

## ADMISSION POLICY AND COMMITTEE

### About the Committee

At the beginning of every academic year, the Admission Committee is formed to organize and finalize the admission process to various programs available in the colleges.

The Admission Committee is responsible for admissions to UG & PG programs of the colleges.

The committee establishes and implements the criteria for admission to the various programs. It maintains a strong presence across various social media platforms. In addition, the members engage in direct interaction with students through orientations. This is done to ensure queries are addressed, and also to build and showcase the programmes of the college through social media.

### Objectives:

- To assist the management in getting maximum admissions to various programs.
- To facilitate guidance and interview procedures pertaining to admissions in the college.
- To help solve queries of parents and students interested in taking admission to the different programs in the college.
- To be responsible for assuring compliance with the admissions policies and practices of the college.
- To decide on all matters relating to admissions of students at UG & PG levels along with the Principal.

### Functions of the Committee:

- The Admission Committee assists the management in getting maximum admissions to various programs offered by the college.
- Organizes online orientation to different student groups to increase admissions.
- Formulates and executes the admission criteria in filling the seats according to intake capacity.

- Guides students and parents to choose a suitable stream of the UG programme in line with the interest of the students and marks secured.
- Verifies original documents of the students.
- Prepares the list of admitted students as per the guidelines of Admission Committee for Professional Courses, (Technical), Gujarat, and submit the file/s to the Committee for Endorsement. The Admission Committee submits an undertaking to the Admission Committee for Professional Courses/GTU as under:
- On behalf of the Institute, I undertake that this Institute will carry out the admission process on GUJCET Examination of Corresponding year.
- The supernumerary seats for FN/OCI/PIO as per UGC guidelines are provided in bifurcation.
- The Institute has to publish the Management Quota Admission Guidelines which include the method of merit and Admission modality.
- The Institution will not charge any tuition fee from the students admitted under TFW Scheme during the entire duration of the course.
- The Institute further undertakes that in the event of violation of any clauses of this undertaking, the ACPC will be free to take appropriate legal/punitive action which will be binding to the Institute.

### **Benefits of Admission Committee**

- Admissions committee is most useful for the students to demonstrate a real understanding and commitment to their chosen subject area and show that they have considered its relevance to their future career choice.
- Admissions process enables the committee to give deliberate and meticulous consideration of each applicant as a whole person.
- It permits extraordinary flexibility and the possibility of changing decisions virtually until the day the admission process is over for each applicant.

### **Composition of the Committee**

1. Principal.
2. Nodal Officer.
3. Senior Coordinator
4. 2 Faculty Members.
5. One Office Assistant.
6. One System Admin.
7. One Marketing Manager

*[Handwritten signature]*

*OK*  
*Nishah*  
*(General Manager)*