Admission Committee

1. **Description of the Committee:**
   The Admissions Committee at our B-school is a dedicated team entrusted with the responsibility of managing the admissions process with efficiency and transparency. Comprising experienced faculty members, administrative staff, and external stakeholders, the committee ensures a seamless experience for prospective students from application submission to final selection.

2. **Purpose of the Committee:**
   The purpose of the Admissions Committee is to streamline the admissions process and select candidates who demonstrate the potential to thrive in our academic environment and contribute positively to the B-school community. By upholding rigorous standards of evaluation and fostering inclusivity, the committee aims to attract a diverse cohort of talented individuals who align with the institution's values and goals.

3. **Objectives of the Committee:** (In points)
   a. Develop and implement transparent and equitable admission criteria.
   b. Facilitate seamless communication with prospective applicants throughout the admissions cycle.
   c. Engage external stakeholders to contribute expertise and insights in the selection process.
   d. Ensure adherence to institutional policies, regulatory requirements, and accreditation standards.
   e. Identify and recruit candidates who exhibit academic excellence, leadership potential, and a commitment to personal and professional growth.

4. **Committee Members/ Composition:**

S. No.	Name of Faculty	Designation	Committee Designation
1.	Aejaz Ahmed	Head, Training & Development	Convenor
2.	Dr. Hameed Kan	Associate Professor	Member
3.	Ms. Kalyani	Executive Assistant	Member

5. **Roles and Responsibilities of Members:**
   - Provide leadership and strategic direction to the committee.

