

“Best Practices in Student Admission Process”

Title of the Practice:	‘Student Friendly Admission Process’
The Context:	<p>In the changing scenario of technical education and skewed demand and supply; it has become a daunting task for colleges to fulfil their full quota with higher merit. Thus, it is imperative that institute like us especially situated in a semi-urban location must possess strong fundamentals to attract students across the nation. Engineering Admission Process has become lengthy and complex. Institutes need to present the admission process to the candidates in a simplified manner. Due to non-acquaintance to the online system, any lapse on the part of the candidate results into loss of career opportunity to seek admission in a reputed institute at least during that year. Thus, to make the entire engineering admission process student centric & friendly, we have evolved an easy and smooth admission Process which is hassle free and of course very much proactive in nature. Digital payments make the process convenient and accessible 24x7.</p>
Objectives of the Practice:	<ul style="list-style-type: none"> • To make the lengthy & complex admission process smooth and easy for the stakeholders. • To provide facility and counselling to the candidates during various stages of admission process. • To prevent any lapses on the part of candidate • To enable the candidates make informed choices during the admission process. • To minimize malpractices of private agencies in the admission process. • To provide sustainable and technology enabled admission process through digitization and online payments.
The Practice:	<p>1. Entry Level Admission Process</p> <p>1.1 Pre Admission Process</p> <p>1.1.1. Dissemination of Information:</p> <ul style="list-style-type: none"> • Institute disseminates information about its achievements through platforms such as social media, print media and institute website. Institute brochure & bulletin is one of the effective modes of information dissemination to stakeholders. • On request of junior and diploma colleges, institute organizes workshops to make aspirants aware about various engineering disciplines, their nuances and career opportunities. Stakeholders are well informed

about various indices of identifying excellent engineering institutions and the entire admission process.

- Candidates are informed about fee structure, scholarships from state and central governments including the details of trusts offering scholarships to students.
- The alumni are apprised regularly of the developments of the institute and are also consulted for enhancing teaching-learning process and research. Alumni voluntarily work as catalyst for admissions.

1.1.2 Information Dissemination about Admission process and schedule:

- Institute adheres to the schedule declared by the government and disseminates timeline of admission process to the candidates.

1.2 Admission Process: Registration and Seat Allotment Process

1.2.1 Facilitation Centre:

Institute is the facilitation centre of Maharashtra Government for admission process and hence several measures are taken to ensure that the people visiting our institute for admission are guided well and proper information is provided. The policies and procedures for aspirant's enrolment are based on rules and regulations published by the government and the institute strictly adheres to them.

- Institute acts as facilitation centre during the entire admission process. Designated admission coordinators coordinate various activities.
- For convenience of candidates, guidance and computational facility is made available free of cost throughout the admission process.

1.2.2 Counseling:

Institute organizes workshops for information dissemination to the aspirants regarding the admission process.

- Institute forms a Counselling Cell to solve admission queries of candidates. Institute maintains an extensive list of FAQs and their answers on the web portal and notice boards.

	<ul style="list-style-type: none"> • Institute provides information to aspirants regarding fee structure, ragging free campus, excellent infrastructure, residential facility and teaching-learning process & student centric programs <p>1.3 Post Allotment Process</p> <p>Due to hassle free and efficient process, we have seen a high level of retention of students who sought admission to our institution in all admission rounds.</p> <ul style="list-style-type: none"> • The entire admission process is done online with optimum support at the institute. • Institute informs student regarding scholarship and its eligibility. Institute provides assistance and required documents to candidates for scholarships, loans and financial aids from state and central government & private trusts. • Parents are informed well in advance about the academic calendar of the institute and are updated periodically about progress of their wards. <p>2. Existing Students' Admission Process</p> <ul style="list-style-type: none"> • Admission process is totally transparent and digitized including collection of fees through Payment Gateway. Our website is instrumental and effective in dissemination of admission schedule and process. • Institute helps candidates for scholarships and loans from government & private trusts. • If any transfer is initiated by the student, the institute provides necessary documents on time.
<p>Obstacles faced/Problems encountered:</p>	<p>Problems encountered:</p> <ul style="list-style-type: none"> • Issues during admission process such as Website/Server downtime, change in schedule • Difficulties in online form filling due to non-acquaintance • Rush at closing hours • Lack of knowledge & non-acquaintance of various modes of online payment. • Apprehension towards digital payment <p>Corrective actions:</p> <ul style="list-style-type: none"> • Regular follow-up with admission authority and timely dissemination of information • Making experts available in person and over helpline • Deploying more resources & facilities

	<ul style="list-style-type: none"> • Creating awareness of digital payment through counselling • Availability of Multiple Payment modes • Enabled minimal data entry during online transaction
Impact of the Practice/Evidence of Success	<ul style="list-style-type: none"> • Easy admission Process due to facilitation and counselling for entry level students • Reduction in number of candidates committing errors during admission process • Reduced human errors resulted in increased accuracy • Sustainable and cost effective solution: no long queues, minimal paper work • Possible to complete admission process remotely • Adoption of digital payment by nearly all students (@95% students pay fees online) • Admission time (for existing students) reduced to 50% • All eligible students are getting scholarships
Resources required:	<ul style="list-style-type: none"> • Computational Facilities and adequate internet facility • Human Resources: <ul style="list-style-type: none"> • In-charge, Admission Process • Faculty members as Counsellors • Operators • Nonteaching & Menial Staff • Website, Electronic and Print Media for dissemination • Integration with Payment Gateway • ERP Software
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