



Admission Committee

(As per institutional policy, UGC norms, and Maharashtra Public Universities Act, 2016)

Admission Committee – As a Functional/Administrative Committee

The Admission Committee is a key administrative body formed to ensure a transparent, fair, and merit-based admission process in line with university guidelines, state government directives, and institutional policies. It oversees the implementation of admission rules, eligibility verification, counselling, and student onboarding.

Regulatory Basis:

1. **UGC Guidelines:** Emphasize transparency and merit in the admission process across higher educational institutions.
2. **Maharashtra Public Universities Act, 2016:** Directs affiliated colleges to follow the admission process as prescribed by the concerned university or government.
3. **University Circulars/Policies:** Lay down timelines, reservation norms, and eligibility requirements for admissions.

Note: While the Admission Committee is not a statutory body under UGC Acts, it is a mandatory functional committee as per university/institutional policy.

Objectives of the Admission Committee:

1. To ensure a transparent and merit-based admission process.
 2. To follow university/government-prescribed admission guidelines.
 3. To assist students and parents during the admission process.
 4. To maintain proper documentation and verification of eligibility criteria.
 5. To implement reservation and quota policies accurately.
-



Composition (Suggested as per institutional norms):

Sr. No.	Designation/Position	Name
1	Chairperson (I/C Principal)	Snehal Pardeshi
2	Admission Coordinator	Dhanashree Kamat
3	Faculty Member	Poonam Rakshankar
4	Administrative Representative	Khushbu Patil
5	Technical/Support Staff	Heremb Kale

Functions of the Admission Committee:

6. Co-ordinate the entire admission process in line with university timelines.
7. Publish course-wise admission schedules, prospectus, and brochures.
8. Verify eligibility and required documents of applicants.
9. Handle online and offline admission applications.
10. Provide admission counselling and address student queries.
11. Maintain records and reports of admitted students for audit/compliance.
12. Ensure implementation of reservation norms and fee structures as approved.

Rules and Regulations:

1. Adhere strictly to the university's admission policy and reservation norms.
2. Avoid capitation or unofficial fee demands.
3. Clearly display admission rules, seat matrix, fee structures, and cut-off dates.
4. Maintain records securely for future reference and audits.
5. Report admission data to the university/affiliating authority within the given time.



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Notice

Date: 02/04/2025

A meeting of the Admission Committee is hereby scheduled to be held on 17/04/2025 at 1:30 p.m. in the Principal's Office, R.R. International College. The agenda for the meeting includes:

AGENDA

1. Planning and implementation of admission procedures for A.Y. 2025–26.
2. Review of last year's admission outcomes.
3. Finalization of admission schedule and brochure.
4. Allocation of duties and responsibilities to staff.
5. Website and digital promotion strategy.
6. Helpdesk and student support mechanism.

Secretary



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Circulate to:

Sr. No.	Designation/Position	Name	(Acknowledgement(sign/email/etc))
1	Principal	Snehal Pardeshi	
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3	Faculty Member	Poonam Rakshankar	
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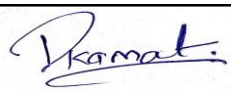
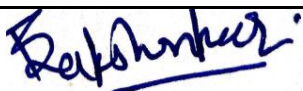
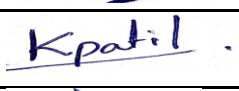

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The Minutes of the meeting of the Admission Committee

The meeting of the Admission Committee was held on 17th April 2025 at 1:30 p.m. in the Principal's Office.

Following Members were present

Sr. No.	Designation/Position	Name	Acknowledgement(sign/email/etc)
1	Principal	Snehal Pardeshi	
2	Admission Coordinator	Dhanashree Kamat	
3	Faculty Member	Poonam Rakshankar	
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Agenda Point 1: Review of last year's admission outcomes

Resolution: The committee resolved to adopt a data-driven approach by analysing course-wise intake patterns to improve seat utilization for 2025–26.

Agenda Point 2: Finalization of admission schedule and brochure

Resolution: It was resolved to finalize the admission schedule by 20th April 2025 and publish the brochure digitally and in print by 25th April 2025.

Agenda Point 3: Allocation of duties and responsibilities to staff

Resolution: The committee unanimously approved a rotation-based duty chart for faculty and non-teaching staff during the admission period.



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Agenda Point 4: Website and digital promotion strategy

Resolution: Resolved to strengthen the college's digital outreach through scheduled WhatsApp campaigns, website updates, and social media posts.

Agenda Point 5: Helpdesk and student support mechanism

Resolution: It was decided to set up a bilingual helpdesk (Marathi & English) from 1st May to assist students and parents during admissions.

Resolution:

Committee unanimously resolved to begin the admission process from 1st May 2025 with all members actively contributing as per duties assigned.

As there was no agenda/ matter to be discussed the General body meeting of the Admission Committee of R R International college was adjourned on a happy note.



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Date: 02/04/2024



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NOTICE

A meeting of the Admission Committee is hereby scheduled to be held on 17/04/2024 at 1:30 p.m. in the Principal's Office, R.R. International College. The agenda for the meeting includes:

AGENDA

1. Approval of updated admission policy.
2. Co-ordination with University portal for CAP.
3. Faculty duty chart.
4. Fee structure finalization.
5. Grievance redressal setup during admissions.

