



Nimra Institute of Medical Sciences (NIMS)

TEACHING HOSPITAL & RESEARCH CENTRE

(A Minority Institution)

Proceedings No.: NES/NIMS/AC/Committees/2026

Date: 24-07-2026.

ADMISSION COMMITTEE

Sub: Constitution of Admission Committee – Orders – Issued.

An **Admission Committee** is hereby constituted to ensure a fair, transparent, and merit-based admission process in accordance with the regulations of the relevant regulatory authorities and the institution.

Committee Members

S. No.	Name	Designation	Role
1	Dr. Shabana Shireen	Dean	Chairperson
2	Dr. S. Shyamala Devi	Medical Superintendent	Co-Chairperson
3	Dr. M. A. Rahman	Professor & HOD, Paediatrics Academic Coordinator (PG)	Member
4	Dr. K. Vinay Babu	Professor & HOD, SPM	Member
5	Dr. D. Sivarajan	Professor, Pathology	Member
6	Mr. M. Jeremiah	Chief Administrative Officer	Member
7	Mr. Sai Tejesh	IT Officer	Member
8	Mr. A. Santhosh Kumar	Office Superintendent	Member
9	Mrs. S. Rupa	Steno	Member

Functions of the Admission Committee

1. Ensure admissions are conducted as per applicable government, University, NMC, and regulatory authority guidelines.
2. Verify the eligibility criteria and supporting documents of candidates.
3. Over see the counseling and seat allotment process.
4. Maintain transparency, fairness, and confidentiality throughout the admission process.
5. Ensure reservation policies and admission norms are implemented correctly.
6. Address admission-related grievances and appeals in accordance with institutional policy.
7. Maintain admission records and submit reports to regulatory authorities as required.
8. Recommend measures to improve the admission process and enhance efficiency.
9. Ensure compliance with institutional policies and statutory regulations.
10. Monitor adherence to admission schedules, fee collection time lines, and documentation requirements.

Shabana
Dean 5/7/26

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