



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 2023-24)

#### 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 Chavan, Office Assistant	Member
7	Mrs Aishwarya Pandey, Academic 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 2023-24 and ensure its inclusion in the Prospectus.
  3. **Prospectus & Admission Form Finalization:** Finalize the College Prospectus and Admission Form for the year 2023-24.
  4. **Student Assistance:** Assist students and interact with parents during the admission process for the year 2023-24.
  5. **College Identity Cards:** Issue proper College Identity Cards to students following the reopening of the College for the year 2023-24.
  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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