



A Charutar Vidya Mandal's
S. M. PATEL COLLEGE OF HOME SCIENCE
(An Autonomous Institution Affiliated with Sardar Patel University)
Vallabh Vidyanagar-388120, Dist. Anand, Gujarat, India

ADMISSION COMMITTEE

Role & Responsibilities:

- The committee coordinator will head the committee.
- The committee coordinator will be responsible for the process of admissions and will report to the principal on a timely basis.
- The committee will have representation from each faculty.
- The committee will frame the guidelines in lieu of the guidelines by UGC, Parent University and Government of Gujarat.
- The admission related communication will primarily be the responsibility of the committee.
- The entire process of admissions should be error free, fair and disciplined for every stakeholder.
- The committee should decide the guidelines for any kind of unfair means that takes place in the process.
- Website updating with respect to admissions and time to time notices should be the responsibility of the committee.
- Admission quotas, its fair implementation should be looked after by the committee.
- Training, updating of the processes, allocation of duties, timings, venue of admission and SOP for admission process to be designed by the committee.
- A daily report and a final report of the process to be maintained and submitted to the principal.
- A record copy of the final report will be submitted to the IQAC

About the Committee:

Sr. No	Category	Names of the member
1	Member from the Management	Shri R. C. Talati
2	Committee coordinator	Dr. Bhavana Chauhan
3	Faculty wise members	<ul style="list-style-type: none">• Ms. Shazia Sharma• Ms. Vijaya Agarwal• Dr. Nidhi Gupta• Dr. Vandana Modi• Dr. Harbindarkaur
3	Administrative section-Head	Mr. Kamlesh Panchal
4	IQAC Coordinator	Ms. Kalpana Srivastava