



TRINITY COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE & Affiliated to JNTU Hyderabad)

PEDDAPALLY-505172, Dist. Peddapalli. (T.S)

Ph: 08728-224347, Fax: 08728-223959, Mobile No. 8522954369, E-mail: officetcek@gmail.com

Lr.No.TCEK/2024

Date:20.05.2024

CIRCULAR

All the Admission Committee Members are informed to attend the meeting to be held on 21.05.2024 at 10.30 am, Principal Chamber.

Sl.No.	Member	Signature
1	Dr.Mani Ganesh	
2	Dr.V.Ashok Kumar	
3	Dr.K.Natarajan	
4	Ms.J.Swathi	
5	Mr.P.Prabhakar	
6	Dr.ArifArfat	
7	Mr.K.Suresh	

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Procedure of the Admission Committee

- 1) To receive applications / forms from the potential students. An online application system is in place at the campus.
- 2) Entire admission schedule with information about due dates for procuring & submission of admission application forms, verification of forms with supporting documents, schedule of displaying the merit lists for all courses with the due dates for payment of fees is notified on the college website as well as college notice board from time to time.
- 3) To accept applications / forms with the necessary documents from the eligible students.
- 4) To scrutinize the applications / forms received on the basis of criteria / category fixed.
- 5) To prepare and display the list of students eligible for admission on basis of criteria / category along with the formalities to be completed for admission.
- 6) To accept the fees from the students who have been offered admission along with necessary documents and issue the fee receipt.

H. Ganesan



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Lr.No.TCEK/2024

Date:20.05.2024

Admission Committee

Composition of the Committee

Name of Convener / Members

Sl.No.	Member
1	Dr.Mani Ganesh
2	Dr.V.Ashok Kumar
3	Dr.K.Natarajan
4	Ms.J.Swathi
5	Mr.P.Prabhakar
6	Dr.ArifArfat
7	Mr.K.Suresh

Function of the Admission Committee

- 1) This committee establishes and implements the criteria for admission or enrolment of the students to the college for all the courses according to the University and College Council regulations.
- 2) The Committee will lay down the detailed procedure to be followed for admission and ensures the same has been implemented / followed.
- 3) The Committee will identify and approve for admission suitable qualified candidates and displays the merit list as per schedule predetermined by the University and college council.
- 4) Analyze the changes required in the admission policies of the previous years so as to improve the system and the process.

M. Ganesh



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Minutes of the Admission Committee Meeting held on 21.05.2024

Members present:

Sl.No.	Member	Signature
1	Dr.Mani Ganesh	
2	Dr.V.Ashok Kumar	
3	Dr.K.Natarajan	
4	Ms.J.Swathi	
5	Mr.P.Prabhakar	
6	Dr.ArifArfat	
7	Mr.K.Suresh	

Agenda of the Meeting:

- To chalk-out plans and procedures for student admission process for the academic year 2024-25.
- To scrutinize the admission criteria to be followed in compliance with rules put forth by statutory bodies.
- To list-out the procedures for screening of the qualified and meritorious students.

Proceedings of the Meeting:

- It was insisted that admission process be given wide publicity by circulating pamphlets, fixing banners, setting up hoardings and advertising in local TV channels.
- Principal instructed to maintain the following Registers related to Admission Process.
 1. Admission Register
 2. Enquiry Register
 3. Daily Admission Statistics.

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Lr.No.TCEK/2023

Date:19.05.2023

CIRCULAR

All the Admission Committee Members are informed to attend the meeting to be held on 22.05.2023 at 10.30 am, Principal Chamber.

Sl.No.	Member	Signature
1	Dr.Mani Ganesh	
2	Dr.V.Ashok Kumar	
3	Dr.K.Natarajan	
4	Ms.J.Swathi	
5	Mr.P.Prabhakar	
6	Dr.ArifArfat	
7	Mr.K.Suresh	

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Procedure of the Admission Committee

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- 3) To accept applications / forms with the necessary documents from the eligible students.
- 4) To scrutinize the applications / forms received on the basis of criteria / category fixed.
- 5) To prepare and display the list of students eligible for admission on basis of criteria / category along with the formalities to be completed for admission.
- 6) To accept the fees from the students who have been offered admission along with necessary documents and issue the fee receipt.

M. Gowen



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Lr.No.TCEK/2023

Date:19.05.2023

Admission Committee

Composition of the Committee

Name of Convener / Members

Sl.No.	Member
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2	Dr.V.Ashok Kumar
3	Dr.K.Natarajan
4	Ms.J.Swathi
5	Mr.P.Prabhakar
6	Dr.ArifArfat
7	Mr.K.Suresh

Function of the Admission Committee

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- 2) The Committee will lay down the detailed procedure to be followed for admission and ensures the same has been implemented / followed.
- 3) The Committee will identify and approves for admission suitable qualified candidates and displays the merit list as per schedule predetermined by the University and college council.
- 4) Analyze the changes required in the admission policies of the previous years so as to improve the system and the process.

M. Ganesh



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Minutes of the Admission Committee Meeting held on 25.05.2023

Members present:

Sl.No.	Member	Signature
1	Dr.Mani Ganesh	
2	Dr.V.Ashok Kumar	
3	Dr.K.Natarajan	
4	Ms.J.Swathi	
5	Mr.P.Prabhakar	
6	Dr.ArifArfat	
7	Mr.K.Suresh	

Agenda of the Meeting:

- To chalk-out plans and procedures for student admission process for the academic year 2023-24.
- To scrutinize the admission criteria to be followed in compliance with rules put forth by statutory bodies.
- To list-out the procedures for screening of the qualified and meritorious students.

Proceedings of the Meeting:

- It was insisted that admission process be given wide publicity by circulating pamphlets, fixing banners, setting up hoardings and advertising in local TV channels.
- Principal instructed to maintain the following Registers related to Admission Process.
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Lr.No.TCEK/2022

Date:18.05.2022

CIRCULAR

All the Admission Committee Members are informed to attend the meeting to be held on 20.05.2022 at 10.30 am, Principal Chamber.

Sl.No.	Member	Signature
1	Dr.Mani Ganesh	
2	Dr.V.Ashok Kumar	
3	Dr.K.Natarajan	
4	Ms.J.Swathi	
5	Mr.P.Prabhakar	
6	Dr.ArifArfat	
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M. Z. Gaur



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4	Ms.J.Swathi
5	Mr.P.Prabhakar
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