

**SHRI RAMDEOBABA COLLEGE OF  
ENGINEERING AND MANAGEMENT**

**PROCESS  
MANUAL**

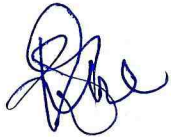
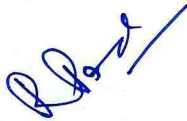

**DEAN  
ADMISSIONS**

**SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT  
ADMISSIONS MANUAL**

<b>ADMN/A</b>	<b>INDEX OF WORK PROCEDURE</b>	<b>Page: 01 / 01</b>
<b>REF. CLAUSE 4..4/7.5.2</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>

Process No.	Title	Issue No / Rev. No.	Date	Clause	Page
ADMN/A	Index of Work Procedures	01/00	01/01/2018	4.4, 7.5.2	01
ADMN/B	Revision Sheet	01/00	01/01/2018	7.5.2	02
ADMN/C	List of Documents and Evidences	01/00	01/01/2018	7.5.1	03
ADMN/D	Organization Structure	01/00	01/01/2018	4.1	05
ADMN/E	Quality Objectives	01/00	01/01/2018	6.2.1, 6.2.2	06
ADMN/F	Responsibility and Authority	01/00	01/01/2018	5.3	07
ADMN/PR/01	Planning of Admission	01/00	01/01/2018	8.1	08
ADMN/PR/02	Admission Process	01/00	01/01/2018	4.4	09
ADMN/PR/03	Communications	01/00	01/01/2018	5.2.2,7.3,7.4	12
ADMN/PR/04	Analysis of Data / Report	01/00	01/01/2018	9.1.3	13
ADMN/PR/05	Internal Audit and Corrective Action	01/00	01/01/2018	9.2,10.2,10.3	14

**ALL THE SECTIONS IN THE MANUAL ADMN/ A TO ADMN/PR/06 ARE**

		
<b>PREPARED BY DEAN ADMISSIONS, Dr. P. O. Bagde Prof. Y. Pethe</b>	<b>REVIEWED AND APPROVED BY PRINCIPAL</b>	<b>ISSUED BY MR</b>

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<b>ADMN / B</b>	<b>REVISION SHEET</b>	<b>Page: 01 / 01</b>
<b>REF. CLAUSE 4.4, 7.5.2</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>

<b>Process No..</b>	<b>Issue No / Rev. No..</b>	<b>Date of Revision</b>	<b>Nature of Change</b>	<b>Approved By</b>
All	00/00	15/10/2004	Original Issue	Principal
All	00/01	01/07/2016	Change in entire manual	Principal
All	01/00	01/01/2018	Revised Standard Issue	Principal

**SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT  
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<b>ADMN / C</b>	<b>LIST OF DOCUMENTS AND EVIDENCES</b>	<b>Page: 01 / 02</b>
<b>REF. CLAUSE 7.5.1</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>

<b>Document No.</b>	<b>REF. CLAUSE</b>	<b>Title</b>	<b>Master Copy Holder</b>	<b>Controlled Copy Holder</b>
-		Quality Manual	MR	Dean Admissions
--		Admissions Manual	MR	Dean Admissions
--	5.2.1, 5.2.2	Vision & Mission of Institution	Principal	Dean Admissions
ADMN-01	7.3,7.4,5.2.2	College Brochure	--	Dean Admissions
ADMN -02	2	Information Brochures published by Directorate of Technical Education for 1 <sup>st</sup> Yea B.E., Direct 2 <sup>nd</sup> Year B.E. (after diploma), MBA, MCA, M.Tech, MBA Integrated admission	DTE	Dean Admissions
ADMN -03 (a)	2	Notifications received from DTE/ Government regarding admissions.	DTE	Dean Admissions
ADMN -03 (b)	7.3,7.4	Advertisement of admissions	Dean Admissions	----
ADMN -04	7.5	List of Allotted Students through CAP to 1 <sup>st</sup> Year B.E., Direct 2 <sup>nd</sup> Year B.E. (after diploma), MBA, MCA, M.Tech, and MAM Admission	Dean Admissions	----
ADMN- 05 (a)	7.3	Provisional Merit List (Round wise)	Dean Admissions	-----
ADMN- 05 (b)	4.2, 5.1.2, 9.1.2	Grievances of Applicant & Action Taken Report	Dean Admissions	----
ADMN- 06	7.3	Final College Merit List (Round wise)	Dean Admissions	----
ADMN- 07	7.5	List of students admitted in First year (UG,PG) (Branch wise)	Dean Admissions	----
ADMN-08	7.5	List of students admitted in Second year B.E. (Branch wise) after diploma	Dean Admissions	----
ADMN-9	7.5	List of students admitted in Second year B.E. after Branch change (Branch wise).`	Dean Admissions	----
ADMN-10	7.5	Count of students admitted in First year / Direct Second Year a) Male/Female b) CAP/ Linguistic Minority / Institute Level c) Category wise (SC/ST/OBC/EBC) d) MH-State /Other State e) Home University/ Other University f) Divyangjan Student (branch wise)	Dean Admissions	----

