



AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Autonomous)

Tamaram, Makavarapalem, Narsipatnam(R D), Anakapalli Dist-531113

ADMISSION COMMITTEE

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 counselling 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 address 12th standard, diploma students as a career counselling activity.
4. To place advertisement in 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 received from parents and students during admission counselling.
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 concerned and seeks for their approval.
9. To issue Notifications for Spot Admissions for unfilled seats 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 approval.

Roles of the Committee:

Coordinator:

- To monitor and guide the admission committee for smooth completion of the admission process.

Members:

- Registrations of admitted students.
- Spot admissions
- Updating admitted student's data in government authorized website
- Final list of student's section wise with roll numbers.
- To constantly help, communicate and share the information with the coordinator till the completion of admissions.
- To procure the required stationary material, sanitization kits.
- To prepare the required formats.
- To make the necessary arrangements for the admissions.
- Take responsibilities of the coordinator, in his absence.

Frequency of meeting: Once in a semester