



St. MARTIN'S ENGINEERING COLLEGE

UGC Autonomous
NBA & NAAC A+ Accredited
Dhulapally, Secunderabad – 500100



Ref No. SMEC/FME/2024-25/006

Date: 16.07.2024

Convening Order

The Department Academic Audit Committee (DAAC) with following members is convened for the academic year 2024-25

S.No.	Name	Designation
1.	Dr.S.Someshwar	Convener
2.	Mr. N.Panduranga Rao	Member
3.	Mr. B.Prashanth	Member
4.	Mrs. V.Kiranmayee	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.
 - (i) Course Files
 - (ii) Course Registers
 - (iii) Laboratory Documents
 - (iv) Any other documents as suggested by HoD FME
2. Archive the soft copies in the repository.
3. Submit audit report to HoD FME and IQAC immediately after completion of the work.


HoD FME
16.07.2024