- Oversee the overall admissions process and ensure adherence to timelines.
- Liaise with institutional leadership and external stakeholders on admission-related matters. Contribute expertise in curriculum design, teaching methodologies, and assessment practices to ensure academic rigor and quality.
- Contribute expertise in academic standards and program requirements.
- Review applications and participate in candidate evaluation processes.
- Conduct interviews and assess candidates' suitability for the program. Assist in organizing student-centric programs, workshops, and events to promote holistic student development.
- Manage administrative tasks related to application processing and documentation.
- Provide logistical support for admission events, interviews, and orientation sessions.
- Serve as a point of contact for prospective applicants and address inquiries effectively.Collaborate with the committee to facilitate industry partnerships, internships, and placement opportunities for students.
- Offer industry insights and perspectives to inform candidate selection.
- Participate as interview panelists or assessors in the admissions process.
- Advocate for the B-school within their professional networks and support recruitment efforts.
- Develop communication strategies and materials to promote admissions events and deadlines.
- Review applications and assess candidates' academic qualifications, work experience, and extracurricular activities.
- Conduct interviews, group discussions, or aptitude tests to evaluate candidates' skills and suitability for the program.
- Collaborate with faculty and staff to finalize admission decisions based on established criteria.
- Collect, analyze, and report on admissions data to track trends and inform decision-making.
- Generate reports on applicant demographics, conversion rates, and yield projections.
- Identify areas for process improvement and recommend strategies to optimize recruitment and retention efforts.
- Advocate for student interests and perspectives in the admissions process.
- Assist in organizing student-led initiatives to engage with prospective applicants.
- Provide feedback on the admissions experience and contribute ideas for enhancing student recruitment and retention.
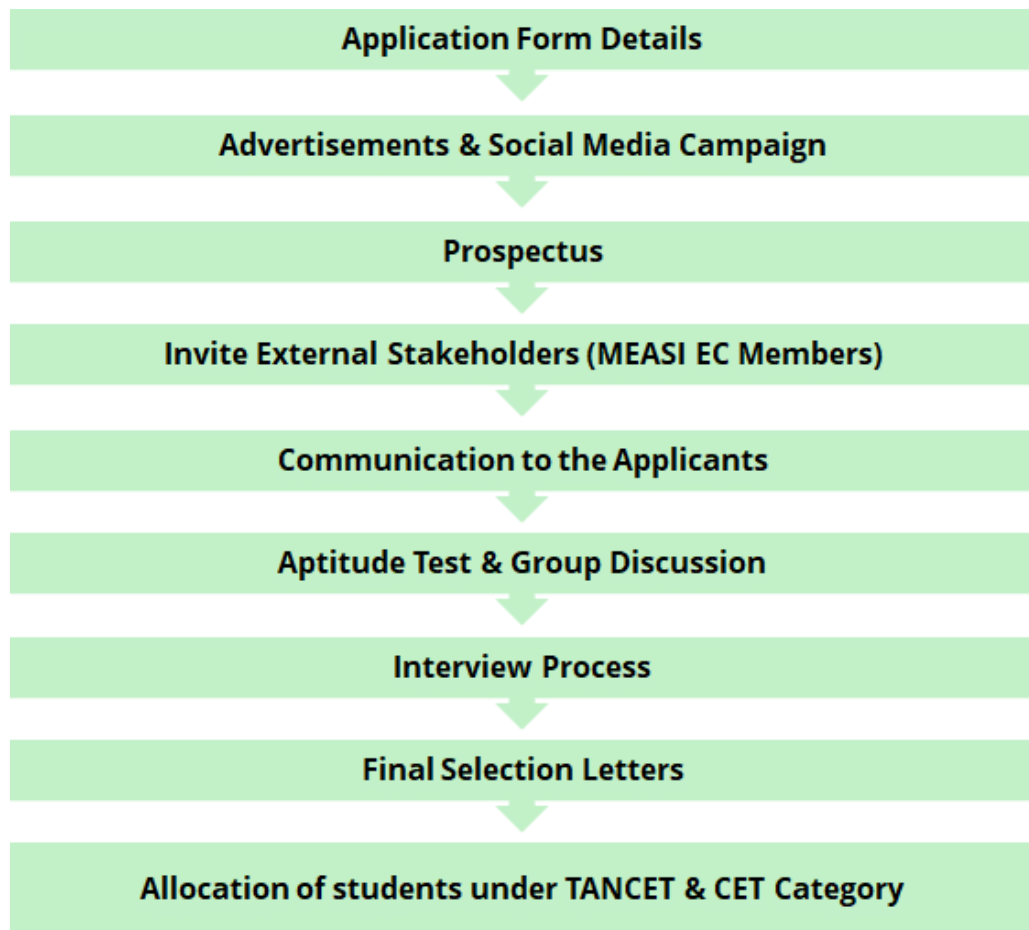
- Serve as the primary point of contact for the admissions committee.
- Coordinate logistics for admissions events, interviews, and orientation programs.
- Maintain accurate records of applicant data, correspondence, and admission decisions.
- Promote diversity and inclusivity in the admissions process by implementing outreach initiatives to underrepresented groups.
- Review policies and procedures to ensure equitable treatment of all applicants.
- Provide training and resources to committee members on unconscious bias and diversity awareness.

6. Frequency of Meetings:

Committee meetings are held on a Quarterly frequency.

7. Procedure:

```
┌─────────────────────────────────────────┐
│        Application Form Details          │
└─────────────────────────────────────────┘
                    ↓
┌─────────────────────────────────────────┐
│   Advertisements & Social Media Campaign │
└─────────────────────────────────────────┘
                    ↓
┌─────────────────────────────────────────┐
│               Prospectus                 │
└─────────────────────────────────────────┘
                    ↓
┌─────────────────────────────────────────┐
│ Invite External Stakeholders (MEASI EC Members) │
└─────────────────────────────────────────┘
                    ↓
┌─────────────────────────────────────────┐
│       Communication to the Applicants    │
└─────────────────────────────────────────┘
                    ↓
┌─────────────────────────────────────────┐
│       Aptitude Test & Group Discussion   │
└─────────────────────────────────────────┘
                    ↓
┌─────────────────────────────────────────┐
│             Interview Process            │
└─────────────────────────────────────────┘
                    ↓
┌─────────────────────────────────────────┐
│           Final Selection Letters        │
└─────────────────────────────────────────┘
                    ↓
┌─────────────────────────────────────────┐
│ Allocation of students under TANCET & CET Category │
└─────────────────────────────────────────┘
```

**Details
on Application Form:**

1. Design a comprehensive application form with sections for personal details, educational background, work experience, statement of purpose, and other relevant information.
2. Include clear instructions for completing the application form, specifying required documents and supporting materials.
3. Provide options for online submission and offline submission, along with designated submission channels and deadlines.
4. Ensure that the application form captures all necessary information to assess candidates' eligibility and suitability for the program.

