

ADMISSION CELL

D. AND B. PHARMACY ADMISSION

The Admission Cell will play a crucial role in managing and facilitating the student admission process in the institute.

COMPOSITION:

Sr. No.	Name of the Member	Designation	Position in Cell	Contact Details	Roles and responsibilities
1	Dr. Sandesh R. Wayal	Principal	Chairperson	9209728878	Provides overall guidance and ensures transparency in the admission process.
2	Mr. Nikhil D. Ghorpade	Admission Coordinator	Member	9552500205	Oversees the admission process, assists students, and ensures smooth execution.
3	Ms. Sonali A. Barke	Senior Faculty Member	Member	9511324545	Representatives from different departments to handle inquiries and verify eligibility.
4	Ms. Priti B. Pote	Academic In-charge (D. Pharmacy)	Member	76201 51531	
5	Ms. Balika S. Masal	Academic In-charge (B. Pharmacy)	Member	73503 64209	
6	Mr. Ramesh S. Netke	Administrative Staff	Member	9822584566	Manages documentation, fee processing, and communication.
7	Mr. Shivam Kale	Student Volunteers	Member	7498161372	Assist in guiding new students during counselling and admission procedures.

Roles and Responsibility:

1. Admission Planning & Strategy

- Developing admission policies in alignment with institutional guidelines.
- Creating strategies to attract prospective students.
- Conducting admission campaigns through online and offline modes.

2. Student Counselling & Guidance

- Providing information regarding courses, eligibility, and career prospects.

- Assisting students in selecting suitable programs based on their interests and qualifications.
- Addressing queries related to admissions, fees, scholarships, and financial aid.

3. Application & Documentation Processing

- Managing the entire application process, including online and offline submissions.
- Verifying students' eligibility and academic records.
- Ensuring compliance with admission rules and regulations.

4. Conducting Entrance Exams & Interviews (if applicable)

- Organizing entrance tests and interviews as per institutional norms.
- Coordinating with faculty members for student selection.

5. Seat Allotment & Admission Confirmation

- Handling seat allocation based on merit, reservation policies, and institutional guidelines.
- Issuing admission letters and confirming enrolment.

6. Coordination with Regulatory Bodies

- Ensuring compliance with educational authorities such as universities, boards, and government agencies.
- Submitting necessary reports and documentation to regulatory bodies.

7. Promotional Activities & Outreach

- Conducting school/college visits, educational fairs, and webinars.
- Managing digital marketing, advertisements, and social media outreach.
- Collaborating with alumni and faculty for promotional efforts.

8. Student Data Management

- Maintaining admission records and student databases.
- Ensuring proper documentation for future reference and audits.

9. Fee Collection & Financial Assistance

- Guiding students on fee structures, payment methods, and deadlines.
- Assisting students in applying for scholarships and financial aid.

10. Post-Admission Support

- Assisting students with hostel, transportation, and other facilities.
- Helping students with registration, ID card issuance, and induction programs.