



# GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY (AUTONOMOUS)

Accredited by NAAC with "A" Grade, Accredited by NBA (B.Tech., - ECE, EEE & Mech : 2021-2024)

An ISO 9001 : 2015 Certified Institution

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUA, Anantapur)

3rd Mile, Nellore - Bombay Highway, Gangavaram (V), Kovur (M), S.P.S.R. Nellore Dt, Andhra Pradesh - India. 524 137.

JNTUA College Code : 2U

Mob: 9912566220, 9912445846

website : [gist.edu.in](http://gist.edu.in) / e-mail : [geethanjali@gist.edu.in](mailto:geethanjali@gist.edu.in)



## ADMISSIONS COMMITTEE

The Admissions Committee is responsible for the graduate student admissions in the program. This committee will also develop contacts with other relevant graduate admissions committees with the goal of identifying potential candidates who would be more appropriate for the B.Tech / M.Tech / Diploma program. The admissions committee endeavors to identify applicants from various junior colleges / high schools. Applicants to be identified by the committee and when possible, invited to visit the campus. In addition, the admissions committee tracks the success of the admissions process each day during admissions by maintaining a database of pertinent information on the applicants. This committee reviews admission requirements for the program annually.

### **Objective of the Committee:**

The Admissions Committee is responsible for the PG, UG & Diploma student admissions in the College. This committee will develop contacts with other relevant graduate admissions committees with the goal of identifying potential candidates who would be more appropriate for the M.Tech., B. Tech. & Diploma Programs.

### **Functions of the cell:**

1. To improve the admissions quality with well defined policies.
2. To disseminate and comply with all the rules and regulations of admissions as prescribed by Govt. and statutory agencies.
3. To create a brand value and awareness about the institute.
4. To provide best counselling to students and parents who come to seek admissions.
5. To guide the students and parents in making effective decisions
6. To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting I-card, fulfilling eligibility criteria, getting time tables etc.



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## ADMISSIONS COMMITTEE

### Constitution

## Management of the cell (Committee):

### Committee composition:

- Principal/ Director - Chairman.
- Dean Admissions - Convener.
- Ten to thirty faculty members from all departments– Members.
  - One Faculty member from each Department to be nominated by the HODs
  - The number of members can be increased equally by adding nominees of the principal.
  - The total number of members of the Admissions Committee however shall not exceed 30.

**Tenure:** The tenure of the members shall be three years

### Procedure:

The Convener, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting. It shall be circulated to all Members of the Committee at least two days before the meeting. All the decisions should be taken on the basis of majority. After the meeting, the Committee shall approve, report embodying its views, recommendations and decisions. Forward the report to Executive Committee for final approval.

### Frequency of Meeting:

The committee shall meet at least twice a year and additionally as and when required.

### Quorum:

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such a meeting after 15 minutes.

  
**DIRECTOR**



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## Committee Roles and Responsibilities

1. In consultation with principal / Director, prepare attractive brochures, prospectus and handouts for wider publicity.
2. To collect proposals / materials from the Departments, Committees and lecturers to draft Annual plan of activities for the year for publication in the Prospectus.
3. To prepare plan for addressing 12th standard, diploma students as a career counseling activity.
4. To place advertisement in news papers regarding admissions as and when permitted by the respective Conveners of admissions.
5. To assist the students and to interact with the parents during admissions
6. To advise the principal on improving facilities from the feedbacks got from parents and students during admission counseling
7. To file and maintain the records of the admissions and Annual Plan. To submit the enrollment records to the IQAC Committee.
8. To issue notifications for Spot admission & Category-B (MQ) admissions with the guidelines issued by State Government
9. To submit the admissions list to the authorities for getting their approval.

## Roles & Responsibilities of the Chairman

- To finalize on all the matters relating to Admissions of the students at both UG, PG & Diploma level.
- To provide all information related to admissions under A Category (Convener Quota) and B Category (Management Quota) to the students and parents. It also provides information on the college website.