Secretary



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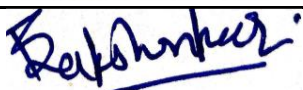
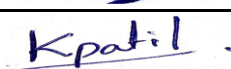

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Sr. No.	Designation/Position	Name	(Acknowledgement(sign/email/etc))
1	Principal	Snehal Pardeshi	
2	Admission Coordinator	Dhanashree Kamat	
3	Faculty Member	Poonam Rakshankar	
4	Administrative Representative	Khushbu Patil	
5	Technical/Support Staff	Heremb Kale	

The Minutes of the meeting of the Admission Committee



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Following Members were present:

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Approval of updated admission policy

The committee resolved to adopt the updated admission policy in accordance with the revised University of Mumbai guidelines. All departments will be informed and trained to ensure consistent implementation.

Co-ordination with University portal for CAP

Two faculty members were nominated as CAP coordinators to assist students with the Centralized Admission Process (CAP) and ensure error-free data updates on the university portal.

Faculty duty chart

It was resolved to prepare and implement a weekly rotation-based duty chart for faculty members, which will be circulated in advance and displayed on the notice board for transparency.

Fee structure finalization

The committee reviewed and approved the proposed fee structure. It was resolved that the fee details will be published clearly on the college website and notice boards for student reference.

Grievance redressal setup during admissions

A three-member grievance redressal team was formed to address student and parent concerns



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during the admission process. A dedicated helpline number and email ID were approved for the same.

Resolution:

It was resolved to commence the admission process from 20th April 2024 with full support and co-operation of all departments.

As there was no agenda/ matter to be discussed the General body meeting of the Admission Committee of R R International college was adjourned on a happy note.



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Date: 01/04/2023

NOTICE

A meeting of the Admission Committee is hereby scheduled to be held on 15/04/2023 at 1:30 p.m. in the Principal's Office, R.R. International College. The agenda for the meeting includes:



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AGENDA

1. Distribution of responsibilities.
2. Document verification process.
3. Enquiry counter setup.
4. Orientation plan for newly admitted students.

Secretary

Circulate to:

Sr. No.	Designation/Position	Name	(Acknowledgement(sign/email/etc))
1	Principal	Snehal Pardeshi	
2	Admission Coordinator	Dhanashree Kamat	






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3	Faculty Member	Poonam Rakshankar	
4	Administrative Representative	Khushbu Patil	
5	Technical/Support Staff	Heremb Kale	

The Minutes of the meeting of the Admission Committee

The meeting of the Admission Committee was held on 15th April 2023 at 1:30 p.m. in the Principal's Office.

Following Members were present:

Sr. No.	Designation/Position	Name	(Acknowledgement(sign/email/etc))
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4	Administrative Representative	Khushbu Patil	
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MINUTES OF MEETING

1. **Distribution of responsibilities**

The committee resolved to assign specific roles to teaching and non-teaching staff for enquiry handling, document checking, online form processing, and final admission approval.

2. **Document verification process**

It was resolved to establish two dedicated document verification counters—one for junior college and another for degree college—with a mandatory checklist system to ensure accuracy.

3. **Enquiry counter setup**

The committee approved the setup of a centralized enquiry counter operational from 9:30 AM to 3:30 PM on all working days. The counter will provide bilingual (English & Marathi) support to students and parents.



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4. **Orientation plan for newly admitted students**

The committee resolved to conduct orientation programs stream-wise, beginning from 15th July. Departments were instructed to plan content, presenters, and communication schedules.

Resolution:

The committee resolved to conduct daily reviews to ensure smooth functioning of the admission process.



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Date: 24/03/2022

NOTICE

A meeting of the Admission Committee is hereby scheduled to be held on 07/04/2022 at 1:30 p.m. in the Principal's Office, R.R. International College. The agenda for the meeting includes:

AGENDA



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1. Review of previous year admission challenges.
2. Admission committee structure & hierarchy.
3. Display schedule and enquiry days.
4. Preparation of admission handbook.

Secretary

Circulate to:

Sr. No.	Designation/Position	Name	(Acknowledgement(sign/email/etc))
1	Principal	Snehal Pardeshi	
2	Admission Coordinator	Dhanashree Kamat	
3	Faculty Member	Poonam Rakshankar	



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4	Administrative Representative	Khushbu Patil	<i>Kpatil</i>
5	Technical/Support Staff	Heremb Kale	<i>Kale</i>

The Minutes of the meeting of the Admission Committee

The meeting of the Admission Committee was held on 07th April 2022 at 1:30 p.m. in the Principal's Office.

Following Members were present:

Sr. No.	Designation/Position	Name	(Acknowledgement(sign/email/etc))
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MINUTES OF MEETING

- **Review of previous year admission challenges**

After reviewing last year's delays, the committee resolved to start document pre-checks and counselling support from 10th April to ensure a smoother process.

- **Admission committee structure & hierarchy**

A structured hierarchy was approved with the Principal as overall in-charge, supported by an Admission Coordinator and departmental representatives responsible for daily updates.

- **Display schedule and enquiry days**

It was resolved to finalize and prominently display an admission calendar, and to designate Mondays, Wednesdays, and Fridays as official enquiry days for students and parents.

- **Preparation of admission handbook**

The committee approved the design and printing of a bilingual (English & Marathi) admission handbook containing admission procedures, course details, fee structures, and required documents. The handbook was scheduled to be distributed by 15th April.



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Resolution:

Resolved to launch the admission portal by 15th April and maintain daily progress updates to the Principal.



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