



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad-500100

NBA & NAAC A⁺ Accredited

DEPARTMENT OF MECHANICAL ENGINEERING

CONVENING ORDER

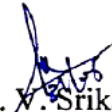
The Department Academic Audit Committee (AAC) with following members is convened for the academic year: 2019-2020

S. No.	Name of the Member	Designation
1	Dr D. V. Srikanth	Convener
2	Mr. K. Suresh Babu	AAC Member
3	Er. Karunakar Reddy	AAC Member
4	Dr M. Srinivas Rao	AAC Member
5	Miss. Samatha Reddy	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. D. V. Srikanth)
HOD-Mechanical

Copy to
IQAC

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