



MOTHER VELANKANI EDUCATION TRUST  
**ASHADEEP ADHYAPAK**  
**MAHAVIDYALAYA**  
(B.Ed. College)  
APPROVED BY N.C.T.E BHOPAL  
AFFILIATED TO MUMBAI UNIVERSITY

### Admission & Annual Plan Committee (Academic Year 2022-23)

#### List of Members of Admission Committee: -

| Sr | Name  | Designation      |
|----|---|------------------|
| 1  | Dr Vipin Kumar, Principal, AAM              | Chairman         |
| 2  | Mrs. Mable Vaz                              | President        |
| 3  | Mr. Deep Murzello                           | Member           |
| 4  | Dr Seema Gupta, Faculty                     | Member           |
| 5  | Dr Pritama Devi, Faculty                    | Member           |
| 6  | Mr Shubham Chavhan, Office Assistant        | Member           |
| 7  | Mrs Vartika Katiyar, Academic<br>Cordinator | Member Secretary |

#### Duties:

1. **Proposal Collection:** Gather proposals and materials from departments, committees, and lecturers to draft the Annual Plan of Activities for the year. This plan will be published in the Prospectus.
  2. **Drafting Annual Plan:** Develop the Annual Plan of Activities for the year 2022-23 and ensure its inclusion in the Prospectus.
  3. **Prospectus & Admission Form Finalization:** Finalize the College Prospectus and Admission Form for the year 2022-23.
  4. **Student Assistance:** Assist students and interact with parents during the admission process for the year 2022-23.
  5. **College Identity Cards:** Issue proper College Identity Cards to students following the reopening of the College for the year 2022-23.
  6. **Records Maintenance:** File and maintain records of admissions and the Annual Plan.
  7. **Enrollment Records Submission:** Submit enrollment records to the IQAC Committee.
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