



II ATMA MALIK II

Vishwatmak Jangli Maharaj Ashram Trust, Local management Committee
Branch - Mohili - Aghai (Shahapur)

ATMA MALIK INSTITUTE OF TECHNOLOGY & RESEARCH

Formerly VISHWATMAK OM GURUDEV COLLEGE OF ENGINEERING
An ISO 21001 : 2018 Certified Institute
NAAC ACCREDITED

(Approved by - AICTE, A Statutory body under Ministry of HRD, Government of India)
Recognized by Govt. of Maharashtra, DTE & Affiliated to University of Mumbai (for Degree)
Affiliated to MSBTE (Diploma) M.S.B.T.E. code No. 1578



Ref: -AMRIT/2025-26/ 434

Date: 01/12 /2025

Office Order

Atma Malik Institute of Technology and Research, Aghai-Mohili has been constituted the **Admission committee (DEGREE and DIPLOMA)** for the academic year **2025-26** with the following members:

| Sr. No. | Name of Faculty | Designation | Position |
|---------|----------------------|--------------------------------|----------------------|
| 1 | Mr. Govindrao Chavan | HoD and Asst. Prof. Mechanical | Chairman |
| 2 | Mr. Subhash Jagri | Asst. Prof. EXTC | Coordinator & Member |
| 3 | Ms. Neha Sase | Lecturer DESH | Member |
| 4 | Dr. Omkar Ghatge | HoD and Prof. Computer | Coordinator & Member |
| 5 | Mr. Rahul Rathore | Asst. Prof. Computer | Member |
| 6 | Mr. Mahesh Sonar | Lecturer DESH | Member |
| 7 | Ms. Jyoti Maule | Lab Assistant | Member |
| 8 | Mr. Sakshi Kathole | Lab Assistant | Member |
| 9 | Ms. Ashwini Bangar | Lab Assistant | Member |

Roles and Responsibilities of Admission Committee

1. Prepare the **annual admission plan**, schedule, and guidelines.
2. Ensure the admission process complies with **government, university, and regulatory body rules**.
3. Work with departments to confirm sanctioned intake and course availability.
4. Update the institutional website, brochures, and notice boards with admission details.
5. Provide **counseling sessions** for prospective students and parents about academic programs.
6. Explain program outcomes, career opportunities, infrastructure, and facilities.
7. Address queries regarding scholarships, reservations, and fees.
8. Receive and verify **applications, documents, and certificates**.
9. Prepare and publish **merit lists / selection lists** as per norms.
10. Oversee the **seat allotment** process fairly and transparently.
11. Conduct admission rounds (CAP/Institute Level) if applicable.
12. Ensure proper implementation of **reservation and category quota** rules.
13. Maintain scanned and physical copies securely.

Copy to

1. All Members of Committee
2. Website
3. College Notice Boards



Ambe

**Principal
Principal**

Atma Malik Institute of Technology & Research
At Mohili, Post-Aghai, Tal-Shahapur, Dist-Tthane.