

**NARASARAOPETA ENGINEERING COLLEGE :: NARASARAOPET  
(AUTONOMOUS)**

Office of the Principal,

NEC /Admission Committee /2017

Date: 15.4.2017

**OFFICE ORDER**

The Admission Committee is constituted to decide on the Admission related matters of the College from 15.4.2017 to till further orders.

- |  |           |
|--|-----------|
| 1. Dr.B.V.Rama Mohana Rao, Principal       | Chairman  |
| 2. Sri.R.Thyagaraju, CAO                   | Member    |
| 3. Dr.K.Ponnari Lakshmi , HOD, BS&H        | Member    |
| 4. Dr.Sk.Mohiddin Shaw, BS&H               | Member    |
| 5. Mr.G.V.V.M.Prasad, Admn. Staff          | Member    |
| 6. Mr. S.V.Rajesh, Admn. Staff             | Member    |
| 7. Dr.T.V.S.M.Mohan Babu, Prof. in Physics | Secretary |

**FUNCTIONS:**

The committee will look into:

1. The matters relating to Admissions of the students at both UG & PG level.
2. Provides all information related to admissions under A Category (Convener Quota) and B Category (Management Quota) to the students and parents. It also provides information on the college website.
3. Issue Notifications for Spot Admissions under A Category and for Admissions under B Category as per the guidelines issued by State Government and concerned Competent authority
4. Submit the list of Admissions made by the college to the concerned competent authorities and get approved.
5. Such other activities related to admissions deemed fit by the institute.

PRINCIPAL

**Proceedings of the Meeting of Admission Committee dated 15.5.2017 to  
discuss on the following Agenda**

**AGENDA:**

1. To decide on arrangements for counselling of students of both Convenor & Management Quota students.
2. To decide on issuing notifications for admission into B-Category in UG & PG courses in newspapers and on our college website.
3. To decide on issuing notifications for spot admissions for FDH, UG & PG Courses
4. To decide on Submission of the list of Admissions made by the college under spot admissions and B Category to the concerned competent authorities and get approved.
5. Any other points with the permission of the chair

**MEMBERS PRESENT:**

- |  |           |
|--|-----------|
| 1. Dr.B.V.Rama Mohana Rao, Principal       | Chairman  |
| 2. Sri.R.Thyagaraju, CAO                   | Member    |
| 3. Dr.K.Ponnari Lakshmi , HOD, BS&H        | Member    |
| 4. Dr.Sk.Mohissin Shaw, BS&H               | Member    |
| 5. Mr.G.V.V.M.Prasad, Admn. Staff          | Member    |
| 6. Mr.S.V.Rajesh, Admn. Staff              | Member    |
| 7. Dr.T.V.S.M.Mohan Babu, Prof. in Physics | Secretary |

**Resolutions:**

1. It is resolved to arrange a separate room (Room No. 2102) exclusively for counselling of students before and after the admission process.
2. It is resolved to issue notification in Telugu news paper for 30% of admissions under B-Category into UG courses in the month of August for UG and in the month of September for PG courses as per the GOs issued/to be issued by the State Govt. of Andhra Pradesh.
3. It is also resolved to place the notification on college website and provide an opportunity to the candidates to download the application online and submit as per the notification.
4. It is resolved to issue notification in news papers for spot admissions in the vacancies available after counseling of admissions into
  - UG courses under lateral entry scheme in the month of September.

- For B.Tech I year in the month of August.
  - For PG courses in the month of November
- as per the guidelines issued/to be issued by the APSCHE.
5. It is resolved to submit the list of admissions made for ratification of admissions made :
- Under spot admissions into UG courses under FDH to the Convenor, Admissions ECET, 2016,
  - Under spot admissions into UG courses I B.Tech to the Convenor, Admissions EAMCET, 2016,
  - Under spot admissions into MBA & MCA courses to the Convenor, Admissions ICET, 2016.
  - Under spot admissions into M.Tech courses to the Convenor, Admissions PGECET, 2016.
6. It is resolved to submit the list of admissions made under B Category for ratification of admissions into :
- UG courses I B.Tech to the Secretary, APSCHE, Hyderabad
  - MBA & MCA courses the Secretary, APSCHE, Hyderabad .
  - M.Tech courses to the Registrar, JNTUK.
7. To provide all necessary information and guidance for making online options to the students who ever approach the college.
8. To provide all necessary information and extend fullest co-operation to the students and parents during the process of admissions.
9. The meeting is concluded with thanks to the chair.

CHAIRMAN