

**D.N R. COLLEGE OF ENGINEERING AND TECHNOLOGY**

BalusumudiBhimavaram -534202

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

(Accredited with B++ Grade by NAAC)

Ph:08816-221238 Email : [dnrcet@gmail.com](mailto:dnrct@gmail.com) Website: <https://dnrcet.org>  
Administrative Office

**DNRCET/OFFICE ORDER/2021/01 Academic Year 2021-22 Date: 06/09/2021**

**OFFICE ORDER  
ADMISSIONS COMMITTEE**

Admissions Committee has been reconstituted with the following members, under the coordinatorship of Mr. G.S.V.NarasimhaRaju to create a brand value and awareness about the institute and to improve the admissions quality.

S NO	Name	Designation	Department	Mobile
1	G.S.V.Narsimha Raju	Coordinator	BS & H	8555827191
2	R RamyaSwetha	Member	CE	9989338686
3	N Hymavathi	Member	EEE	9398893768
4	S Chandu Prasad	Member	ME	9618318375
5	M Uma Susheela	Member	ECE	8142611311
6	M Mounika Devi	Member	CSE	8688994029
7	V R A Santosh Kumar	Member	MBA	9866373681
8	K Sai Phani Kumar	Member	Office	9666188519

**Functions:**

- To create a brand value and awareness about the institute.
- To disseminate and comply with all the rules and regulations of admissions as prescribed by Govt. and statutory agencies.
- To improve the admissions quality with well-defined policy.
- To provide best counseling to students and parents who come to seek admission.
- To guide the students and parents in making effective decisions.
- To guide the admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting ID-card, getting time tables etc.

Principal  
**PRINCIPAL**

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Ph:08816-221238 Email : [dncet@gmail.com](mailto:dncet@gmail.com) Website: <https://dncet.org>

**Academic Year: 2021-22**

**Admissions Committee**

**Functions of the Committee**

- To create a brand value and awareness about the institute.
- To disseminate and comply with all the rules and regulations of admissions as prescribed by Govt. and statutory agencies.
- To improve the admissions quality with well-defined policy.
- To provide best counseling to students and parents who come to seek admission.
- To guide the students and parents in making effective decisions.
- To guide the admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting ID-card, getting time tables etc.

*H. Anandkumar*  
PRINCIPAL

D.N.R. College of Engg. & Tech.  
BHIMAVARAM-534 202.

*[Signature]*  
CO-ORDINATOR

*H. Anandkumar*  
PRINCIPAL

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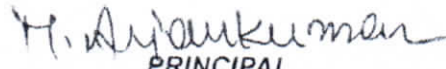
**Academic Year: 2021-22**


**Admissions Committee**

**Facilities of the Committee**

- One room for the committee meetings, faculty members and parents to discuss about admissions.
- Having a computer system with internet facility.
- Printer.
- Staff table, good number of chairs and space to discuss / conduct the committee meetings.
- Office files and folders to maintain the information regarding admission and students records.
- Water facility.

  
CO-ORDINATOR

  
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**Academic Year: 2021-22**  
**Admissions Committee**

**COMPOSITION & COMMITTEE MEMBERS:**

a) **COMMITTEE COMPOSITION:**


- One senior faculty as coordinator.
- One faculty from each department

b) **COMMITTEE MEMBERS:**

**FACULTY MEMBERS:**

S NO	Name	Designation	Department	Mobile
1	G.S.V.Narsimha Raju	Coordinator	BS & H	8555827191
2	R RamyaSwetha	Member	CE	9989338686
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**Academic Year: 2021-22**

**Admissions Committee**

**ROLE AND RESPONSIBILITIES OF THE COMMITTEE**

**Responsibilities of Coordinator:**

1. In consultation with Management and Principal, prepare attractive brochures, prospectus and handouts for wider publicity.
2. To collect proposals / materials from the Departments, Committees and Faculty members to draft Annual plan of activities for the year for publication in the Prospectus.
3. To prepare plan for addressing intermediate and diploma students as a career counseling activity.
4. To advise the Principal on improving facilities from the feedbacks got from parents and students during admission counseling
5. To prepare plan for addressing intermediate and diploma students as a career counseling activity.
6. To file and maintain the records of the admissions and Annual Plan.
7. To submit the enrollment records to the concern authorities.
8. To issue notifications for Spot admission & Category-B admissions with the guidelines issued by State Government.
9. To submit the admissions list to the authorities seem deemed and seeks for their approval.

**Responsibilities of Faculty members:**

1. Organise Activities related to admissions deemed fit by the institute as when decided by the Chairperson and Coordinator.
2. To constantly help, communicate and share information with Coordinator till the completion of admissions.
3. To assist the students and to interact with the parents during admissions.
4. To guide the students and parents in making effective decisions.
5. To guide admitted students to complete the admission procedure.

*H. Arunkumar*

**PRINCIPAL**

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*[Signature]*  
**CO-ORDINATOR**

*H. Arunkumar*

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**Academic Year: 2021-22**  
**Admissions Committee Year Planner**

Sl No	Name of the event	Month	Remarks
1	Preparation of brochure	September	
2	Education fair and Orientation programme	October	

*H. Arjankumar*

**PRINCIPAL**

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*[Signature]*  
**CO-ORDINATOR**

*H. Arjankumar*

**PRINCIPAL**

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