



ST. MARTIN'S ENGINEERING COLLEGE

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



DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No. SMEC/EEE/2023-24/01

Date: 21-07-23

CONVENING ORDER

The Department Academic Audit Committee (AAC) with the following members is convened for the academic year 2023-24.

S. No.	Name of the Member	Designation
1.	Dr. N. Ramchandra Professor & HOD-EEE, SMEC	Convenor
2.	Mr. N. Daniel Manoj Assistant Professor, Dept. of EEE, SMEC	Member
3.	Mrs. T. V. Sai Kalyani Assistant Professor, Dept. of EEE, SMEC	Member

Frequency of Meeting: As and when required.

Roles and Responsibilities:

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

(Dr. N. Ramchandra)
HOD, EEE

Copy to 1. Principal
2. IQAC