## Roles & Responsibilities of Convener:

- To issue Notifications for Spot Admissions under A - Category and for Admissions under B - Category of UG, PG and Diploma as per the guidelines issued by State Government and concerned Competent authority
- To submit the list of admissions made by the college to the concerned competent authorities and get approved



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- The Coordinator acts as the overall in-charge of the admissions process and ensures compliance with statutory and institutional requirements.
- Prepare the annual admissions plan as per AICTE / University / State Government norms.
- Coordinate with Convener (EAPCET / ECET / PGECET / ICET) and University authorities.
- Update admission guidelines, brochures, and prospectus.
- Act as the single point of contact for Principal and regulatory bodies.
- Allocate duties to committee members and support staff Coordinate with departments, accounts section, and systems office.

## **Roles & Responsibilities of committee members:**

- Members assist the Coordinator in implementing the admission process smoothly and efficiently.
- Verify original certificates (10th, Inter/Diploma, Degree, TC, Caste, Income, Aadhar, etc.)
- Check eligibility and rank details as per admission norms
- Cross-verify uploaded and physical documents
- Assist students and parents during counselling
- Explain admission procedures, rules, and fee structure
- Guide candidates in filling forms and submitting documents
- Enter student details in University / APSICHE portals
- Maintain department-wise admission records
- Prepare daily admission status reports
- Coordinate with accounts section for fee collection
- Assist in issuing fee receipts and acknowledgement slips
- Support student enrolment and ID generation
- Organize Activities related to admissions deemed fit by the institute as when decided by the convener.

  
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## Facilities of the cell:

1. Dedicated Office Space: Separate, well-identified Admissions Cell office, Waiting area for students and parents, Proper seating, ventilation, and display boards
2. Counseling & Interaction Facilities: Counseling rooms for one-to-one interaction, Privacy for parent-student discussions Facility for academic and career guidance
3. IT & Digital Infrastructure: Desktop computers / laptops with internet connectivity, Printers, scanners, photocopiers, ERP / Admission Management Software, Online application & tracking system
4. Display & Information Systems: Notice boards showing Courses offered, Intake capacity, eligibility criteria, Fee structure, Admission schedules, LCD/LED screens for video, presentations & virtual campus tours
5. Documentation & Record Management: Secure cupboards / file racks for student records, and backup facilities, Separate files for Counseling admissions, Management quota, Lateral entry, NRI admissions
6. Help Desk & Enquiry Counter: Single-window Admission Help Desk, Telephone & email enquiry handling, WhatsApp / online chat support facility.
7. Payment & Financial Facilities: Fee payment counters, POS machines (UPI / Card / Net banking), Receipt generation and accounting support.
8. Accessibility & Student-Friendly Facilities: Drinking water, Restrooms nearby, Wheelchair access (where applicable), Waiting lounge for parents.
9. Safety & Security: CCTV surveillance, secure data access, Fire safety equipment
10. Transport & Campus Visit Support: Transport arrangement desk for campus visits, Guided campus tour facilities.

  
DIRECTOR



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## ADMISSIONS COMMITTEE MEMBERS

Ref: Admissions/Cir/2025/1

Date: 02-05-2025

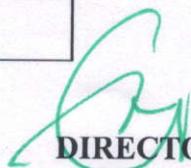
### CIRCULAR-1

It is informed that the admissions committee is reconstructed for the academic year **2025-26** as given below. All faculty involved in this committee are requested to act accordingly in coordination with the Convenor - Admissions Cell.

#### Committee members:

S.NO	NAME OF THE FACULTY	POSITION
1	Dr. G. Subba Rao, Director	Chairman
2	Dr. T.N.V.L.N. Kumar, Dean Admissions	Convenor
3	Mr. SK. Avez, Asst.Prof S&H	Member
4	Mr. S.Venkateswarlu, Asst. Prof S&H	Member
5	Mr. K. Srinivasulu Reddy, Asst. Prof S&H	Member
6	Mr. P.Anil Kumar, Asst.Prof Mec.	Member
7	Mr. D.Ramesh, Asst.Prof CSM	Member
8	Mr. G.Seenaiah, Asst. Prof EEE	Member
9	Mr. Sk. Habeeb Basha, Asst.Prof Civ.	Member
10	Mr. P.Ashok Kumar, Physical Director	Member
11	Mr. Z. Chaitanya, Asst..Prof ECE	Member
12	Mr. B.Suresh Kumar, Asst..Prof ECE	Member
13	Mr. G. Sadhan, Asst.Prof Mec.	Member
14	Mr. M. Venkateswarlu, Asst. Prof. CSE	Member
15	Mr. Y. Sai Krishna, Asst. Prof. EEE	Member

