PRINCIPAL
Dr. R. N. Nadar
M.Com., M.B.A.(HR), M.Phil, Ph.D.

SECRETARY
Dr. Prerana R. Kolhe
D.Litt, M.A. (History), M.A. (Marathi Lit.), B.Ed

FOUNDER PRESIDENT
Dr. Rajkumar M. Kolhe
Ph.D., NET (UGC), B.Ed., M.A. (Eng. Lit.), M.A. (History), M.A. (Hindi Lit.) M.B.A., D.Litt.

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ADMISSION COMMITTEE

1. About the Admission Committee

The Admission Committee of JMF's Vande Mataram College of Arts, Commerce & Science is constituted to ensure a systematic, transparent, fair, inclusive, and efficient admission process for students seeking admission to various undergraduate and postgraduate academic programmes offered by the institution.

The committee plays a significant role in planning, coordinating, supervising, and monitoring admission-related activities in accordance with the eligibility criteria, admission schedules, reservation policies, and other applicable guidelines prescribed by the University of Mumbai, Government of Maharashtra, University Grants Commission (UGC), and relevant regulatory authorities.

The committee is responsible for facilitating student counselling, admission enquiries, application processing, eligibility verification, merit-list preparation, document verification, programme allocation, fee-payment coordination, and completion of admission formalities.

It also aims to provide accurate information to prospective students and parents regarding academic programmes, admission requirements, institutional facilities, scholarships, career opportunities, and student-support services.

Through effective planning, fair admission practices, efficient administration, and student-friendly guidance, the Admission Committee strives to promote equal educational opportunities, institutional transparency, and academic excellence.

2. Objectives of the Admission Committee

1. To ensure a fair, transparent, systematic, and efficient admission process for all eligible applicants.
2. To implement admission procedures in accordance with applicable University of Mumbai regulations and Government of Maharashtra guidelines.
3. To provide accurate information regarding undergraduate and postgraduate programmes, admission eligibility, available seats, fees, and required documents.
4. To facilitate timely processing of admission applications and verification of student eligibility.

5. To ensure preparation and publication of merit lists wherever required by applicable admission rules.
6. To implement applicable reservation policies and admission categories in accordance with statutory requirements.
7. To guide prospective students and parents regarding programme selection, career opportunities, and institutional facilities.
8. To facilitate admission registration and processing through designated university and institutional portals.
9. To maintain accurate and systematic records of applications, admissions, eligibility verification, and enrolment.
10. To ensure that admission-related information is communicated clearly through authorised channels.
11. To provide appropriate assistance to students requiring admission guidance or additional support.
12. To coordinate with academic departments, the accounts section, and administrative staff for smooth completion of admission formalities.
13. To identify and refer admission-related grievances to the competent authority.
14. To promote inclusiveness, equal opportunity, accountability, and ethical conduct throughout the admission process.
15. To support institutional enrolment planning and continuous improvement in admission administration.

3. Composition of the Admission Committee

The Admission Committee consists of members appointed by the competent institutional authority, with appropriate representation from academic leadership, major faculties, admissions administration, and student-support services.

Sr. No.	Name of Member	Committee Designation	Contact Details
1	Dr. R. N. Nadar	Chairperson – Principal	rnnadar@gmail.com
2	Mr. Girish Chhagani	Admission Committee Convener	gchhagani@gmail.com
3	Mr. Mohan Adude	Arts / Humanities Admission Coordinator	mohanadude.am@gmail.com
4	Mrs. Mahek Bhatia	Commerce Admission Coordinator	mahek.bhatia2911@gmail.com

5	Dr. Amrita Singh	Science Admission Coordinator	amrita.singh0708@gmail.com
6	Mrs. Bharati Sachin Gaikar	Computer Science & Information Technology Coordinator	grbharati2609@gmail.com
7	Ms. Sharvari Kharade	Professional Commerce Coordinator	sharvari.kharade03@gmail.com
8	Mrs. Vidya Iyer	Media Admission Coordinator	vgiyer17@gmail.com
9	Mr. Alpesh Khobragade	Postgraduate Admission Coordinator	alpeshkhobragade1@gmail.com
10	Mr. Subhash Asawale	Admission Documentation & Eligibility Verification Representative	asw_Subhash@rediffmail.com
11	Mrs. Ujwala Kamble	Admission Portal & Technical Support Representative	ujwalajadhav366@gmail.com
12	Mrs. Priti Kewal Tandulkar	Accounts & Fee Coordination Representative	priti.rakas@gmail.com
13	Mr. Ghanshyam Shirsath	Admission Helpdesk & Student Guidance Representative	ghanshyam.shirsath@gmail.com

4. Admission Process

Step 1 – Publication of Admission Notification

The college shall publish admission information based on the applicable university calendar and institutional approvals.

Step 2 – Admission Enquiry and Counselling

Prospective applicants shall be provided information about available programmes, eligibility criteria, fees, and admission requirements.

Step 3 – Registration and Application

Applicants shall complete the prescribed university and institutional admission registration procedures.

Step 4 – Document Submission and Verification

Relevant academic and supporting documents shall be submitted and verified by authorised personnel.

Step 5 – Merit List or Selection Process

Where required, admission merit lists or selection outcomes shall be prepared in accordance with applicable programme-specific rules.

Step 6 – Seat and Programme Allocation

Eligible applicants shall be considered for admission subject to availability of seats, applicable reservation provisions, and prescribed selection requirements.

Step 7 – Fee Payment

Selected applicants shall complete the authorised admission fee-payment process within the prescribed deadline.

Step 8 – Admission Confirmation

Admissions shall be confirmed only after completion of applicable eligibility, verification, payment, and institutional procedures.

Step 9 – University Enrolment and Record Submission

Relevant student information shall be processed for university enrolment and eligibility confirmation as required.

Step 10 – Orientation and Academic Integration

Newly admitted students shall receive appropriate information regarding academic programmes, institutional rules, student services, and support mechanisms.

5. Major Activities of the Admission Committee

1. Preparation of the Annual Admission Action Plan.
2. Publication of Admission Notices and Programme Information.
3. Admission Counselling and Student Guidance.
4. Organisation of Admission Helpdesks.
5. Online Admission Registration Assistance.
6. Academic Eligibility and Document Verification.
7. Programme-wise Merit List Coordination.
8. Seat Allocation and Admission Confirmation.

9. Reservation and Admission Category Verification.
10. Admission Fee and Accounts Coordination.
11. University Enrolment and Eligibility Documentation.
12. Admission Awareness and Outreach Activities.
13. Orientation and Guidance for Newly Admitted Students.
14. Preparation of Admission Statistics and Reports.

6. Institutional Commitment

JMF's Vande Mataram College of Arts, Commerce & Science is committed to providing a fair, transparent, accessible, inclusive, and student-friendly admission process.

The Admission Committee supports this commitment by ensuring systematic planning, clear communication, proper eligibility verification, adherence to applicable admission regulations, and efficient coordination of admission-related activities.

The institution recognises that admission is an important first step in a student's educational journey and strives to provide appropriate guidance, equal opportunities, and a welcoming academic environment.

Through transparent processes, responsible administration, and student-centred services, the committee contributes to institutional academic excellence and the development of a diverse and inclusive learning community.

"Transparent Admissions, Equal Opportunities and Academic Excellence."