



Ref. No. SVSU/2026/DAA/023

Date: 27.01.2026

OFFICE ORDER

As per the approval of the Competent authority on e-File no. 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 2026-27. 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


27.01.2026
Dean Academic Affairs

Dean (Academic Affairs)
Shri Vishwakarma Skill University