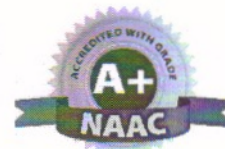**ST. MARTIN'S ENGINEERING COLLEGE**

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MINUTES OF MEETING

Meeting of the Admission Committee was held on May 14^h 2021 at 11 AM in board room. The following staff attended:

S. No.	Name of the Faculty	Designation	Dept.	Signature
1	Dr. P. Santosh Kumar Patra	Convener	Principal & Professor in CSE	
2	Mrs. B. Shravani	Member	H&S	
3	Mr. N.Ramakrishna Rao	Member	T&P	
4	Dr. N. Ramachandra	Member	EEE	
5	Dr. D.V. Sreekanth	Member	MECH	
6	Dr. B. Harikrishna	Member	ECE	
7	Dr. D.Ranadheer Reddy	Member	H&S	
8	Dr.M.Narayanan	Member	CSE	
9	Dr.R.Nagaraj	Member	IT	
10	Mrs.J.K. Sandhya Kiran	Member	CIVIL	
11	Ms.V. Lakshmi Prasanna	Member	H&S	

Agenda of the Meeting

- To chalk-out plans and procedures for student admission process for the academic year 2021-22.
- To discuss the Rules and Regulations of admission guidelines stipulated by Government of Telangana.
- To scrutinize the admission criteria to be followed in compliance with rules put forth by statutory bodies.
- To analyze the admission policies to be adopted for the current academic year.
- To list-out the procedures for screening of the qualified and meritorious students.
- To take stock of the number of additional seats, additional sections and additional courses to be applied for the upcoming academic year.

Points Discussed/ Proceedings of the Meeting:

- Principal Sir instructed that admission panel members be fully aware of the eligibility criteria for the granting admissions into each of the respective UG courses for the academic year 2021-2022.
- Principal Sir insisted that during admission, either of the parents (Father or Mother) should definitely accompany their wards for enrolment of the candidate.
- It was decided that separate panel members should be assigned for admission, counseling for guiding candidates and parents to choose a suitable stream of course in line with the interest of the candidates and marks secured.
- Principal Sir reiterated that during admission, the code-of-conduct for the college students should be clearly communicated to the parents and the candidate.
- Principal Sir suggested to admission panel members to check with the parents from out-station, if they need hostel facilities for their wards.
- Principal Sir suggested to admission panel members to confirm with the parents of the candidate whether they seek college transport facility (if available) and boarding point in order to make necessary transport facilities.
- Management quota preference to be given to the students with good EAMCET Ranks while giving admissions, student with good percentage/CGPA need to be given preference.
- The admission panel members were assigned the task of certificate verification of the admitted candidates. The admission panel members were instructed to strictly adhere to the statutory rules and regulations.
- Principal Sir instructed to maintain the following data related to Admission Process.
    1. Admission data
    2. Enquiry data
    3. Daily Admission data
- It was decided that the college office phone number be assigned as a helpline number for the admission process so that the candidates can seek clarifications pertaining to the admission procedures.
- The admission panel members are to maintain the database of the all the applied candidates for the various courses and a separate staff be assigned for informing on calls to the individual candidates through phone call and clarify any queries that arise from the candidates.

Convener