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.

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.
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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.
- To give feedback regarding status of admitted students data to DMER as per their schedule (Round wise).
- If any student cancels admission, he/she has to fill the cancellation form and the same is to be submitted to DMER by email as well as hard copy.
- Cancellation fees to be collected from candidate as per DMER brochure.
- Status retention forms to be taken from all the admitted students.
- Update the data of admitted students in DMER software/MUHS software.
- Send the final list of admitted students to DMER/PNS/MUHS along with covering letter on or before the last date.
- All the original documents of admitted students along with list to be sent to Eligibility department of MUHS.
- To communicate with MUHS, DMER, ARA and FRA as required before, during and after completion of admissions.

Responsibilities:

- Dr. Shweta Manwadkar (PT)
- Dr. Annamma Varghese (PT)
- Dr. Geeta Bhatt (PT)
- Mrs. Lata Venkatesh

Meetings: Monthly and when required during admission process.