



# ST. MARTIN'S ENGINEERING COLLEGE

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



## DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No. SMEC/EEE/2023-24/02

Date: 21-07-2023

### CONVENING ORDER

Department Advisory Committee (DAC) 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.	Mrs. T. V. Sai Kalyani Assistant Professor, Dept. of EEE, SMEC	Member
3.	Dr. M. Sharanya Professor, Head of the Dept. of EEE, Malla Reddy College of Engineering and Technology	Academic Expert Member
4.	Mr. T. Vishnucharan, Assistant General Manager, Worley, Hyderabad	Industry Expert member
5.	Mr. K. V. Govardhan Rao Assistant Professor, Dept. of EEE, SMEC	Member
6.	Mrs. S. Sunanda Assistant Professor, Dept. of EEE, SMEC	Member
7.	Ms. Sameeksha (16K81A0240) Alumni Member	Alumni Member

**Frequency of Meeting:** As and when required.

**Roles and Responsibilities:**

- Evaluate and approve all academic decisions of the department.
- Consider and approve the curricular gaps and content beyond syllabus to bridge the gaps.
- Scrutinise and approve the course files prepared by the faculty for the subjects after due validation.
- Approve the department perspective plans for the academic year 2023-24.
- Evaluate and approve the mapping of topics in content beyond the syllabus to POs and PSOs.
- Approve the certificate courses, Value Added courses and other co-curricular, extracurricular and extension activities.

(Dr. N. Ramchandra)  
HOD, EEE

Copy to 1. Principal  
2. IQAC