Advertisements:

1. Develop compelling advertisements highlighting the B-school's unique selling points, academic programs, and admission criteria.
2. Utilize diverse advertising channels such as print media, online platforms, social media, and recruitment fairs to reach a wide audience.
3. Tailor advertisements to target specific demographics and regions to attract qualified candidates.

4. Include contact information and instructions for accessing additional information or applying to the program.

Prospectus:

1. Create a comprehensive prospectus outlining the B-school's mission, vision, academic programs, faculty profiles, infrastructure, and placement records.
2. Provide detailed information on admission procedures, eligibility criteria, fee structure, scholarships, and financial aid options.
3. Design the prospectus with visually appealing graphics and layout for easy readability and engagement.
4. Distribute the prospectus through various channels, including online platforms, recruitment events, and information sessions.

External Stakeholder Involvement in the Selection Process (MEASI Trust Executive Committee Members):

1. Invite MEASI Trust Executive Committee members to participate as interview panelists or assessors in the selection process.
2. Provide orientation sessions to familiarize committee members with the B-school's admission criteria, program offerings, and institutional values.
3. Assign specific roles and responsibilities to committee members, such as conducting interviews, evaluating candidates, or providing input on final selection decisions.
4. Facilitate communication and coordination between the admissions committee and MEASI Trust Executive Committee members throughout the selection process.

Communication to the Applicants:

1. Send personalized email communications to applicants acknowledging receipt of their applications and providing confirmation of submission.
2. Provide regular updates on the status of their application, including information on interview invitations, test schedules, and admission decisions.
3. Respond promptly to applicant inquiries and requests for clarification on admission procedures, eligibility criteria, and program offerings.
4. Maintain open and transparent communication channels to ensure applicants feel informed and supported throughout the admissions process.

Aptitude Test and GD:

1. Administer aptitude tests to assess candidates' analytical, quantitative, and verbal reasoning skills.
2. Organize group discussion sessions to evaluate candidates' communication abilities, leadership potential, and teamwork skills.

3. Designate qualified faculty members or external experts to facilitate aptitude tests and GD sessions.
4. Establish evaluation criteria and scoring mechanisms to objectively assess candidates' performance and suitability for the program.

Interviews:

1. Schedule interviews with shortlisted candidates based on their application profiles and assessment results.
2. Conduct structured interviews to assess candidates' academic background, work experience, career goals, and alignment with the B-school's values.
3. Assign interview panels comprising faculty members, alumni, and industry professionals to evaluate candidates' potential for success in the program.
4. Document interview outcomes and feedback to inform final selection decisions.

Final Selection Letters:

1. Prepare personalized final selection letters for successful candidates, confirming their admission to the B-school.
2. Include details such as the program of study, commencement date, fee payment instructions, and enrollment deadlines.
3. Provide information on orientation programs, campus facilities, and support services available to admitted students.
4. Encourage accepted candidates to confirm their acceptance and complete the enrollment process within the specified timeline to secure their seat in the program.

TANCET & CET Examination Category Students:

1. Provide guidance and support to candidates preparing for state-level entrance exams such as TANCET (Tamil Nadu Common Entrance Test) and CET (Common Entrance Test).
2. Offer preparatory classes, study materials, mock tests, and counseling sessions to help candidates excel in the entrance exams.
3. Assist candidates in navigating the application process for the B-school, including submission of exam scores and supporting documents.
4. Consider TANCET & CET examination scores as part of the overall assessment criteria for admission, along with other academic qualifications and selection criteria.