Copy to:

  
DIRECTOR

DIRECTOR/HoD/ HoD i/c-

ECE/EEE/CSE/CSM/CSD/CSC/EEE/MEC/CIVIL/S&H/R&D/E&E/

IIEDC/IQAC/PRINCIPAL (DIP)



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Modified Admissions Committee Members Ref: Admissions/Cir/2025/1 Date: 02-05-2025

## Admissions Committee Members

AY: 2025-2026

S.NO	NAME OF THE FACULTY	POSITION	SIGNATURE
1	Dr. G. Subba Rao, Director	Chairman	
2	Dr. T.N.V.L.N.Kumar, Dean Admissions	Convenor	
3	Mr. SK. Avez, Asst.Prof S&H	Member	
4	Mr. S.Venkateswarlu, Asst. Prof S&H	Member	
5	Mr. K. Srinivasulu Reddy, Asst. Prof S&H	Member	
6	Mr. P.Anil Kumar, Asst.Prof Mec.	Member	
7	Mr. D.Ramesh, Asst.Prof CSM	Member	
8	Mr. G.Seenaiah, Asst. Prof EEE	Member	
9	Mr. Sk. Habeeb Basha, Asst.Prof Civ.	Member	
10	Mr. P.Ashok Kumar,Physical Director	Member	
11	Mr. Z. Chaitanya, Asst..Prof ECE	Member	
12	Mr. B.Suresh Kumar, Asst..Prof ECE	Member	
13	Mr. G. Sadhan, Asst.Prof Mec.	Member	
14	Mr. M. Venkateswarlu, Asst. Prof. CSE	Member	
15	Mr. Y. Sai Krishna, Asst. Prof. EEE	Member	

CONVENOR

DIRECTOR



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## ADMISSIONS COMMITTEE MEMBERS

Ref: Admissions/Cir/2025/2

Date: 23-05-2025

### CIRCULAR-2

Faculty members of Admissions Committee are hereby informed that the committee meeting is proposed in Principals Chamber on 26-05-2025 (Monday) at 04:00 PM. All the members are requested to attend the meeting without fail.

#### Proposed Agenda:

1. To decide on arrangements for counseling of students of both Convener & Management Quota students.
2. To decide on issuing notifications for admission into B-Category in Diploma, UG, PG & Diploma courses in newspapers and on our college website.
3. To decide on issuing notifications for spot admissions for Diploma, FDH, UG, PG & Diploma Courses.
4. To decide on Submission of the list of Admissions made by the college under spot admissions and B-Category to the concerned competent authorities and get approved.
5. Any other points with the permission of the chair.

*23/5/25*  
CONVENOR

*[Signature]*  
DIRECTOR

#### Copy to:

DIRECTOR/HoD/ HoD i/c-  
ECE/EEE/CSE/CSM/CSD/CSC/EEE/MEC/CIVIL/S&H/R&D/E&E/  
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## Admissions Committee Admissions Committee Members

AY: 2025-2026

S.NO	NAME OF THE FACULTY	POSITION	SIGNATURE
1	Dr. G. Subba Rao, Director	Chairman	
2	Dr. T.N.V.L.N.Kumar, Dean Admissions	Convenor	23/5/25
3	Mr. SK. Avez, Asst.Prof S&H	Member	
4	Mr. S.Venkateswarlu, Asst. Prof S&H	Member	
5	Mr. K. Srinivasulu Reddy, Asst. Prof S&H	Member	
6	Mr. P.Anil Kumar, Asst.Prof Mec.	Member	
7	Mr. D.Ramesh, Asst.Prof CSM	Member	
8	Mr. G.Seenaiah, Asst. Prof EEE	Member	
9	Mr. Sk. Habeeb Basha, Asst.Prof Civ.	Member	
10	Mr. P.Ashok Kumar, Physical Director	Member	
11	Mr. Z. Chaitanya, Asst..Prof ECE	Member	
12	Mr. B.Suresh Kumar, Asst..Prof ECE	Member	
13	Mr. G. Sadhan, Asst.Prof Mec.	Member	
14	Mr. M. Venkateswarlu, Asst. Prof. CSE	Member	
15	Mr. Y. Sai Krishna, Asst. Prof. EEE	Member	

