



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad-500100

NBA & NAAC A⁺ Accredited

DEPARTMENT OF INFORMATION ENGINEERING

No.SMEC/IT/2019-20/02

Date: 23-05-2019

ACADEMIC AUDIT COMMITTEE

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 .S.V.Achuta Rao Professor & HOD-IT,SMEC	Convener
2	Dr.Ravi Kumar Associate Professor,Dept.of IT,SMEC	Member
3	Mrs.V.Prathima Assistant Professor,Dept.of IT,SMEC	Member
4	Mrs.M.Vijaya Lakshmi Assistant Professor,Dept.of IT,SMEC	Member
5	Mrs.P.Prashanthi Assistant Professor,Dept.of IT,SMEC	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
 - i) Course files
 - ii) Course registers
 - iii) Laboratory documents
 - iv) 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.


HOD-IT 23/5/19

(Dr.S.V.Achuta Rao)

Copy to

IQAC

Head of the Department
Department of Information Technology
St. Martin's Engineering College