A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY
(Autonomous)
Approved by AICTE New Delhi, Permanently Affiliated to JNTU - Kakinada, Accredited by NAAC
Recognized by UGC 2(f), An ISO Certified 9001:2015
Vinukonda Road, Petlurivaripalem, Narasaraopet, Palnadu District, Andhra Pradesh - 522 601.

Estd : 2007

ADMISSION COMMITTEE- 2024-25

Purpose

To ensure a transparent, efficient, and merit-based admission process that aligns with institutional policies and regulatory guidelines, while promoting equitable access to quality education.

Functions

- Oversee the entire admission process for UG and PG programs

- Ensure compliance with university and government regulations

- Verify eligibility and documentation of applicants

- Coordinate entrance exam counseling and seat allocation

- Maintain transparency and fairness in selection

- Address grievances related to admissions

- Collaborate with departments to forecast intake and capacity

- Promote the institution through outreach and awareness campaigns

Objectives

- **Transparency & Fairness**
  Ensure that all admissions are conducted with integrity and in accordance with rules.

- **Efficiency in Processing**
  Streamline verification, counseling, and enrollment procedures.

- **Student-Centric Approach**
  Provide guidance and support to prospective students and parents.

- **Regulatory Compliance**
  Adhere strictly to guidelines issued by JNTUK, AICTE, and government bodies.

- **Institutional Promotion**
  Enhance visibility of the college through admission drives and campaigns.

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Committee Composition

S. No.	Category	Name	Designation
1.	Chairman	Dr.Ch.mallikarjun	Principal
2.	Heads of the Departments	1. Mr. P S K Ganesh Kumar	ECE-HOD
3.		2. Dr.K.Sreekar chand	CE-HOD
4.		3. Mr.Ch.Chinna babu	AG-HOD
5.		4.Dr.K.Krishna Reddy	EEE_HOD
6.		5. Mr.M.Anand Kumar	CSE-HOD
7.		6. Mr.Vijay Kumar	MECH-HOD
8.		7. Dr.M.E.Prasad	CYBER-HOD
9.		8. Dr.G.Bhaskar Reddy	H&S-HOD
10.	IQAC Coordinator	Dr.K.Sreekar chand	
11.	Admission officer - 1	Mr. G Koteshwar Rao	Member
12.	Admission officer - 2	Mr.P.Raghava Reddy	member

Meeting Frequency

- **Pre-admission Planning Meeting:** Held before the start of the admission cycle to finalize procedures and responsibilities.

- **Post-admission Review Meeting:** Held after the completion of admissions to evaluate outcomes and suggest improvements for the next cycle.

- **Special Meetings:** Convened as needed to address urgent matters, grievances, or policy updates.

Reporting & Documentation

- **Minutes of Meeting (MoM):**
  Detailed minutes to be recorded for every committee meeting, including attendance, agenda discussions, resolutions passed, and action items.

- **Admission Reports:**
  Comprehensive reports summarizing admission statistics, category-wise intake, verification status, and grievances handled.