



Department of Collegiate Education
GOVERNMENT FIRST GRADE COLLEGE, BHALKI

Opp to BKIT College, Near RTO Bhalki
(NAAC Accredited with 'B' Grade)

Admission Committee-2019-20

The Admissions Committee is responsible for the graduate student admissions in the program. The admissions committee endeavours to identify applicants from various junior colleges. Applicants to be identified by the committee and, when possible, invited to visit the campus. In addition, the admissions committee tracks the success of the admissions process each day during admissions by maintaining a database of pertinent information on the applicants. This committee reviews admission requirements for the program annually.

FUNCTIONS

- To improve the admissions quality with well-defined policies
- To disseminate and comply with all the rules and regulations of admissions as prescribed by Govt. and statutory agencies.
- To create a brand value and awareness about the institute.
- To provide best counselling to students and parents who come to seek admission
- To guide the students and parents in making effective decisions
- To guide admitted students to complete the admission procedure like paying fees, getting roll no's , getting I-card, fulfilling eligibility criteria, getting time tables etc.

Roles and Responsibilities

- In consultation with HRD prepare attractive brochures, prospectus and handouts for wider publicity.
- To collect proposals / materials from the Departments, Committees and lecturers to draft Annual plan of activities for the year for publication in the Prospectus.
- To prepare plan for addressing 12th standard, diploma students as a career counselling activity.
- To place advertise mention newspapers regarding admissions as and when permitted by the respective Conveners of admissions.
- To assist the students and to interact with the parents during admissions
- To advise the Principal on improving facilities from the feedbacks got from parents and students during admission counselling
- To file and maintain the records of the admissions and Annual Plan.
- To submit the enrolment records to the IQAC Committee.
- To issue notifications for admissions with the guidelines issued by State Government
- To submit the admissions list to the authorities seem deemed and seeks for their approval

Roles & Responsibilities of the Chairman

- To finalize on all the matters relating to Admissions of the students at UG level.
- To provide all information related to admissions to the students and parents. It also provides information on the college website.

Roles & Responsibilities of Convener

- To issue Notifications for Admissions as per the guidelines issued by State Government and concerned Competent authority
- To submit the list of Admissions made by the college to the concerned competent authorities and get approved

Roles & Responsibilities of Faculty Members

- Organize Activities related to admissions deemed fit by the institute as when decided by the convener.

Committee Composition:


Sl No	Name of The Faculty	Department	Designation
1	Mallikarjun T Kamble	Commerce	Chairman
2	Dr. Rajkumar Benne	Computer Science	Co-ordinator
3	Md Shakeel Ahmed	Physics	Member
4	Dr. Suchitanand K	Economics	Member
5	Maruti M Karange	Mathematics	Member

Name of the Coordinator

Dr. Rajkumar Benne

Principal

Mallikarjun T Kamble

Department of  Collegiate Education

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