



## VEDAVYASA INSTITUTE OF TECHNOLOGY

Kakkove, Malappuram Dt, Kerala, 0483-2832157, Mob: 9446565077  
Affiliated To AICTE, APJAbdul Kalam Kerala Technological University, And Govt. Of India

### Constitution of Admission Committee for the year 2019-20

In compliance with the order of Dr S. Sangheethaa, Principal, issuing from the requirement of Academic Regulations of APJ Abdul Kalam Technological University, Kerala, and Approval Process handbook 2018-19 of AICTE, a Committee as detailed below has been reformed.



Name of the Committee	<b>Admission Committee 2019-20</b>
Date of Constitution	<b>02.01.2019</b>
Responsibility of the members	It shall be the duty of the admission committee to do the periodic review of admissions policies and practices and promulgating and adopting any necessary revisions.
Higher Authority / Management	The Committee will report to the Principal

Designation in Committee	Name	Designation
Chairman	Dr. Arun Korath	Director
Member	Mrs. Babitha P.K.	AP, S&H
Member	Mrs. Divya K.K.	Assoc. Prof., CE
Member	Ms. Megha P.	AP, S&H
Member	Ms. Bhagya G.	AP, CE
Member	Mr. Jithin Vijay	Non teaching staff

Responsibility of the Cell

- To prepare attractive brochures, prospectus and hand-outs for wider publicity and to collect proposals / materials from the Departments, Committees and lecturers to draft Annual plan of activities for the year.
- To prepare plan for addressing 12th standard, diploma students as a career counselling activity and to place advertise mention newspapers regarding admissions as and when permitted by the respective Conveners of admissions.
- To assist the students and to interact with the parents during admissions and to advise the Principal on improving facilities from the feedbacks got from parents and students during admission counselling and to submit the list of admissions made by the college to the concerned competent authorities and get approved.

The Constitution was adopted by the members to achieve the aims and execution of duties.



Approved by Dr. S. Sangheethaa, Principal.



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## CIRCULAR

02.01.2019

As per the advice of the chairman, the meeting of admission committee is decided to be conducted on 9<sup>th</sup> January 2019 at 3.00pm in the Mechanical Seminar Hall to discuss various issues pertaining to the admission. All Members are requested to be present for the meeting.

### AGENDA

- Review of intake of seats
- Wide publicity
- Printing of application forms & Brochures

Principal  
PRINCIPAL



Near P.O. Puzha, Puzha P.O., Puzha P.O.,  
Mullappuzha District PIN - 670 602



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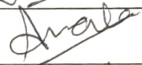
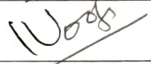
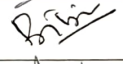
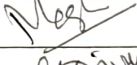

## MINUTES OF ADMISSION COMMITTEE

The admission committee meeting of Vedavyasa Institute of Technology is held on 09.01.2019 at 3.00 p.m. in the mechanical seminar hall.

Sl. No.	Name of the Members	Designation	Designation in FC
1	Dr. Arun Korath	Director	Chairman
2	Ms. Amala John	Office Assistant	Member
3	Ms. Noofa Sayed	AP, EEE	Member
4	Mr. Bibin Joseph	AP, EEE	Member
5	Ms. Megha P	AP, S&H	Member
6	Ms. Divya K K	Assoc, Prof, CE	Member

Points Discussed	Resolution
Welcome by the Chairman	Director, Dr. Arun Korath welcomed the members of the meeting.
It was insisted that the admission process be given wide publicity by circulating pamphlets, fixing banners, setting up hoardings and advertising in local TV channels	Noted & Ms. Divya was assigned for the work
Director instructed that admission panel members be fully aware of the eligibility criteria for the granting admissions into each of the respective UG courses based on the subjects opted in the higher secondary	Noted by the members

curriculum	
Principal insisted that during admission, either of the parents (Father or Mother) should definitely accompany their wards for enrolment of the candidate.	Noted by the members

Sl. No.	Name of the Members	Signature
1	Dr. Arun Korath	
2	Ms. Amala John	
3	Ms. Noofa Sayed	
4	Mr. Bibin Joseph	
5	Ms. Megha P	
6	Ms. Divya K K	



Approved by,



**Chairman**  
 Chairman & Managing Trustee  
 Vedavyasa Trust  
 CIET, Chalappuram, Calicut-2