DIRECTOR



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## ADMISSIONS COMMITTEE

### Minutes of Meeting -1

Ref: Admissions/Cir/2025/2

#### MEETING AGENDA:

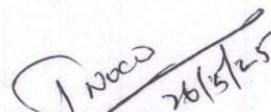
1. To decide on arrangements for counseling of students of both Convener & Management Quota students.
2. To decide on issuing notifications for admission into B-Category in Diploma, UG, PG & Diploma courses in newspapers and on our college website.
3. To decide on issuing notifications for spot admissions for FDH, UG, PG & Diploma Courses.
4. To decide on Submission of the list of Admissions made by the college Under spot admissions and B-Category to the concerned competent authorities and get approved.
5. Any other points with the permission of the chair.

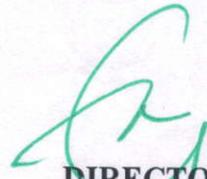
**Meeting Schedule:** 26-05-2025 (Monday) at 04:00 PM Principal's Chamber.

Minutes of 1<sup>st</sup> meeting of the Admissions Committee for the academic year 2025-26

The following issues have been discussed and appropriate resolutions have been adopted:

- After reviewing previous year admissions, the committee has decided to increase the efforts to uplift the number of students in the present year particularly in Civil, Electrical and Mechanical departments.
- All the faculty members advised to motivate the concerned department students in charges towards admissions.
- To decide on issuing notifications for admission into B-Category in Diploma, UG, PG & FDH courses in newspapers and on our college website.

  
CONVENOR

  
DIRECTOR



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## Year Planner 2025-26

Month	Activity	Responsible persons
May.'25	Tentatively issue notification in news papers for B category and spot in to Diploma	3, 4
May.'25	Tentatively issue notification in news papers for B category and spot in to B. Tech	3, 4
Sept.'25	Tentatively issue notification in news papers for B category	3, 4
Oct.'25	Conducting Fresher's Day	3, 4, 5, 6
Nov.'25	Sending lists for ratification.	2
Dec.'25		
Jan.'26	Conducting awareness programmes in Jr. Colleges for EAMCET batches, and to 10 th. class students for Polycet and collecting Student's data.	3, 4, 5, 6, 13
Feb.'26	Circulating brochures at all EAMCET centres	3, 4, 5, 7, 11, 14
Mar.'26	Releasing Adds in TV/Radio/Digital screens/flexes	3, 4
Apr.'26	Registration arrangements in college.	3, 4, 5, 6, 11, 13
May.'26		
June.'26		

*[Signature]*  
CONVENOR

26/5/25

*[Signature]*  
DIRECTOR



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## Admissions Committee Meeting-1 dated 26.05.2025

### MEMBERS PRESENT:

S.NO	Name of the faculty	Position	Signature
1	Dr. G. Subba Rao, Director	Chairman	
2	Dr. T.N.V.L.N.Kumar, Dean Admissions	Convenor	
3	Mr. SK. Avez, Asst.Prof S&H	Member	
4	Mr. S.Venkateswarlu, Asst. Prof S&H	Member	
5	Mr. K. Srinivasulu Reddy, Asst. Prof S&H	Member	
6	Mr. P.Anil Kumar, Asst.Prof Mec.	Member	
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12	Mr. B.Suresh Kumar, Asst..Prof ECE	Member	
13	Mr. G. Sadhan, Asst.Prof Mec.	Member	
14	Mr. M. Venkateswarlu, Asst. Prof. CSE	Member	
15	Mr. Y. Sai Krishna, Asst. Prof. EEE	Member	

CONVENOR  
26/5/25



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## ADMISSIONS COMMITTEE MEMBERS

Ref: Admissions/Cir/2025/3

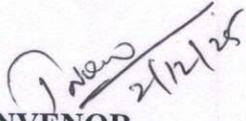
Date: 02-12-2025

### CIRCULAR-3

Faculty members of Admissions Committee are hereby informed that the committee meeting is proposed in Principals Chamber on 05-12-2025 (Friday) at 04:00 PM. All the members are requested to attend the meeting without fail.

