

## Admission Committee

**Purpose:** To ensure smooth and co-ordinated admissions to all courses offered by the college.

**Scope:** This SOP applies to the constitution of the admission committee, roles and responsibilities of members of the admission committee and maintenance of all activities and documents.

Applicable to Committee members and others involved in the admission process.

### Members:

- Dr. Shweta Manwadkar (PT)
- Dr. Annamma Varghese (PT)
- Dr. Mayur Revadkar (PT)
- Dr. Swati Nerkar (PT)
- Mrs. Lata Venkatesh
- Mrs. Supriya Ghadi
- Ms. Juee Manjrekar

**Meetings:** Monthly and when required during the admission process.

### Responsibilities:

- The Admissions Committee is responsible for the graduate, post graduate and PhD student admissions in the program.
- The admissions committee endeavors to identify applicants for various Physiotherapy programs in the Institute. Applicants to be interviewed or recruited are identified by the committee and, when possible, invited to visit K. J. Somaiya College of Physiotherapy.
- In addition, the admissions committee tracks the success of the admissions process each year by maintaining a database of pertinent information on the applicants.
- This committee reviews admission requirements for the program annually.

### Objectives:

- To strengthen the admission process at K. J. Somaiya College of Physiotherapy.
- To facilitate guidance and counselling procedures pertaining to admissions in the College.
- To guide the admission team and oversee the counselling process.
- To help solve queries of parents and students interested in taking admission to the different programs.
- To strategize the day-to-day activities of the Committee.

- To actively participate in meetings to deliberate about strengthening the Admissions Process.
- To track the success of the admissions process each year by maintaining a database of pertinent information on the applicants.
- To review admission requirements for the program annually and recommend change in the standards for admission.

#### Procedure for Institutional Quota (Including NRI) admission :

- Institute will publish advertisement in the newspaper & invite applications from the interested candidates for Institutional Quota (including NRI).
- Interested candidates will collect the application form by paying requisite form fee.
- Submission of duly filled up Application form along with required documents.
- Admission Committee will scrutinize the documents thoroughly as per the norms. (First preference will be given to NRI quota & then to Institutional quota).
- Eligible candidates will be selected based on their merit & final list will be put up on College notice board as well as on College website.
- Selected candidates will be given admission.

#### Procedure for DMER round admission :

- Candidate to pass 12th with PCB (Physics, Chemistry & Biology).
- List of required documents and approved fees of admission to be displayed on College notice board as well as on website.
- To attend admission enquiries over phone and in person.
- DMER will put up list of selected candidates for all colleges.
- To distribute college application form, scrutinise documents and admit student as per list of DMER.