



Anil Neerukonda Institute of Technology & Sciences (Autonomous)

(Affiliated to AU, Approved by AICTE & Accredited by NBA & NAAC with 'A' Grade)

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CIRCULAR

The following members are nominated for Attendance committee (Ez School) for the academic year 2019-20. The convener is requested to hold a meeting with the members twice in a semester.

Attendance Committee (Ez School) members:

S.No	Name of the staff member	Designation & Dept.	Remarks
1.	Mrs. S.V.S.S. Lakshmi	Asst. Prof., CSE	Convener <i>[Signature]</i>
2.	Mrs. M. Nirmala	Asst. Prof., ECE	Member <i>[Signature]</i>
3.	Mrs. P.S.M.Veena	Asst. Prof., ECE	Member <i>[Signature]</i>
4.	Mr. L. Vijay	Asst. Prof., EEE	Member <i>[Signature]</i>
5.	Dr. T. Narasimhulu	Asst. Prof., EEE	Member <i>[Signature]</i>
6.	Mr. Reddi Naidu	Asst. Prof., CSE	Member <i>[Signature]</i>
7.	Mr. G. Jagadeesh	Asst. Prof., CSE	Member <i>[Signature]</i>
8.	Mrs. D Sailaja	Asst. Prof., IT	Member
9.	Mr. K. Naresh Kumar	Asst. Prof., Mech.	Member <i>[Signature]</i>
10.	Mr. J Mahesh	Asst. Prof., Mech.	Member <i>[Signature]</i>
11.	Mrs. P.V.R. Sravya	Asst. Prof., Civil	Member <i>[Signature]</i>
12.	Mrs. P. Mallika Rani	Asst. Prof., Ch,E	Member <i>[Signature]</i>
13.	Dr. G. Surya Narayana	Asst. Prof., BS & H	Member <i>[Signature]</i>
14.	Mr. T. Sreenivas	Asst. Prof., BS & H	Member <i>[Signature]</i>
15.	Dr. R. Swaroopa Rani	Asst. Prof., BS & H	Member <i>[Signature]</i>
16.	Dr. Y. Bheema Shankar	Asst. Prof., BS & H	Member <i>[Signature]</i>

[Signature]
5/c PRINCIPAL

To

Convener of the Committee

All HODs – with a request to circulate among the concern staff members

Dean & COE

Placement Office, Library & Examination Cell

Establishment Section & Master file

Discussions and Resolutions

This is to inform that there have been certain changes done to the already existing attendance system keeping in view the Extra Attendance of the students. It is necessary that these instructions to be taken seriously for smooth functioning of the system. Following are the resolutions taken :

1. The Principal has intimated to all the members that from this semester onwards every department has to send the Consolidated Monthly Extra Attendance of the students of each year to be sent to the Principal's office without the proofs. Class teacher has to collect the proofs, verify and keep it with them. Attendance Committee member has to collect all those proofs from all the class teachers along with consolidated attendance at the end of the semester and submit to the Attendance committee Convener for verification and finalization of Detention and condonation list.
2. He intimated to all that extra care is to be taken while posting equivalent attendance for the participation in other allowed academic/co curricular/extracurricular activities with the prior proper authorized permission.. The EZ member has to recheck the attendance and counter sign it before forwarding it to the Principal through proper channel.
3. While some faculty members requested for systems when they do not have sufficient number in their respective departments, the Principal advised them to place a requirement of systems for posting EZ through a letter for the same to the Principal through HOD, which may be considered based on the feasibility.
4. It is a customary practice of all the EZ members to send SMS to the parents of the absentees of the branches allocated to them. Now, the

members have to mail the screen shots to the Principal, Convener, Concerned Department HOD . The Ez members are also instructed to confirm the phone numbers of the parents randomly at times to Take sure the message reaches the parent.

5. Attendance Calendar provided by the office has to be followed for verification of the registers.
6. Responsibilities of EZ members were explained.
7. Finalized the format to send the open electives subject data .
8. The principal suggested that the class teacher concerned has to identify the regular absentees whose attendance is below 75% .In such cases the class teachers should call the parents and interact with them
9. The meeting concluded with a vote of thanks by the principal.



Attendance Committee CONVENER



PRINCIPAL