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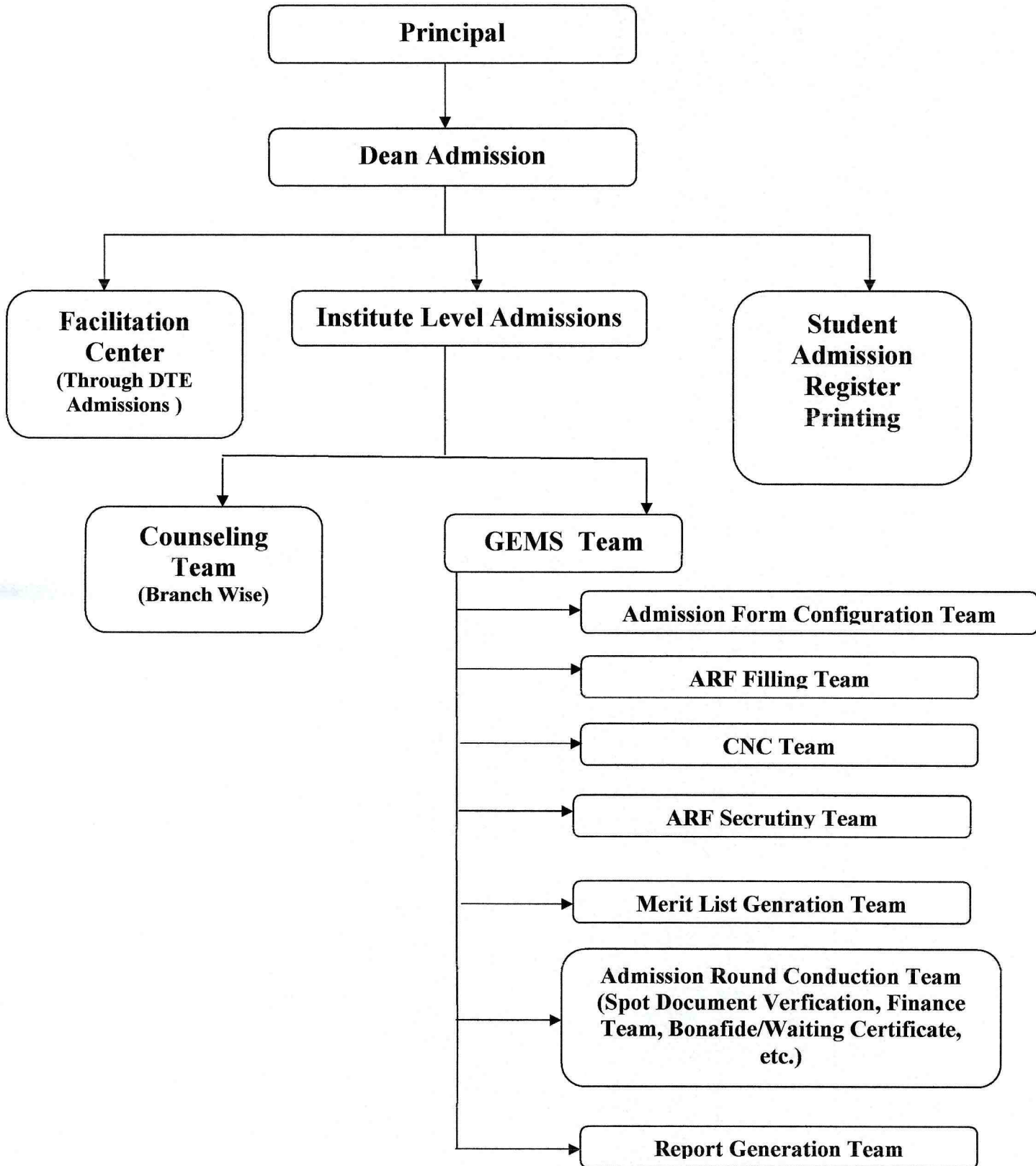
<b>ADMN / C</b>	<b>LIST OF DOCUMENTS AND EVIDENCES</b>	<b>Page: 02 / 02</b>
<b>REF. CLAUSE 7.5.1</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>

