



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad-500100

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

## DEPARTMENT OF CIVIL ENGINEERING

### CONVENING ORDER


The Department Academic Audit Committee (AAC) with following members is convened for the academic year: 2019-2020

S. No.	Name of the Member	Designation
1	Dr. Shivamant	Convener
2	Mr. T.sai Krishna teja	AAC Member
3	Mr. J.Venkata vara prasad	AAC Member
4	Mr. P. Guruswamy Goud	AAC Member
5	Mr. G. Siva Vignan	AAC 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.

  
(Dr. G. Venkata Ramana)  
Head of the Department

**HOD**  
Civil Engineering Department  
St. MARTIN'S ENGINEERING COLLEGE  
DHULAPALLY, SECUNDERABAD-14.

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IQAC