#### Proposed Agenda:

1. Review of previous year admissions for B.Tech / Diploma / M.Tech / LES programs.
2. Decision on increasing the team size for door-to-door visits to meet Intermediate / Diploma / 10th Class students and parents.
3. Proposal to add a few more bus routes.
4. Finalization of the campaign dates and duration.
5. Discussion on Management Quota (MQ) fees and advance amounts, branch-wise.
6. Any other points with the permission of the Chair.

  
CONVENOR

  
DIRECTOR

Copy to:

DIRECTOR/HoD/ HoD i/c-  
ECE/EEE/CSE/CSM/CSD/CSC/EEE/MEC/CIVIL/S&H/R&D/E&E/  
IIEDC/IQAC/PRINCIPAL (DIP)

Secretary for information



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## ADMISSIONS COMMITTEE

### Minutes of Meeting -2

Ref: Admissions/Cir/2025/3

#### MEETING AGENDA:

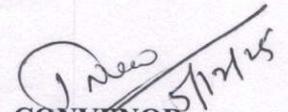
1. Review of previous year admissions for B.Tech / Diploma / M.Tech / LES programs.
2. Decision on increasing the team size for door-to-door visits to meet Intermediate / Diploma / 10th Class students and parents.
3. Proposal to add a few more bus routes.
4. Finalization of the campaign dates and duration.
5. Discussion on Management Quota (MQ) fees and advance amounts, branch-wise.
6. Any other points with the permission of the Chair.

**Meeting Schedule:** 05-12-2025 (Friday) at 04:00 PM Principal's Chamber.

#### MINUTES OF THE MEETING:

The following points were discussed in detail

1. It was decided to send team members to visit High Schools, Junior Colleges, and Diploma Colleges to invite students for campus visits and collect data. (Free transport and food will be arranged.)
2. The size of the Admissions Team will be increased to 25+ members, against the existing 15.
3. It was agreed to introduce additional bus routes based on need and feasibility to support student transportation.
4. Approval was given to engage cars and tele-callers for admission activities at appropriate times.
5. Hoardings highlighting campus placements will be arranged in various villages well in advance.
6. A ₹200/- college application fee is mandatory for all B.Tech / M.Tech / LES / Diploma applicants.
7. Printing of diaries and pamphlets will be planned in advance.
8. For active admissions team members, academic workload may be reduced.

  
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3rd Mile, Nellore - Bombay Highway, Gangavaram (V), Kovur (M), S.P.S.R. Nellore Dt, Andhra Pradesh - India. 524 137.

JNTUA College Code : 2U

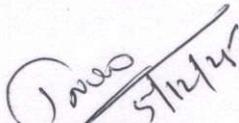
Mob: 9912566220, 9912445846

website : gist.edu.in / e-mail : geethanjali@gist.edu.in



## Resolutions 2025-26

Agenda	Resolutions	Responsible persons	Target date	Remarks
2	It is resolved tentatively to issue notification in Telugu newspaper for 30% of admissions Under B-Category.	4,10,14	Depending on Notification.	
2	It is also resolved to place the notification on college website and provide an opportunity to the candidates to download the application online and Submit as per the notification.	3, 6, 7	Depending on Notification.	In coordination with Website in-charges
1	To decide on arrangements for counseling of students of both Convener & Management Quota students	3, 4, 5, 6, 10, 11, 12, 15	To startup the works as early as possible.	In coordination with placement cell.

