



St. Martin's Engineering College

An Autonomous Institution

NBA & NAAC A+ Accredited
Dhulapally, Secunderabad-500 100.

www.smecc.ac.in



Department of Electronics & Communication Engineering

SMEC/ECE/2021-22

Date: 18-08-2021.

CONVENING ORDER

This is to inform that the following Faculty Members has been appointed as **Academic Audit Committee (AAC)** Members for the A.Y 2021-22.

S. No.	Faculty Name	Designation
1	Dr. A. Anand	Convener
2	Mr. M. Venkanna	Member
3	Mr G. Ramesh Reddy	Member
4	Mr. K. Nishakar	Member
5	Ms. K. Anitha	Member

Frequency of Meeting: Four times a year, as and when required

Roles and Responsibilities

- Audit and collect the hard and soft copies of the following academic documents
 - Course files
 - Course registers
 - Laboratory documents
 - Any other documents as required by the HOD.
- Archive the soft copies in the repository.
- Submit audit report to HOD and IQAC immediately after completion of the audit.

HOD- ECE

(Dr. B. Hari Krishna)

Copy To:

1. Principal
2. IQAC
3. Department Committee Members

Head of Department
Department of Electronics and
Communication Engineering
St. Martin's Engineering College
Dhulapally, Secunderabad, Telangana-500100.