



**Anjuman-I-Islam's
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE FOR
Admission Centre (AC)**

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1. **PURPOSE:** To facilitate smooth and effective admission in SoET Anjuman-I-Islam's Kalsekar Technical Campus as per the guidelines of State CET Cell, Maharashtra.
2. **SCOPE:** School of Engineering & Technology (all departments) and B.Sc. IT Department of AIKTC.
3. **RESPONSIBILITY:** 1) Controller 2) Department level Coordinators 3) FC coordinator 4) Media and branding Controller
4. **DEFINITION:**

Activities: Activities means all the measures carried out to improve admissions and facilitate the process as per SCETC, Maharashtra which are

Admission activities shall start by the September of every year for the admissions of next academic year.

- i) Media and branding team should visit at least 100 Science Jr. colleges between October to December month for career guidance to collect at least 5000 contacts of potential candidates and same must be provided to admission controller.
- ii) Admission Controller will prepare soft copy of all contacts with the help of all departmental clerks.
- iii) Then these contacts will be called by calling team at the time of CET exam form filling and to identify students having Maths subjects.
- iv) Second round of calling will be done after H.Sc results and then third round after CET results.
- v) Analysis of the data and to undertake necessary steps for improving admissions (counselling, mentoring, registering/E scrutiny in online CAP process, guidance in filling the option form and take follow up)
- vi) Sharing information (change in schedule, solve query etc) on WhatsApp or Telegram group with potential candidates.
- vii) At Facilitation centre, FC coordinator will make sure the smooth process of registration and verification.
- viii) Online CAP admission: Admission Controller, FC coordinator and Registrar will facilitate smooth process for admissions done through CAP.
- ix) Institute level Admission and preparation of Merit list in Engineering and B.Sc. IT with the help of Registrar and respective HODs.
- ix) Filling of Vacant seats after completion of CAP round process.

Centre Controller

Director



**Anjuman-I-Islam's
Kalsekar Technical Campus, New Panvel**

**DEPARTMENTAL PROCEDURE FOR
CENTRE FOR FINANCE AND POLICY
MAKING**

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- x) Sale of forms, registration, sharing fee details and complete payment of fees or by instalments.
(Responsibility of Admin staff)
- xi) Preparing notices as and when required. (For proper distribution of work during physical reporting of candidates).
- xii) Active involvement in in-house and out-house Seminars/Webinars conducted by Media and Branding committee.
- xiii) Periodical visit to CET Cell website, for day-to-day updates (regarding changes in the dates of admission process, eligibility etc)
- xiv) Sharing information (change in schedule, solve query etc) on WhatsApp or Telegram group with potential candidates.
- xv) Updating information related to admission on website.
- xvi) Campus tour for interested candidates.
- xvii) Conducting regular departmental meetings.

5. ABBREVIATIONS: SoET-School of Engineering and Technology, SCETC- State CET Cell. CAP- Centralised Admission Process.

6. PROCEDURE:

- 6.1. All activities need to be followed according to SCETC, Maharashtra, planned in discussion and co-ordination of Controller and consequent approval of the Director.
- 6.2. Co-ordinators must prepare office order for proper distribution of work clearly mentioning all tasks assigned to teaching and non-teaching staff.
- 6.3. Institute level admissions should be done prudently and abiding the rules of SCETC.
- 6.4 Controller shall prepare budget and consequently take prior approval for every activity.
- 6.5. All activities need to be carried out with full sincerity and utmost professionalism towards building the AIKTC brand.
- 6.6. On completion of the activity, co-ordinators need to prepare a brief report (with photos) and submit it to the Controller.
- 6.7. Bills (if any) need to be settled as soon as possible as per the guidelines of the AIKTC Admin.


Prepared by

Reviewed and Approved by the Director


Issued by MR