



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/>

CIRCULAR

Cir. No: SVHEC/AC/01/2021-22

Date: 07.02.2022

Admission Committee members meeting is scheduled on 14.02.2022 at 10.30 am in Block B-Hall No: B108 to overview the activities of academic year 2022-2023. All the members of the committee are informed to attend the meeting without fail.

MEMBERS:

S.No	Faculty Name	Position	Category	Designation/Department
1	Dr.P.Thangavel	Chairman	Principal	Principal
2	Dr.S.Prakasam	Admission In-Charge	Vice Principal	Vice Principal
3	Dr.S.Sathyasundari	Member	Head of Department	HOD/MBA
4	Ms.O.S.Thenmozhi	Member	Assistant Professor	HOD/S&H
5	Dr.R.Senthilkumar	Member	Associate Professor	Associate Professor/CSE
6	Dr.R.S.Kamalakaran	Member	Assistant Professor	HOD/ECE
7	Mr.K.C.Anandhan	Member	Assistant Professor	Assistant Professor/EEE
8	Mr.G.E.Arunkumar	Member	Assistant Professor	Assistant Professor/CIVIL


Principal



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MINUTES OF THE MEETING OF THE ADMISSION COMMITTEE

HELD ON 14 FEBRUARY 2022

1. Action taken report of the points discussed in the meeting.

S.No	POINTS DISCUSSED AND SUGGESTIONS GIVEN	ACTION TAKEN
1	To update the attractive brochures and prospectus for wider publicity	Attractive brochures and prospectus were prepared during February 2021
2.	To get acquainted with all the rules and regulations of admissions as prescribed by Govt. and Statutory authorities guide the students seeking admission accordingly	The Principal addressed the admission team about rules and regulations of Govt. & Statutory authorities.
3	To prepare plan for addressing 12 th standard, diploma students as a career counseling activity.	Plans were prepared and 12 th standard & diploma students were well advised on career counseling activity during October 2021
4	To provide best counseling to students and parents who come to seek admissions.	Best counseling was provided to students and parents who come to seek admissions.
5	To guide admitted students to complete the admission procedure like paying fees, getting roll numbers, getting hostel admission, getting ID card, fulfilling eligibility criteria, getting time tables etc.	To admitted students were guided to complete the admission procedure like paying fees, getting roll numbers, getting hostel admission, getting ID card, fulfilling eligibility criteria, getting time tables etc.
6	To maintain the record of admitted students and forward it to concerned department.	A record was maintained of admitted students and forwarded to department concerned.

2. Points discussed in this meeting.

- Minutes of previous meeting was discussed.
- Based on the admission procedure discussed in the meeting held on 25.01.2021 the admission for the academic year 2021-2022 was 293 out of 534 seats.

To improve the upcoming year admission, the following points were discussed:

- To updated the attractive brochures and prospectus for wider publicity.
- To get acquainted with all the rules and regulations of admissions prescribed by Govt. and guide the students seeking admission accordingly.
- To give full fee waiver for SC/ST/SCA students and scoring more than 175 cutoff.
- To provide best counseling to students and parents who seek admissions.
- To guide admitted students to complete the admission procedure like paying fees, getting roll numbers, getting hostel admission, getting ID card etc.
- To maintain the record of admitted students and forward it to department concerned.



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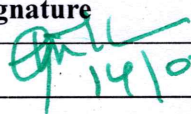

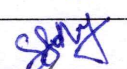
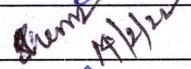
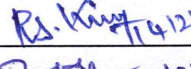
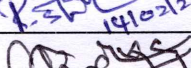
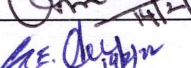
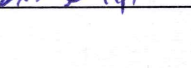
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MEMBERS PRESENT:

S.No	Faculty Name	Position	Category	Signature
1	Dr.P.Thangavel	Chairman	Principal	 14/04/2022
2	Dr.S.Prakasam	Admission In-Charge	Vice Principal	 14/02/2022
3	Dr.S.Sathyasundari	Member	Head of Department	
4	Ms.O.S.Thenmozhi	Member	Assistant Professor	 14/4/22
5	Dr.R.Senthilkumar	Member	Associate Professor	 14/4/22
6	Dr.R.S.Kamalakannan	Member	Assistant Professor	 14/10/22
7	Mr.K.C.Anandhan	Member	Assistant Professor	 14/2/22
8	Mr.G.E.Arunkumar	Member	Assistant Professor	 14/4/22