



SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

Sri Kalaivani Nagar, Erode-Gobi Main Road, Othakuthirai,

K.Mettupalayam Post, Gobichettipalayam – 638 455, Erode District, Tamilnadu

Web: <http://www.svhec.com/>

ADMISSION COMMITTEE- MINUTES OF MEETING

Venue: Block B -Hall No: B108


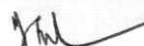
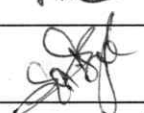
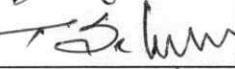
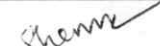
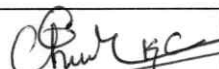

Date & Time: 04.02.2019 & 9.30 am

The meeting of the Admission committee was conducted on 04.02.2019, 9.30am with the committee members. The following points were discussed in the meeting.

Points Discussed:

- Previous Minutes of Meeting was discussed.
- Based on the admission procedure discussed in the minutes of meeting held on 05.02.2018 the admission for the academic year 2018-19 is 427 out of 786 seats. To improve the upcoming year admission following points are discussed:
 - To prepare clear and well defined policies for admissions.
 - To prepare attractive brochures, prospectus and handouts for wider publicity.
 - To get acquainted with all the rules and regulations of admissions as prescribed by Govt. and guide the students seeking admission accordingly.
 - To prepare plan for addressing 12th standard, diploma students as a career counseling activity.
 - To send representative to admission centers for counseling the students as and when required.
 - To maintain the record of admitted students and forward it to concerned department.
 - To provide best counseling to students and parents who come to seek admissions.
 - To guide admitted students to complete the admission procedure like paying fees, getting roll numbers, getting hostel admission, getting IDcard, fulfilling eligibility criteria, getting time tables etc.

Members present

S.No	Faculty Name	Position	Category	Signature
1	Dr.P.Thangavel	Chairman	Principal	 04/02/19
2	Dr.S.Prakasam	Admission In-charge	Vice Principal	
2	Dr.S.Sathyasundari	Member	Head of the Department	
3	Dr. T.Senthilprakash	Member	Head of the Department	
4	Ms.O.S.Thenmozhi.	Member	Head of the Department	
5	Mr.K.C.Anandhan	Member	Head of the Department	
6	Mr.R.S.Kamalakannan.	Member	Head of the Department	
7	Mr. J.Sivananda Patteeswaran	Member	Head of the Department	