<b>Document No.</b>	<b>REF. CLAUSE</b>	<b>Title</b>	<b>Master Copy Holder</b>	<b>Controlled Copy Holder</b>
ADMN-11	7.5	List of students who admitted FN/PIO/NRI/NRI-Ward/Gulf	Dean Admissions	----
ADMN-12	7.5	List of students who canceled admission (Branch wise)	Dean Admissions	----
ADMN-13	7.5	Cut-off (Upper-Lower) List of I Yr. and Direct II Year (Branch wise)	Dean Admissions	----
ADMN-14	7.3,7.4	Meeting Record	Dean Admissions	----
ADMN-15	7.5.1	Attendance Record of Committee members	Dean Admissions	----
ADMN-16	7.4,7.5	University Enrollment List	Dean Admissions	----
ADMN-17	7.5	Roll List of Admitted students	Dean Admissions	----
ADMN-18	9.2,10.2,10.3	Internal Audit Record	MR	Dean Admissions
ADMN-19	9.1.3	Readmission cases	Dean Academics	Dean Admissions
ADMN-20	6.2.1, 6.2.2	Quality Objectives	Dean Admissions	----

**Record Disposal: Dispose of the records by burning after the retention period ( 5 Years) is over.**

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<b>ADMN/ D</b>	<b>ORGANIZATION STRUCTURE</b>	<b>Page: 01 / 01</b>
<b>REF. CLAUSE 4.1</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>



<b>ADMN/E</b>	<b>Quality Objectives</b>	<b>Page: 01 / 01</b>
<b>REF. CLAUSE 6.2.1, 6.2.2</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>

<b>Sr. No.</b>	<b>Parameter</b>	<b>Output</b>
1	To ensure the fulfillment of admission seats of all admissions.	ADMN-20
2	To ensure sufficient rise in the number of application for admissions in Institute level admissions.	
3	To enhance the advertisement of college to attract merit students for admissions as well as students from FN/PIO/NRI/NRI-Ward/Gulf.	

<b>ADMN/F</b>	<b>RESPONSIBILITY AND AUTHORITY</b>	<b>Page: 01 / 01</b>
<b>REF. CLAUSE 5.3</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>

**Responsibilities of Dean Admissions**

01.	To release the advertisement in the Newspaper for the first year and Second year (lateral entry) admission.
02.	To control and carry out the 1 <sup>st</sup> Year and Direct 2 <sup>nd</sup> Year admission as per rules of All India Council for Technical Education (AICTE), Govt. of Maharashtra and University of Nagpur.
03.	To get the admission approved from the Director of Technical Education (DTE).
04.	To maintain records of all admission related activity.
05.	To complete enrollment process with Nagpur University.
06.	To update information on website.
07.	To print Student Admission Register

**Authorities of Dean Admissions**

01.	To select the students to be admitted for Management Quota and Vacancy round Admission in co-ordination with Management and as per the college rules and regulations.
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**Responsibilities of Admission Committee**

01.	To assist Dean Admissions in all admissions related process.
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**SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT  
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<b>ADMN / PR/ 01</b>	<b>Planning of Admission</b>	<b>Page: 01 / 01</b>
<b>REF. CLAUSE 8.1</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>

<b>No.</b>	<b>Process Stage</b>	<b>Pocess Owner</b>	<b>Output</b>
1	Extension / New approval of courses	Registrar / Dean Academic	ADMN-03(a)
2	Verifying the sanctioned Intake of courses on DTE Web site.	Dean Admissions	----
3	Planning for Admission scheduled referingto DTE scheduled.	Dean Admissions	ADMN-14
4	Advertisement , Printing of Banner, Leaflets, etc.	Dean Admissions	ADMN-03(b)
5	Formation of Facilitation Center Committee	Dean Admissions	ADMN-14
6	Formation of Admission Committee (Counseling, GEMS etc)	Dean Admissions	ADMN-14
7	Conducting Institute level round, DTE reporting round	Dean Admissions	ADMN-14
8	Uploading Admission data on DTE website	Dean Admissions	ADMN-04
9	Verificationof Admission data from Regisional Office	DTE / RO	----
10	Approval of Admission data from Pravesh Niyrantran Sammittee (PNS) or Admission Regulating Authority (ARA)	PNS/ARA	-----
11	Filling and Uploading Enrollmentsforms on RTMNU website	Dean Admissions	-----