  
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## Admissions Committee Meeting-2

**MEMBERS PRESENT:** 05-12-2025 (Friday)

S.NO	Name of the faculty	Position	Signature
1	Dr. G. Subba Rao, Director	Chairman	
2	Dr. T.N.V.L.N.Kumar, Dean Admissions	Convenor	
3	Mr. SK. Avez, Asst.Prof S&H	Member	
4	Mr. S.Venkateswarlu, Asst. Prof S&H	Member	
5	Mr. K. Srinivasulu Reddy, Asst. Prof S&H	Member	
6	Mr. P.Anil Kumar, Asst.Prof Mec.	Member	
7	Mr. D.Ramesh, Asst.Prof CSM	Member	
8	Mr. G.Seenaiah, Asst. Prof EEE	Member	
9	Mr. Sk. Habeeb Basha, Asst.Prof Civ.	Member	
10	Mr. P.Ashok Kumar,Physical Director	Member	
11	Mr. Z. Chaitanya, Asst..Prof ECE	Member	
12	Mr. B.Suresh Kumar, Asst..Prof ECE	Member	
13	Mr. G. Sadhan, Asst.Prof Mec.	Member	
14	Mr. M. Venkateswarlu, Asst. Prof. CSE	Member	
15	Mr. Y. Sai Krishna, Asst. Prof. EEE	Member	

CONVENOR 5/12/25



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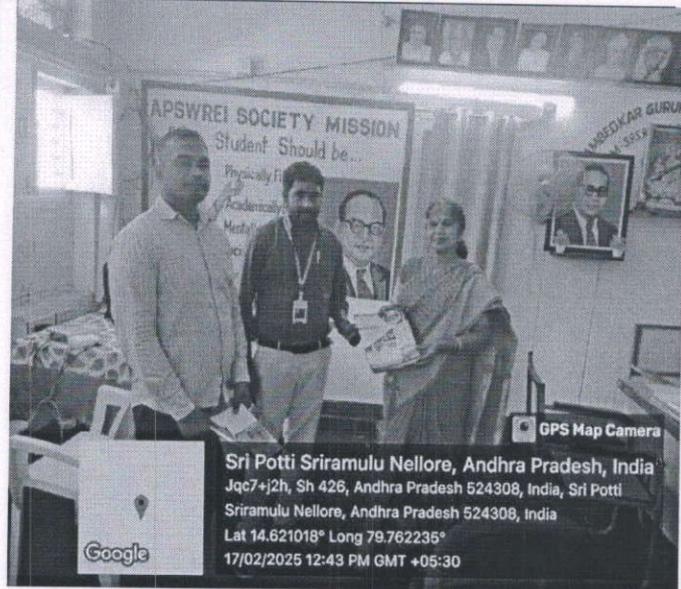
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## Events / Activities Organized 2025-26



Campaign at Villages



Google

GPS Map Camera

Sri Potti Sriramulu Nellore, Andhra Pradesh, India  
Jqc7+j2h, Sh 426, Andhra Pradesh 524308, India, Sri Potti  
Sriramulu Nellore, Andhra Pradesh 524308, India  
Lat 14.621018° Long 79.762235°  
17/02/2025 12:43 PM GMT +05:30

Admissions Campaign at Schools



Pamphlets Distribution at Schools



GPS Map Camera Lite

Inside RTC Complex, CXRG+RXF, Somasekara Puram, Nellore,  
Andhra Pradesh 524003, India

Latitude  
14.44200088°  
Local 08:52:42 PM  
GMT 03:22:42 PM

Longitude  
79.97729591°  
Altitude 19 meters  
Monday, 23.06.2025

Advertisement at Bus Stands



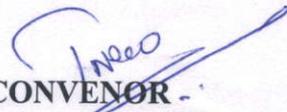
Donation of Fridge to Atmakur Jr College

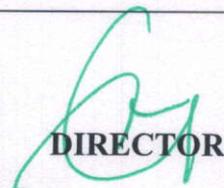


GPS Map Camera

Nellore, Andhra Pradesh, India  
Camv+5pg, Balarama Nagar, Nellore, Andhra Pradesh  
524003, India  
Lr: 14.433042° Long 79.994451°  
21/05/2025 12:12 PM GMT +05:30

Pamphlets Distribution at Colleges

  
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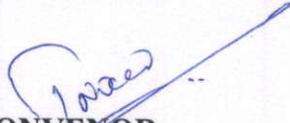
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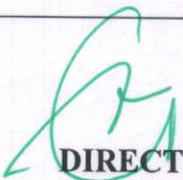


## Events / Activities attended

### I B. Tech Orientation Programme – 18.08.2025



  
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