



**Admission –Task Force,
School of Management 2021-22**

GSFC University
Circular No.4965
Date: 14th June 2021

It is hereby notified for information of all concerned that the Admission Task Force, School of Management for Academic Year 2021-22 at GSFC University, is hereby constituted consisting of the following:

1. Associate Dean, SOM (Chairperson)
2. Ms. Vimla Virparia (Coordinator, Admission, SOM)

COUNSELLING TASK FORCE

1. Dr. Abha Kaliaya (Head)
2. Ms. Sneha Bajaj (Member)
3. Ms. Shivani Joshi (Member)

TELE COUNSELLING TASK FORCE

1. Ms. Vimla Virparia (Head)
2. Dr. Vaishali Shah (Member)

ENTRANCE EXAMINATION TASK FORCE

1. Dr. Vaishali Shah (Head)
2. Mr. Yatharth Bhatt (IT support Member)

DOCUMENT VERIFICATION TASK FORCE

1. Ms. Vimla Virparia (Head)
2. Ms. Shivani Joshi (Member)
3. Ms. Heena Sheikh (Member)

Each member is expected to ensure a fair and transparent admissions process. The term of the task force is for one year from 04th June 2021. On expiry of the term, the task force may be reconstituted or be extended for at most one more year. The Role & Responsibilities of the Task Force is attached as **Annexure-I**.

This issues with the direction of the Competent Authority.


14-6-21
Provost
GSFC University

Encl Annexure-I

To: To Program Coordinators - SoM
: Dean / Associate Deans

Cc to:

1. President Office, GSFC University – For kind information please.
2. Provost Office, GSFC University
3. Director (Adm) & Registrar Office, GSFC University
4. Director Campus & Dy Director (Adm), GSFC University
5. All non-teaching staff, GSFC University
6. Finance Division, GSFC University
7. Examination Division, GSFC University
8. HR Division, GSFC University,
9. IT Division, GSFC University – To upload on GSFC Portal
10. Select File – Assistant Registrar (Academic)



Annexure-I

Roles and Responsibilities:

1. Admission will be carried out as per the admission policy of School of Management, GSFC University.
2. The task force is responsible for the under graduate student admissions in the BBA General and BBA Business Analytics Program.
3. This task force will also coordinate with admission division and marketing division with the goal of identifying potential candidates who would be more appropriate for BBA General and BBA Business Analytics Programs.
4. Smooth conduction of entire admission process is the responsibility of Coordinator, Admission. It includes:
 - i. Coordination with Admission Division.
 - ii. Conducting online Admission Competitive Test (ACT).
 - iii. Coordination with IT Division for admission related activities.
 - iv. Finalization of question paper format for ACT, in consultation with other members of task force and submission of sample paper for ACT to IT and admission division.
 - v. Finalization of dates and coordination with admission division to conduct ACT (whenever required).
 - vi. Communication with all applicants.
 - vii. Coordinating with task force members to finalize the criteria to prepare merit list based on marks obtained in entrance test, personal interview and marks obtained in qualifying examination.
 - viii. Display of merit list criteria and sample question paper on University website.
 - ix. Preparation and display of merit list.
 - x. Submission of merit list to admission division after taking approval from members of respective discipline specific task force.
 - xi. Reconduct of ACT (if required).
 - xii. Analysis of data received from admission division and marketing division.
 - xiii. Coordination with tele calling team and submission of data to admission division and marketing division.
 - xiv. Coordination with on campus counseling team and duty allotment of all faculty members for admission duties.
 - xv. Submission of enrolment ID, University mail ID and Mobile Number of selected students with respective program coordinators.
 - xvi. Record minutes of the meetings.
 - xvii. Submission of final admission file of all Programs to admission division and official closer of admission process.
5. Recommendation in the order of merit for admission is responsibility of respective Discipline Specific Task Force members.
6. Admission decisions taken by the Discipline Specific Task force members are final.
7. The deliberations of the Discipline Specific Task Force are confidential.
8. The Discipline Specific Task Force will consider applications for admission with due regard of the agreed enrolment targets, capacity and availability of places.
9. The chairman of the task force will work out and execute any other activity related with the admissions, counseling, and guidance of the students. The final objective shall be to provide an effective mechanism that shall augment the admissions.
10. Document verification of all applicants is the responsibility of Officer In-charge for the same.
11. Admission Coordinator will submit the applications of candidates recommended by Discipline Specific Task Force to admission division for approval after document verification.

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