



Amrita Sai Institute of Science & Technology

(AN AUTONOMOUS INSTITUTION)



AN ISO 9001: 2015 Certified Institution Recognized by UGC Under 2(f) & 12(B) of 1956 Act
Accredited by NAAC with 'A' Grade, Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada
Paritala, Kanchikacherla (Mdl), Krishna Dist., A.P., India-521180
www.amritasai.org.in Toll Free No: 1800 1212 369

15-06-2025

OFFICE ORDER ADMISSION COMMITTEE

Proceedings of the Principal, Amrita Sai Institute of Science & Technology

Sub: Amrita Sai Institute of Science & Technology, Paritala-Constitution of Admission Committee for the academic year 2025-26-Reg.

The undersigned is pleased to constitute Admission Committee with the following body for the academic year 2025-26

| S.No | Name of the Member | Dept. | Position |
|------|----------------------|-------|------------------|
| 1. | Sri T Koteswara Rao | C I | Director of |
| 2. | Dr P Chiranjeevi | CSE | Coordinator |
| 3. | Sri D Pavan Kumar | S&H | Office in charge |
| 4. | Mrs.P Hima Bindu | S&H | Member |
| 5. | Ms.G.Mrudula | Civil | Member |
| 6. | Mrs.V Sravani | Civil | Member |
| 7. | Sri.D.Balaji | S&H | Member |
| 8. | Mrs.B Bhagya Lakshmi | CSE | Member |
| 9. | Mrs.Ch Radha Kumari | MCA | Member |
| 10. | Mr.Sk Moulali | S&H | Member |
| 10. | Mr.N Siva Naga Raju | S&H | Member |
| 11. | G Sravani | Admin | Member |
| 12. | Y Venkayamma | Admin | Member |
| 13. | G Triveni | Admin | Member |
| 14. | P Ratna Kumari | Admin | Member |

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 in 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.

(Dr. M SASIDHAR)
PRINCIPAL

PRINCIPAL

Amrita Sai Institute of Science and Technology
Amrita Sai Nagar, Paritala,
NTR Dist - 521180

Copy to Management/C.E.O,
DOA/All HOD's/All Committee Members
Non Academic staff/ Library/Exam Cell/
Transport/Admin./Security



Amrita Sai Institute of Science & Technology

(AN AUTONOMOUS INSTITUTION)



AN ISO 9001: 2015 Certified Institution Recognized by UGC Under 2(f) & 12(B) of 1956 Act
Accredited by NAAC with 'A' Grade, Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada
Parital, Kanchikacherla (Mdl), Krishna Dist., A.P., India-521180
www.amritasai.org.in Toll Free No: 1800 1212 369

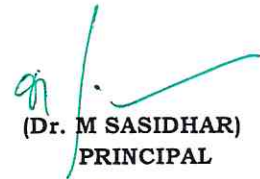
20-06-2025

CIRCULAR

As per the advice of the PRINCIPAL, the Meeting of Admission Committee's 20th June 2025 at 3:00 p.m. in Conference Hall-to discuss various issues pertaining to the department. All the Members are requested to be present for the Meeting.

Agenda:

- Review of intake of seats
- Wide Publicity
- Printing of Application forms & Brochures
- Admission Procedure
- Admission Approval


(Dr. M SASIDHAR)
PRINCIPAL

Copy to Management/C.E.O,
DOA/All HOD's/All Committee Members
Non Academic staff/ Library/Exam Cell/
Transport/Admin./Security

PRINCIPAL
Amrita Sai Institute of Science and Technology
Amrita Sai Nagar, Paritala,
NTR Dist - 521180



Amrita Sai Institute of Science & Technology

(AN AUTONOMOUS INSTITUTION)



AN ISO 9001: 2015 Certified Institution Recognized by UGC Under 2(f) & 12(B) of 1956 Act
Accredited by NAAC with 'A' Grade, Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada
Parital, Kanchikacherla (Mdl), Krishna Dist., A.P., India-521180
www.amritasai.org.in Toll Free No: 1800 1212 369

21-06-2025

Minutes of Meeting

Minutes of the Meeting of Admission Committee held on 21st June 2025 at 3:00 pm. in Conference Hall-. The following members were present for the meeting.

Meeting agenda

- Wide Publicity
- Printing of Application forms & Brochures
- Admission Procedure
- Admission Approval

At the start of the meeting PRINCIPAL welcomed Honorable members of the Admission Committee. He invited Coordinator, who presented the above agenda which was discussed in detail as below.

1. Printing of Application forms & Brochures

It was decided by the Committee to order for Printing of Application forms and Brochures and directed the Purchase Committee to order for the same.

2. Admission Procedure

The Committee Members decided to involve faculty members during the course of admission as counselors to guide and motivate students to choose the course of their choice.

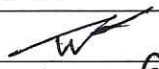
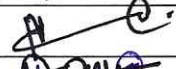


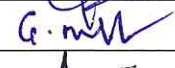
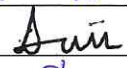

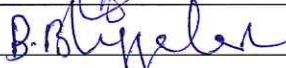



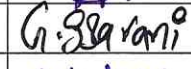
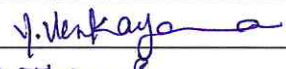

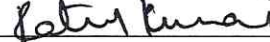
3. Admission Approval

The Committee Members discussed to complete the Admission formalities before the list is sent for approval from competent authorities.

4. Wide Publicity


After a long review and discussion, the Committee has finalized the list of vendors for providing wide Publicity in Print, Audio, Visual Media and for attending different Educational fairs .

Members Present

| S.No | Name of the Member | Dept. | Signature |
|------|----------------------|-------|--|
| 1. | Sri T Koteswara Rao | C I |  |
| 2. | Dr P Chiranjeevi | CSE |  |
| 3. | Sri D Pavan Kumar | S&H |  |
| 4. | Mrs.P Hima Bindu | S&H |  |
| 5. | Ms.G.Mrudula | Civil |  |
| 6. | Mrs.V Sravani | Civil |  |
| 7. | Sri.D.Balaji | S&H |  |
| 8. | Mrs.B Bhagya Lakshmi | CSE |  |
| 9. | Mrs.Ch Radha Kumari | MCA |  |
| 10. | Mr.SB Moulali | S&H |  |
| 10 | Mr.N Siva Naga Raju | S&H |  |
| 11. | G Sravani | Admin |  |
| 12. | Y Venkayamma | Admin |  |
| 13. | B Triveni | Admin |  |
| 14 | P Ratna Kumari | Admin |  |

CONVENER

Copy to Management/C.E.O,
DOA/All HOD's/All Committee Members
Non Academic staff/ Library/Exam Cell/
Transport/Admin./Security


PRINCIPAL

PRINCIPAL
Amrita Sai Institute of Science and Technology
Amrita Sai Nagar, Paritala,
NTR Dist - 521180