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<b>ADMN / PR/ 02</b>	<b>ADMISSION PROCESS</b>	<b>Page: 01 / 04</b>
<b>REF. CLAUSE 4.4</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>

No.	Process Stage	Process Owner	Output
<b>A</b>	<b>Admission for the 1<sup>st</sup> Year All Courses</b>		
01	Admission for the first year is carried out as per guidelines of All India Council for Technical Education (AICTE) / Govt. of Maharashtra / Nagpur University.	Dean Admissions	--
02	Receive the Information Brochure from the DTE for the Admission.	Dean Admissions	Information Brochure ADMN-01
03	Admissions are carried out as per the guidelines and information brochures received from Directorate of Technical Education (DTE).	Dean Admissions	--
<b>B</b>	<b>Admission for the 1<sup>st</sup> Year (UG &amp; PG) All courses (Management Quota)</b>		
01	Release the advertisements in the newspaper regarding the admission for 1 <sup>st</sup> year for all courses along with the schedule for the admission. Also upload the necessary information on the college website.	Dean Admissions	Advertisement
02	Provide facility for Online submission of admission forms.	Dean Admissions	--
03	Scrutinize the on line Admission Request forms and display the Provisional Merit List.	Dean Admissions	ADMN-05 (a)
04	Call a meeting with the short listed candidates for Objections / Grievances (if any)	Dean Admissions	
05	Display the final college merit list on College Notice Board and also on College Website	Dean Admissions	ADMN-06
06	Arrange for counseling of students and brief them about the options/ branches available, facilities provided and guide them in selecting the right course.	Dean Admissions	
07	Give provisional admission to students.	Dean Admissions	-
08	Ask the admitted students to submit all original documents.	Dean Admissions	-
09	Upload the students' admission on DTE website.	Dean Admissions	-
<b>C</b>	<b>Admission for the 1<sup>st</sup> Year Engineering (Through CAP)</b>		
01	Admission to Ist year through CAP is done as per norms of the Govt. of Maharashtra.	--	--
02	Collect from the Website/Newspaper Notification the latest information released by the DTE. Also Collect necessary information like schedule of admission / merit numbers of students to whom this college is allotted by DTE.	Dean Admissions	ADMN-03(a)
03	Call the students with DTE allotment letter within stipulated time after allotment.	Dean Admissions	
04	Collect the D.D. / Pay order for the fees and issue receipt and admission form to the student.	Accounts Office	--
05	Receive the filled up admission form from the student along with all the Original required certificates.	Dean Admissions	--
06	Scrutinize the filled up admission form and review the same against original copies of certificates.	Dean Admissions	---
07	On confirmation of admission, allot the Roll Number and section / class to the student.	Dean Admissions	ADMN-17

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<b>ADMN / PR/ 02</b>	<b>ADMISSION PROCESS</b>	<b>Page: 02 / 04</b>
<b>REF. CLAUSE 4.4</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>

No.	Process Stage	Process Owner	Output
<b>D</b>	<b>Vacancy Round</b>		
01	After completing all rounds of admission, in case any seat is vacant, college fills up the seat.	--	--
02	Release the notice / advertisement regarding the vacancy round in the newspaper and collegewebsite	Dean Admissions	ADMN-03(b)
03	Complete the admissions as per the above(Stage B) admission process.	Dean Admissions	---
<b>E</b>	<b>Direct Admission for 2<sup>nd</sup> Year, from Diploma (through CAP)</b>		
01	Admissions are carried out as per norms of the Govt. of Maharashtra, under Centralized Admission Process.	Dean Admissions	--
02	Call the students along with DTE allotment letter within stipulated time after allotment.	Dean Admissions	--
03	Collect the D.D. / Pay order for the fees and issue receipt and admission form to the student.	Account office	--
04	Receive the filled up admission form from the student along with all the required Original certificates.	Dean Admissions	-
05	Scrutinize the filled up admission form and review the same against original copies of certificates.	Dean Admissions	-
06	On confirmation of admission allot the Roll Number and branch.	Dean Admissions	ADMN-17
<b>F</b>	<b>Direct Admission for 2<sup>nd</sup> Year from Diploma in Management Quota Round</b>		
01	Release the advertisement in the newspaper regarding the admission for 2nd year engineering along with the schedule for the admission. Also upload the necessary information on the college website.	Dean Admissions	ADMN-03(b)
02	Provide facility for Online submission of admission form.	Dean Admissions	--
03	Scrutinize the on line Admission Request forms and display the Provisional Merit List.	Dean Admissions	ADMN-5(a)
04	Call a meeting with the short listed candidates for Objections / Grievances (if any)	Dean Admissions	
05	Display the final college merit list on College Notice Board and also on College Website	Dean Admissions	ADMN-06
06	Arrange for counseling of students and brief them about the options/ branches available, facilities provided and guide them in selecting the right course.	Dean Admissions	
07	Give provisional admission to students.	Dean Admissions	ADMN-04
08	Ask the admitted students to submit all original documents.	Dean Admissions	
09	Upload the students' admission on DTE website.	Dean Admissions	-

