



Anil Neerukonda Institute of Technology & Sciences (Autonomous)

(Affiliated to AU, Approved by AICTE & Accredited by NBA (ECE,EEE,CSE,IT & Mech.) & NAAC)

Sangivalasa-531 162, Bheemunipatnam Mandal, Visakhapatnam District

Phone: 08933-225083/84/87

Fax: 226395

Website: www.anits.edu.in

email: principal@anits.edu.in

10.10.2022

CIRCULAR

It is informed that a meeting of all the department student attendance committee members is scheduled to be held at on 15.10.2022 (Saturday) at 02:30PM in the conference hall.

Agenda:

1. Monitoring Students attendance at department level
2. Day wise absentee list
3. SMS to parents
4. Extra attendance submission
5. Any other item

PRINCIPAL

Principal
Anil Neerukonda Institute of
Technology & Sciences
Sangivalasa- 531 162
Visakhapatnam Dist

Copy to:

3. HoDs: ECE, EEE, CSE, CSDS&CSM, IT, Chemical, Civil, Mechanical, FED, Chemistry, Physics, Mathematics, English – for kind information and inform to the committee member.



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MEMBERS PRESENT

S. No.	Name of the Staff Member	Designation	Signature
1	Prof.K.Sri Ramakrishna, Principal	Chair	
2	Ms.M.Nirmala, Asst. Prof., ECE	Convener	
3	Ms.PSM.Veena, Asst. Prof., ECE	Member	
4	Ms.A.Yasaswi, Asst. Prof., CSE	Member	
5	Ms.Siva Jyothi, Asst.Prof., CSD&M	Member	
6	Mr.K.Gowri Shankar,Asst.Prof., ME	Member	
7	Dr.M.Srinivas, Asst.Prof., ME	Member	
8	Mr.N.Kiran, Asst.Prof., EEE	Member	
9	Ms.Hari Priyanka, Asst. Prof., IT	Member	
10	Ms.PVR.Sravya, Asst.Prof., Civil	Member	
11	Dr.Anjali, Asst.Prof., Chemical	Member	
12	Mr.T.Sreenivas, Asst. Prof., Maths	Member	
13	Ms.MSLR.Mallika, Asst.Prof., Maths	Member	
14	Dr.R.Swaroopaa Rani, Asst. Prof. Chemistry	Member	
15	Dr.Y.Bheema Shankar, Asst. Prof., Physics	Member	
16	Ms.Sunandha, Asst. Prof., English	Member	
17	Mr.G.Harshith	Student Member	G-Harshith



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MINUTES OF ATTENDANCE COMMITTEE MEETING HELD ON 15.10.2022 AT 02:30PM

1. Prof.K.Sri Ramakrishna, the chair person has enquired all the members about regularity in student attendance posting in EZSchool.
2. The chair person asked all the members about respective department's irregular students list and their attendance.
3. The chair person informed to committee members to instruct the mentors about intimation to parents about their wards attendance through phone and take the undertaking letters from the parents.
4. The chair person enquired about the daily absentees list and SMS to parent facility.
5. The chair person informed to committee members that to instruct the class teachers to conduct the extra classes for regular absentees if required.
6. Ms.M.Nirmala, Convener instructed the committee members to send the details of extra attendance to the principal office with all the necessary proofs.
7. The meeting is ended with thanking the chair.


Ms.M.Nirmala, Asst.Prof., ECE
Attendance Committee Convener


PRINCIPAL
Principal
Anil Neerukonda Institute of
Technology & Sciences
Sangivalasa- 531 162
Visakhapatnam Dist



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No: ANITS/General Circular/2022-23/89

07-02-2023

CIRCULAR

There will be a meeting with the members of the Attendance committee (Ez School) on 07.02.2023 i.e. Tuesday at 03:00PM in the conference hall. All the members are requested to attend the meeting without fail. The agenda of meeting shall be.

Agenda:

1. Third year open elective attendance
2. Monitoring Students attendance at department level
3. Day wise absentee list Report(both final and third year)
4. Extra attendance submission
5. Any other item


07/02/23
PRINCIPAL

Principal
Anil Neerukonda Institute of
Technology & Sciences
Sangivalasa- 531 162
Visakhapatnam Dist

To:
Members of the attendance committee
All HoDs
First year Coordinators
File of Ez School



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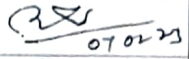
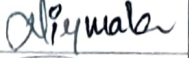

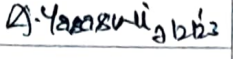

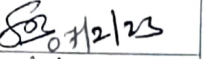

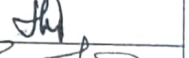





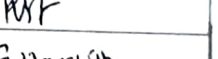
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Members Present

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1	Prof.K. Sri Rama Krishna, Principal	Chair	
2	Ms.M.Nirmala, Asst. Prof., ECE	Convener	
3	Ms.PSM.Veena, Asst. Prof., ECE	Member	
4	Ms.A.Yasaswi, Asst. Prof., CSE	Member	
5	Ms.Siva Jyothi, Asst.Prof., CSD & CSM	Member	
6	Mr.K.Gowri Shankar,Asst.Prof., ME	Member	← Leave →
7	Dr.M.Srinivas, Asst.Prof., ME	Member	
8	Mr.N.Kiran, Asst.Prof., EEE	Member	
9	Ms.Hari Priyanka, Asst. Prof., IT	Member	
10	Ms.PVR.Sravya, Asst.Prof., Civil	Member	
11	Dr.Anjali, Asst.Prof., Chemical	Member	
12	Mr.T.Sreenivas, Asst. Prof., Maths	Member	
13	Ms.MSLR.Mallika, Asst.Prof., Maths	Member	← classwork →
14	Dr.R.Swaroop Rani, Asst. Prof. Chemistry	Member	
15	Dr.Y.Bheema Shankar, Asst. Prof., Physics	Member	
16	Ms.Sunandha, Asst. Prof., English	Member	
17	Mr. G. Harshith	Student Member	G. Harshith



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MINUTES OF ATTENDANCE COMMITTEE MEETING HELD ON 07.02.2023 AT 03:00PM

Agenda 1: Third year open elective attendance

Prof. K. Sri Ramakrishna, the chair person started discussion about third year subject mapping and open elective attendance mapping in EZ School software. The department EZ School software coordinators are agreed to map the open elective subject in the EZ School software.

Agenda 2: Monitoring Students attendance at department level

The chair person enquired all the members about respective department's irregular students list and their attendance. And the chairperson instructed the mentors to tell parents by phone of their wards' attendance and collect the parents' undertaking letters.

Agenda 3: Day wise absentee list Report (both final and third year)

The chair person enquired about the daily absentees list updating and SMS to parent facility. The members informed that the class teachers (both third and final year) are updating the absentee sheets regularly.

Agenda 4: Extra attendance submission

The Convener instructed the committee members to send the details of extra attendance to the principal office with all the necessary proofs with undersigned.

Agenda 5: Any other item

The chair person has enquired all the members about regularity in student attendance posting in EZ School software. And informed to committee members that to instruct the class teachers to conduct the extra classes for regular absentees if required.

The meeting is ended with thanking the chair.

Ms.M.Nirmala, Asst.Prof., ECE
Attendance Committee Convener

PRINCIPAL

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Sangivalasa- 531 162
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