



Shirpur Education Society's

**R. C. Patel College of Engineering and
Polytechnic, Shirpur**

President

Shri. Amarishbhai Patel

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Outward No: RCP COEP/2025-26/

Date: 26-08-2025

OFFICE ORDER - ADMISSION COMMITTEE (Institute Level Seats – ACAP & IL)

Following faculty / staff are hereby appointed and given responsibilities of conducting spot rounds at Institute Level to be scheduled from Sep 06, 2025 in our Campus as per Clause 13 (Page 87-88) of the Information Brochure 2025-26, published by the State Common Entrance Test Cell, Maharashtra State.

Sr.No	Name of Member	Designation of Members in Committee	Role & Responsibilities	Institute Designation
1	Dr. N. G. Haswani	Chairman	Decision making, Approvals	Principal
2	Dr. R . D. Badgujar	Member	Counselling	Registrar
3	Mr. R. V. Wadile	Member	Application receiving, Merit list Preparation and Display	O.S.
4	Mr. D. Y. Bhadane	Member	Seat Allocation as per Vacancy / seat available. Admission Confirmation	Head of Department FY
5	Mr. V. S. Tawar	Member	Document Verification	Assistant Professor
6	Mrs. S. M. Birla	Member	Financial matters	Finance Office

All above staff are requested to read the guidelines and instructions received for candidates for participating in Institute level Spot Rounds (available on Team RCP COEP WhatsApp Group and institute Website)

All committee members involved in the admission process for Institute Level / Against CAP seats are expected to strictly adhere to the guidelines outlined in Clause 13 (Page 87-88) of the Information Brochure 2025-26, published by the State Common Entrance Test Cell, Maharashtra State. Compliance with these guidelines is critical to ensure that the admission process is conducted with utmost transparency, fairness, and efficiency. Below are the roles and responsibilities that must be followed by the Admission Committee:

Roles and Responsibilities of the Admission Committee

1. Establishing Admission Criteria:

- Defining and clarifying eligibility criteria for admission under institute-level and Against CAP seats based on university and government norms.
- Deciding the process for application, scrutiny, and selection of candidates.

2. Handling Applications:

- Receiving applications from candidates applying under institute-level seats and ensuring their timely and proper documentation.
- Reviewing and verifying submitted applications for eligibility and correctness.

3. Selection Process:

- Conducting the merit-based selection process according to the predefined criteria.
- Ensuring that reservation policies, if applicable, are adhered to during the selection.
- Preparing merit lists based on academic qualifications, relevant quotas, and other parameters.

4. Counselling and Support:

- The committee must provide effective counselling to students and parents throughout the admission process.
- Members should be available to guide students, addressing any queries regarding eligibility, seat allotment, and document requirements to facilitate smooth decision-making.

5. Timeliness and Deadlines:

- Adhering to deadlines for various stages of the admission process is critical, such as application submissions, merit list publications, document verification, and fee payment.
- The committee must ensure timely communication of important dates to avoid delays and confusion.

6. Counselling and Allotment:

- Organizing counselling sessions for candidates applying under institute-level seats.
- Allocating seats based on merit and available quotas (if applicable) in a transparent manner.
- Addressing any grievances or concerns during the counselling process.

7. Transparency and Fairness:

- Ensuring that the admission process is conducted transparently at every stage, including merit list preparation, seat allotment, and document verification.
- The selection process must be fair and merit-based, without any bias or favouritism towards specific candidates.

8. Communication:

- Providing timely updates to students regarding important dates, documentation requirements, and other processes.
- Publishing the merit lists and final seat allotments in a transparent and accessible manner, usually on the institution's website and notice boards.

9. Document Verification:

- Verifying the original documents of students during the admission process to ensure authenticity.
- Ensuring that all necessary documents, such as mark sheets, category certificates, domicile certificates, etc., are submitted.

10. Grievance Redressal:

- A robust grievance redressal mechanism must be in place to handle complaints or concerns from students or parents.
- All grievances must be addressed promptly, fairly, and in accordance with the guidelines set out in Clause 13 of the Information Brochure.

11. Coordination with Regulatory Bodies:

- Coordinating with the state government, Director of Technical Education (DTE), or relevant authorities to ensure compliance with CAP rules.
- Ensuring that all admissions under the institute-level or Against CAP seats are reported to the respective authorities.

12. Fee Collection:

- Ensuring that the fee structure is transparent and that students are informed about the fee payment schedule.
- Collecting fees from students and issuing receipts while ensuring compliance with regulatory fee caps.

13. Reporting and Documentation:

- Preparing detailed reports of the admission process for submission to relevant authorities like the university, government, or DTE.
- Maintaining proper records of all admitted students, including their documents, application forms, and merit lists.


14. Compliance with Legal Norms:

- Ensuring that the admission process complies with the guidelines set by the state, regulatory bodies, and courts to avoid any legal complications.

15. Audit and Review:

- Conducting internal audits of the admission process to ensure transparency, fairness, and compliance with all norms and regulations.
- Reviewing the admission process periodically for any scope of improvement.




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