

## **Admission Committee**

### **Composition of the Committee**

Name of Convener / Members

|                         |
|-------------------------|
| Mr. Yogesh Patel        |
| Mr. Ravikant Sangurde   |
| Dr. Sindhu Sara Thomas  |
| Dr. Aparna Jain         |
| Ms. Richa Choudhary     |
| Dr. Shruti S. Chavarkar |
| Mr. Deepak Chavan       |
| Ms. Mareilia Assumption |
| Mr. Prathmesh Tawade    |

### **Function of the Admission Committee**

- 1) This committee establishes and implements the criteria for admission or enrolment of the students to the college for all the courses according to the University and College Council regulations.
- 2) The Committee will lay down the detailed procedure to be followed for admission and ensures the same has been implemented / followed.
- 3) The Committee will identify and approve for admission suitable qualified candidates and displays the merit list as per schedule predetermined by the University and college council.
- 4) Analyze the changes required in the admission policies of the previous years so as to improve the system and the process.

### **Policy of the Admission Committee**

The Admission Committee will work to carry out the admissions process in a manner that is equitable, efficient, and timely. It aims to be cognizant of enhancing the pool of qualified students of diverse backgrounds, as well as guidelines for the reasonable accommodation of potential students who are affected with Disabilities. The notifications/circulars regarding reservation policy declared by the affiliating University is adhered to while enrolling students for the courses. Sanctioned intake capacity is also duly considered. The committee also aims to identify and select the most qualified applicants in the total applicant pool and continually monitor

college admissions policy and procedures to ensure efficiency, effectiveness and equity. The committee works towards making the admission process simple, student friendly, time bound and free from any errors and flaws.

### **Procedure of the Admission Committee**

- 1) To receive applications / forms from the potential students. An online application system is in place at the campus.
- 2) Entire admission schedule with information about due dates for procuring & submission of admission application forms, verification of forms with supporting documents, schedule of displaying the merit lists for all courses with the due dates for payment of fees is notified on the college website as well as college notice board from time to time.
- 3) To accept applications / forms with the necessary documents from the eligible students.
- 4) To scrutinize the applications / forms received on the basis of criteria / category fixed.
- 5) To prepare and display the list of students eligible for admission on basis of criteria / category along with the formalities to be completed for admission.
- 6) To accept the fees from the students who have been offered admission along with necessary documents and issue the fee receipt.