



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500100

NBA & NAAC A+ Accredited

Department of MBA

## CONVENING ORDER

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

S.no.	Name of the Faculty	Designation
1	Ms E. Pranavi	Convener
2	Ms .Sarada	ACC Member
3	Ms. Sravanthi	ACC Member
4	Ms. Priyanka	ACC 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
  - 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.Y.VenkataRangaiah)

Head of the Department

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

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IQAC