



## Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref: ACET / MPTA / 2021 – 22 / SOP /

### Standard Operating Procedure(SOP) of MPTA Committee

AY:2021-22

1. The committee has to meet Starting and ending of the every academic year
2. The committee will reconstituted every academic Year
3. The members of the Committee Will verify the proctoring books regularly
4. Related Documents to be Maintained
5. Assigning the faculty coordinators for the student related events if necessary.
6. If any issue is identified with respect to students, then the issue will be forwarded to concerned committee like ICC/ Anti-ragging/Grievance committee for appropriate actions.

  
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