



ST. MARTIN'S ENGINEERING COLLEGE

An UGC Autonomous Institute
NBA & NAAC A+ Accredited
Dhulapally, Secunderabad-500 100
www.smeec.ac.in



Ref No. SMEC/S&H/2021-22/005

Dated: 12-07-2021

CONVENING ORDER


The Department Academic Audit Committee (DACC) with following members is convened for the academic year 2021-22.

S.NO	NAME OF THE FACULTY	DESIGNATION
1	Dr S. Someshwar	Convener
2	K.Upender Reddy	Member
3	K.Sudha	Member
4	N.Panduranga Rao	Member
5	K.Yamini Bhargavi	Member

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

Roles and Responsibilities:

1. 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
2. Archive the soft copies in the repository.
3. Submit audit report to HOD and IQAC immediately after completion of the audit.


HOD S&H 12/07/2021