



Ref. No. SVSU/2026/DAA/23

Date: 27.01.2026

OFFICE ORDER

As per the approval of the Competent authority on e-File no. 7422 a Department Level Admission Committee has been constituted to manage admissions at the department level, address student inquiries, and assist in counselling and enrolment processes for the session 2025-26. This Committee will work under the supervision of the respective Dean Faculty.

The Department Level Admission Committees is as:

1. **Chairperson of the concerned department - Chairman**
2. **One faculty member (Regular)- Member**
3. **One Program coordinator - Coordinator**
4. **One or two Master Skill Instructors/Skill Instructors/Foreman Instructor of the department - Members**

Deliverables:

1. Coordinate with the Core Committee for admission.
2. Conducting department-specific student counseling sessions till completion of admissions.
3. Reporting department-wise admission status to the Core Committee after each counseling.

CC:

1. All the Skill Faculty of Deans/Chairpersons
2. OSD to HVC
3. PA to Registrar
4. CAO
5. Web Administrator for University website
6. Academic Affairs for record


27/1/2026
Dean Academic Affairs

Dean (Academic Affairs)
Shri Vishwakarma Skill University