

4-8-2020

**Minutes of the Attendance Committee Meeting held at 11 am on 4th
August 2020 via Online Video Conferencing**

List of Members Attended:

S.No	Name of the staff member	Designation & Dept.	Remarks	Status
1.	Prof.T.V.Hanumantha Rao	Principal	Chair	Present
2.	Mrs. S.V.S.S. Lakshmi	Asst. Prof., CSE	Convener	Present
3.	Mrs. M. Nirmala	Asst. Prof., ECE	Member	Present
4.	Mrs. P.S.M.Veena	Asst. Prof., ECE	Member	Present
5.	Mr. L. Vijay	Asst. Prof., EEE	Member	Present
6.	Dr. T. Narasimhulu	Asst. Prof., EEE	Member	Present
7.	Mr. Chandra Sekhar	Asst. Prof., CSE	Member	Present
8	Mrs. Hari Priyanka	Asst. Prof., IT	Member	Present
9	Mr. K. Naresh Kumar	Asst. Prof., Mech.	Member	Present
10	Mr. J Mahesh	Asst. Prof., Mech.	Member	Present
11	Mrs. P.V.R. Sravya	Asst. Prof., Civil	Member	Present
12	Mrs. P. Mallika Rani	Asst. Prof., Ch,E	Member	Present
13	Mr. T. Sreenivas	Asst. Prof., BS & H	Member	Present
14	Dr. R. Swaroopa Rani	Asst. Prof., BS & H	Member	Present
15	Dr. Y. Bheema Shankar	Asst. Prof., BS & H	Member	Present

Discussions and Resolutions

1. The Principal has intimated to all the members that for this semester every department has to maintain the attendance in Google sheet due to Online Classes .Every class teacher has to share the Google sheet to their respective section faculty and maintain it.
2. He intimated to all that extra care is to be taken while posting the attendance in the Google sheet .
3. There is no need of posting the attendance in Attendance Register as all are working from Home.
4. Responsibilities of EZ members were explained.
5. The principal suggested that the class teacher concerned has to identify the regular absentees. In such cases the class teachers should call the parents and interact with them.
6. The attendance finalization can be done based on the instructions given by the UGC/AICTE/Government/University.
7. The meeting concluded with a vote of thanks by the principal.



Attendance Committee CONVENER



PRINCIPAL

16-4-2021

Minutes of the Attendance Committee Meeting held at 10 am on 16th
April August 2021 via Online Video Conferencing

List of Members Attended:

S.No	Name of the staff member	Designation & Dept.	Remarks	Status
1.	Prof.T.V.Hanumantha Rao	Principal	Chair	Present
2.	Mrs. S.V.S.S. Lakshmi	Asst. Prof., CSE	Convener	Present
3.	Mrs. M. Nirmala	Asst. Prof., ECE	Member	Present
4.	Mrs. P.S.M.Veena	Asst. Prof., ECE	Member	Present
5.	Mr. L. Vijay	Asst. Prof., EEE	Member	Present
6.	Dr. T. Narasimhulu	Asst. Prof., EEE	Member	Present
7.	Mr. Chandra Sekhar	Asst. Prof., CSE	Member	Present
8	Mrs. Hari Priyanka	Asst. Prof., IT	Member	Present
9	Mr. K. Naresh Kumar	Asst. Prof., Mech.	Member	Present
10	Mr. J Mahesh	Asst. Prof., Mech.	Member	Absent
11	Mrs. P.V.R. Sravya	Asst. Prof., Civil	Member	Present
12	Mrs. P. Mallika Rani	Asst. Prof., Ch,E	Member	Present
13	Mr. T. Sreenivas	Asst. Prof., BS & H	Member	Present
14	Dr. R. Swaroopa Rani	Asst. Prof., BS & H	Member	Present
15	Dr. Y. Bheema Shankar	Asst. Prof., BS & H	Member	ABSENT

Discussions and Resolutions

1. The Principal has intimated to all the members that this semester also every department has to maintain the Consolidated Attendance of the students of each year in the Google sheet .
2. Every Class teacher has to prepare and sheet and send to the respective section faculty.
3. The Principal informed that Every faculty has to fill the attendance in the Google sheet provided by the Department.
4. Attendance Committee members are requested to monitor the attendance information.
5. The principal suggested that the class teacher concerned has to identify the regular absentees .In such cases the class teachers/Proctor should call the parents and interact with them
6. The meeting concluded with a vote of thanks by the principal.



Attendance Committee CONVENER



PRINCIPAL