

# Shankarlal Khandelwal Arts, Science and Commerce College, Akola (MS)



## Report Admission, Attendance & Timetable Committee 2022-23

### Coordinator

**Prof. Dr. Sandhya A. Kale**  
(Prof. & Head, Dept. of Home-Economics)

### Members

Dr. Prasanna Pande  
Dr. Shivaji Nagre  
Dr. Prashant Pisolkar  
Dr. Dipti Patange  
Dr. Piyush Nalhe  
Dr. Avinash Thote  
Shri. Akashji Kulkarni



# Report

## Admission, Attendance & Timetable Committee 2022-23

This Admission, Attendance & Timetable Committee establishes and implements the criteria for admission or enrolment of the students to the college for all the courses according to the as directed by the University. A college Admission, Attendance & Timetable Committee is a group of teaching and non-teaching staff who work together to make decisions about admission procedure, class teaching timetable and keep records of students as well as staff's attendance. Before to start the session, the college IQAC forms different committees. The college Admission, Attendance & Timetable committee is one of them which works with its aims & objectives through meetings. Throughout the session 2022-23, the Committee carried out total 6 meetings and all its work under the guidance of chairperson of the committee and by assistance of all faculty heads and coordinator.

**Total number of admission in the session 2022-23 - 1198**

Important decisions and work done by the committee throughout the session		
Sr. no	Date of meeting	Details of work done and Important Decisions
	Confirmed the decisions in IQAC General staff & council meeting of the session 30th May 2022	<ol style="list-style-type: none"><li>1. Admission committee chalk out admission strategy as 1<sup>st</sup> come -1<sup>st</sup> serve, spot admissions, merit list, cutoff percentage, etc. and unanimously decided the admission procedure for 2022-23 sessions.</li><li>2. It was decided that - M.Sc. I-Chemistry admission will be filled on the basis of Merit. M.Sc. I Compute Science, BCA and MA-English admission will be 1<sup>st</sup> come 1<sup>st</sup> serve. B.A., B.Com and B.Sc. admission will be taken as on the basis of cutoff Percentage.</li><li>3. Put the notice of admission on notice board and also on Website.</li><li>4. To increase the number and quality students, chairman of the committee suggest ways for that is i) Visit to junior college ii) arrange counselling sessions iii) to organize workshop for HM of School and Jr. College.</li></ol>
1.	14/07/2022	<ol style="list-style-type: none"><li>1. Unanimously finalized the admission strategy, admission duties table and admission notice for notice board and website.</li><li>2. As Decided the workshop was organized on 9<sup>th</sup> June 2022 and report was presented in the meeting.</li></ol>



		<p>3. College admission process starts from 1<sup>st</sup> July 2022 for the session 2022-23.-Accod to University Calendar. With reference to University letter no SGBAU/8/963 Dated 9/7/2022 reviewed and read the category-wise number of admissions</p> <p>4. Chairman of the committee Suggested that all admissions will be filled as per Government reservation policy. Vacant seats will be filled ist come 1<sup>st</sup> serve and spot basis</p> <p>5. Online form filling system be put ready at college level for students comfort.</p> <p>6. Timetables for all faculties approved in committee meeting and was flashed on notice board and whatsapp groups, That teaching will be commenced from 25<sup>th</sup> July 2022.</p>
2.	22/07/2022	<p>1. Committee called emergent meeting under the chairmanship of Hon. Principal regarding to note the flow of the admission of first year. In order to note the University letter number SGBAU/8/C/1017 plan to put vacant seats for CBCE and ICSE that their results are not declare yet. And calculate the percentage by giving direction table in above letter number 1 seat put for.</p>
3.	11/09/2022	<p>1. Coordinator of the committee held meeting for MSc. I Chemistry regarding admission status. The Chairman Suggested that remaining six seats will fill on the basis of spot admission.</p>
4.	21/10/2022	<p>1. Meeting was held to give feedback of GOEC syllabus and Periods</p> <p>2. Discovery of Bharat GOEC select for Sem I and Personality Development for Soft Skills for Sem II.</p> <p>3. GOEC syllabus was distributed to teaching staff for formulation of notes.</p> <p>4. Weakly 2 lectures was included in regular timetable.</p> <p>5. Student attendance found satisfactory.</p>
5.	19/12/2022	<p>1. Last Meeting's minutes were confirmed with reviewing the work done by committee.</p> <p>2. Decided GOEC examination date 30<sup>th</sup> December 2022 and paper pattern.</p> <p>3. Objective type paper set for GOEC examination</p>
6.	04/03/2023	<p>1. Last Meeting's minutes were confirmed with reviewing the work done by committee throughout the semester.</p> <p>2. The meeting is held for changes in teaching days in academic calendar 2022-23</p> <p>3. As per notice no- 74/2022 on dated 27/06/2022(Academic Calendar) changes are take place in teaching days and all faculties' timetable as given direction on dated</p>

		24/02/2023. As per notice no- 74/2022 on dated 27/06/2022 teaching days was 91 till the 27 <sup>th</sup> may. In order to compensate the teaching days up to 4 <sup>th</sup> May 2023, all Sundays and gazzeted holidays were carried out for teaching between the periods 24th Feb to 27 <sup>th</sup> May 2023.
		4. According to above changes unanimously decided to update the timetables and circulate it among students and teaching staff. Committee head did it immediately.
7.	09/05/2023	<ol style="list-style-type: none"> <li>1. Last meeting minutes were confirmed</li> <li>2. Decides admission procedure and cut-off percentage for 1<sup>st</sup> year admission 2023-24 session.</li> <li>3. Chairman of the committee said that the this meeting's minutes be confirm in the IQAC and staff council meeting which will be held on 10 may 2023.</li> </ol>

#### Work done by the committee

- Organized workshop for junior College principal- 09/06/2022 for the session 2022-23 admission.
- Admission procedure was carried out as per given guidelines and schedule of University Academic Calendar.
- Allotted admission duties schedule circulated among staff.
- For more information about college, Prospectus 2022-23 was uploaded on college website.
- Timetables were regularized.
- Counseling committee worked and helped the students and parents to clear their ideas about admission online process and selection of subjects.
- Changes were made in regular timetables according to University notice and approved it in the meeting
- Arranged visit plan for Students in 12<sup>th</sup> classes in parent society to college department and also given information about college.
- Checked the student's attendance and also communicate with them for regular attendance.

Coordinator of the committee is thankful to committee members for their valuable cooperation in committee working & also to Chairperson of the meeting Respected Principal Dr. J.M. Saboo Sir for guidance & help provided to take decisions timely.

  
Coordinator

**Admission, Attendance & Timetable Committee**

(Dr. Sandhya A. Kale)  
Admission Attendance  
& Timetable Committe  
Shankarlal Khandelwal Arts,  
Science & Commerce College  
AKOLA.

  
Principal  
Chairman of the Committee

**PRINCIPAL**  
Shankarlal Khandelwal Arts,  
Science & Commerce College,  
AKOLA (M.S.)