Physics	

Agenda of the meeting:

- 1) Semester transfer and marking detained students in the software
- 2) Mapping of subjects for II, III and IV year I sem
- 3) New faculty members IDs creation and creation of any new subjects
- 4) Renewal of attendance software for the current academic year
- 5) Creation of new academic year and rectification of bugs in the software through volksoft technologies
- 6) Entry of I year students in the software
- 7) SMS Sending to parents and checking delivery of SMS, Problems rectification
- 8) Day wise attendance monitoring system and informing to student and parents
- 9) Sending day wise absent lists from all departments to principal office.
- 10) Any other information from committee.

PRINCIPAL
PROF. T. SUBRAHMANYAM



ATTENDANCE CONVENOR
K. NARESH KUMAR

Resolutions: Meeting 1 dated 30/6/18

- 1) Convener said that, detained students marking and semester transfer will be looked by him and will be done carefully in the software without any problem.
- 2) Convener instructed EZ members to complete their subjects mapping by three days and please see that lab batch divisions has to be performed before entry of attendance in the software.
- 3) Faculty members newly joined in the department has to forward their full details to my mail ID knaresh.me@anits.edu.in for creation of new IDs .New subjects in the department has to be forwarded to my mail for the creation.
- 4) Creation of new academic year will be done by the convener itself by contacting with VOLKSOFT.
- 5) Entry of first year students has to be done by the respective departments. Please assign this work to the office assistant of your concerned departments. New IDs will be given to the office asst for entry of all the student data. For any rectification of saved data in the data base, office assistants can contact me for modification. Any changes in the mobile numbers of students have to done by giving letter from the parents and forwarded by the principal to convener.
- 6) Convener said that, he will contact software associate for proper linking of SMS software with EZ attendance soft ware.
- 7) SMS sending separate log in IDs will be created for each department and class teachers are assigned the duty of sending SMS regularly to parents without fail.
- 8) EZ members are requested to generate weekly reports of students having less than 75% and take the sign of the student and intimate to their parents through separate phone call .Always continuously monitor the student attendance at regular intervals in the department level.
- 9) Send all the details of extra attendance to the principal office with all necessary proofs.
- 10) Day wise monitoring of attendance has been initiated from this year and all the details of absents from all departments has to be forwarded to the principal office.

by
30/6/18
A. Houndale Convener