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<b>ADMN / PR/ 02</b>	<b>ADMISSION PROCESS</b>	<b>Page: 03 / 04</b>
<b>REF. CLAUSE 4.4</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>

No.	Process Stage	Process Owner	Output
<b>G</b>	<b>Branch-Change: -</b>		
01	After declaration of 1 <sup>st</sup> year results by RCOEM, the meritorious students are given opportunity to changethe branch.	Dean Admissions	-
02	The procedure is to issue the notification for branch-change.	Dean Admissions	-
03	Inform, eligibility as per DTE rules & the last date for submission of filled up forms.	Dean Admissions	--
04	Issue application form.	Dean Admissions	--
05	Receive filled up application form, scrutinize and prepare the merit list.	Dean Admissions	--
06	Declare the counseling date.	Dean Admissions	--
07	The students are called for an open & transparent meeting and are briefed with the procedure.	Admission Committee	--
08	The students who have secured the highest marks are called out in order of percentage, to select the branch of their choice.	Dean Admissions	--
09	Branch allotment is made as per the student's choice & based on availability.	Dean Admissions	ADMN-04
10	Update the students' admission on DTE website.	Dean Admissions	
<b>H</b>	<b>Transfer Admission</b>		
01	Allow admissions to students seeking college change as per the norms prescribed by DTE, Maharashtra	Dean Admissions	
<b>I</b>	<b>Admission Approval</b>		
01	Obtain the List of Students admission to the First Year and Directly to the 2 <sup>nd</sup> Year approved from Director of Technical Education (DTE).	Dean Admissions	
02	Get the forms filled by the studentsfor university enrollment alongwith the required fees and documents.	Dean Admissions	
03	Get the enrollment numbersfrom University.	Dean Admissions	ADMN-16

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<b>ADMN / PR/ 03</b>	<b>Communications</b>	<b>Page: 01 / 01</b>
<b>REF. CLAUSE 5.2.2,7.3,7.4</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>

<b>No.</b>	<b>Process Stage</b>	<b>Process Owner</b>	<b>Output</b>
<b>1</b>	Getting Approval from Admission Planning and Scheduled from Management and Principal.	Dean Admissions	ADMN-14
<b>2</b>	Communicatingto Interested Applicant through Advertisement, Website, Email, Phone calling & SMS.	Dean Admissions	ADMIN-03(b)
<b>3</b>	Communicatingto HOD, CourseCo-ordinator regarding Admission process and schedule.	Dean Admissions	ADMN-14

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<b>ADMN / PR/ 04</b>	<b>ANALYSIS OF DATA</b>	<b>Page: 01 / 01</b>
<b>REF. CLAUSE 9.1.3</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>

<b>No.</b>	<b>Process Stage</b>	<b>Process Owner</b>	<b>Output</b>
01	At the end of the first year admission, carry out the analysis of data related to: <ol style="list-style-type: none"> <li>1. Number of admission against the intake capacity.</li> <li>2. Branch-wise admission.</li> <li>3. Merit (Cut off limit) in the admission.</li> <li>4. Data related to cancellation of admission.</li> </ol>	Dean Admissions	ADMN-04, ADMN-R- 07, ADMN-R- 13 and ADMN-R- 12

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<b>ADMN / PR/ 05</b>	<b>Internal Audit and Corrective Action</b>	<b>Page: 01 / 01</b>
<b>REF. CLAUSE 9.2, 10.2, 10.3</b>		<b>ISS. No:01, REV No:00 Dt: 01/01/2018</b>

<b>Sr. No.</b>	<b>Process Stage</b>	<b>Process Owner</b>	<b>Output</b>
01	As per the audit plan, conduct the internal audit every Three months and Surveillance audit every Nine months.	MR	QMS-05
02	Take corrective actions on observation findings and NC (if any).	Dean Admissions	QMS-05