



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad-500100

NBA & NAAC A<sup>+</sup> Accredited

## DEPARTMENT OF MECHANICAL ENGINEERING

### CONVENING ORDER


Department Advisory Committee (DAC) with following members is convened for the Academic year: 2019-2020.

S. No.	Name of the Member	Designation
1	Dr D. V. Srikanth	Convener
2	Mr. Ch. Ranga Rao	Member
3	Mr. B. Bheema Raju	Member
4	Mrs. K Gayathri	Member
5	Mrs. M. Suneetha	Member
6	Mr. B. Ashok Kumar	Member

**Frequency of Meeting:** Four times a year, 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.
- Scrutinize and approve the course files prepared by the faculty for the subjects after due validation.
- Approve the department perspective plans for academic year 2019-20.
- Evaluate and approve the mapping of topics in content beyond the syllabus to POs and PSOs.
- Approve the certificate course, Value Added courses and other co-curricular, extra-curricular and extension activities.

  
(Dr. D. V. Srikanth)  
HOD-Mechanical

**Copy to**

IQAC

Head of the Department  
Department of Mechanical Engineering  
St. Martin's Engineering College