



PRINCETON COLLEGE OF PHARMACY

(Affiliated to JNTUH, Approved by PCI, New Delhi & Accredited by NAAC)
Chowdariguda (V), Korremula, Ghatkesar (M), Medchal- Malkajgiri (Dist.) - 500 088
E mail: princeton.pharmacy@gmail.com, Website: pcop.ac.in

Proc.06/ PCOP/2025

Date: 03/11/2025

COMPOSITION OF ADMISSION COMMITTEE

Accordingly, the following committee is hereby constituted with the personnel listed below at Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal–Malkajgiri District

S.No	Name of the Member	Actual Designation	Designation in the committee
1	Dr. K. Satyanarayana	Principal	Chairperson
2	Mrs..Vijaya Nirmala	A.O.	Co-ordinator
3	Dr.L.Harikiran	Vice-Principal	Member
4	Ms.Shaik Zareena	Associate Professor	Member
5	Mr.B.Sandeep	Associate Professor	Member
6	Mrs.S.Sunayana	Associate Professor	Member
7	Ms.M.Divya	Assistant Professor	Member
8	Mr.M.Narsi Reddy	Office Staff	Member
9	Mrs.G.Stella	Office Staff	Member

Note: The committee hereby constituted shall continue to function until further reconstitution.



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Medchal (D), Telangana-500088


ADMISSION COMMITTEE:

The Admission Committee of a college plays a critical role in managing and overseeing the admission process. Its functions and responsibilities are essential for ensuring that the process is fair, transparent, and in line with the institution's standards and objectives.

Functions and Responsibilities:

- ❖ Defining the eligibility criteria for different programs (undergraduate, postgraduate, etc.), including academic qualifications, entrance exams, and other requirements.
- ❖ Creating and updating detailed admission guidelines for students, which outline all necessary procedures, deadlines, and requirements.
- ❖ Coordinating with colleges and other educational institutions to increase awareness about the college and its programs.
- ❖ Keeping accurate and organized records of all applications, decisions, communications, and related documents.
- ❖ Ensuring that all student data is handled securely and kept confidential throughout the process.
- ❖ Organizing and supporting orientation programs for newly admitted students, ensuring they have all the information they need to start their academic journey.
- ❖ Overseeing the completion of the final admissions paperwork, fee payments, and any required documentation from newly admitted students.
- ❖ Staying informed about best practices in the field of admissions and evaluating new methods or tools that can improve efficiency and fairness.
- ❖ The admission committee plays a crucial role in maintaining the integrity, fairness, and efficiency of the college's admission process. Their work ensures that students who are admitted meet the institution's academic standards and contribute positively to the college community.




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