

**ADMISSION COMMITTEE MEMBERS**

S.No.	Name of the Staff Member	Designation	Dept.	Designation in the Committee
1	Dr.S.Venkateswarlu	Principal	ECE	Chairman
2	Dr.V.Aruna	Assoc.Professor	BS&H	Convenor
3	Dr.KPonnari Lakshmi	Professor & HOD	BS&H	Member
4	Mr.I.Sridhar	Assoc.Professor &AO	BS&H	Member
5	Dr.T.Anjaneyulu	Assoc.Professor	BS&H	Member
6	Dr.G.R.K.Murthy	Assoc.Professor	BS&H	Member
7	N.Usha Deepa Sundari	Asst.Professor	MBA	Member
8	Mr.G.V.V.M.Prasad	JuniorAssistant	Office	Member
9	Mr.S.V.Rajesh	JuniorAssistant	Office	Member

**FUNCTIONS OF THE COMMITTEE**

1. To improve the admissions quality with well-defined policy.
2. To disseminate and comply with all the rules and regulations of admissions as prescribed by Govt. and statutory agencies.
3. To create a brand value and awareness about the institute.
4. To provide best counseling to students and parents who come to seek admission.
5. To guide the students and parents in making effective decisions.
6. To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting ID-card, fulfilling eligibility criteria, getting time tables etc.

**RESPONSIBILITIES OF THE COMMITTEE:**

1. In consultation with HRD prepare attractive brochures, prospectus and hand-outs for wider publicity.
2. To collect proposals / materials from the Departments, Committees and lecturers to draft Annual plan of activities for the year for publication in the Prospectus.

3. To prepare plan for addressing 12th standard, diploma students as a career counseling activity.
4. To place advertise mention newspapers regarding admissions as and when permitted by the respective Conveners of admissions.
5. To assist the students and to interact with the parents during admissions.
6. To advise the Principal on improving facilities from the feedbacks got from parents and students during admission counseling.
7. To issue notifications for Spot admission & Category-B(MQ) admissions with the guidelines issued by State Government.
8. To submit the admissions list to the authorities seem deemed and seeks for their approval.
9. To 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.
10. To submit the list of Admissions made by the college to the concerned competent authorities and get approved.

<b>S.No</b>	<b>Nameof the Person</b>	<b>Designation</b>	<b>Role</b>	<b>Signature</b>
1	Dr.S.Venkateswarlu	Principal	Chairman	
2	Dr.V.Aruna	Assoc. Professor	Convener	
3	Dr.K.Ponnari Lakshmi	Professor &HOD	Member	
4	Dr.T.Anjaneyulu	Assoc. Professor	Member	
5	Dr.G.R.K.Murthy	Asst. Professor	Member	
6	I.Sridhar	Asst. Professor	Member	
7	N.Usha Deepa Sundari	Asst..Professor	Member	
8	G.V.V.M.Prasad	JuniorAssistant	Member	
9	S.Rajesh	JuniorAssistant	Member	