## Admission Committee
## Standard Operating Procedure (SOP)

Admission committee is formed with Principal as Chairman, Dean, HODs and faculty as its members. The committee plans its activities before the admissions of various UG and PG programs. It reviews the admissions trend in various programs and gives necessary feed back to the management. It serves the candidates and parents during and after the admission process by informing guidelines of the CET conducting authority and the joining institute. It gives the necessary information to the different CET Conveners from time to time during the admissions.

➢ The committee shall meet once in a year.

➢ The committee gives important inputs for preparation of brochures and advertisements.

➢ The committee sends the finalized list of admitted candidates to the Convener of CET.

**Chairman**