



GSFC
UNIVERSITY

EDUCATION RE-ENVISIONED

Admission – Task Force,
School of Technology, 2022-23

GSFC University
Circular
Circular No.5593
Date: 20th May, 2022

It is hereby notified for information of all concerned that the **Admission Task Force, School of Technology** for session 2022-23 at GSFC University, is hereby constituted consisting of the following:

Steering Committee:

1. **Dean, School of Technology (Chairperson)**
2. **Dr. Nishith Parikh (Coordinator, Admission - SoT)**

SPoC - Admission Task Force, School of Technology:

3. Mr. Dipen Chauhan

Counselling and Hospitality of Parents/Students at Admission Room, SoS:

4. Mr. Hemant Rajpoot
5. Mr. Yatharth Bhatt
6. Ms. Trusha Chauhan

Campus Visit:

7. Mr Mehul Trivedi
8. Mr Anup Upadhyay

Attending Parents at Anviksha during Campus Visit and showing laboratories of CSE/Fire & EHS

9. Mr Yatharth Bhatt

Counselling of Parents and Students at SoT during Campus Visit:

I. Discipline Specific Task Force, Computer Science & Engineering

10. Ms. Shweta Rajput
11. Ms. Zalak kansagra

II. Discipline Specific Task Force, Chemical Engineering

12. Dr. Sanjuka Goswami
13. Ms. Priyanka Pandya



III. Discipline Specific Task Force, F & EHS

- 14. Mr. A. Srikrishnan
- 15. Mr. Meet Panchal

IV. Discipline Specific Task Force, Mechanical Engineering

- 16. Dr. Nishith Parikh
- 17. Dr. Ghanshyam Tejani

Maintaining records of parents/visitors, collecting feedback of parents/visitors, coordinating campus visits:

- 18. Ms Nidhi Chavda

Follow up calls on lead Generation:

- 19. Program Coordinators (SPoC) and all the Concerned Faculties

Arranging Career Striker Seminars, Career Counselling Sessions, Marketing and Promotional Activities:

- 20. Program Coordinators in consultation with Dean/Associate Dean

In order to execute the entire admission process seamlessly and to monitor the progress on regular basis, following action plan is prepared which is to be followed by all the concerned.

Sr. No.	Activity	Responsible Person	Timeline
1.	Submission of plan for Career Striker Seminars, Career Counselling Sessions to Associate Dean/Dean	Program Coordinators	21 st May 2022
2.	Report submission on the Leads attended from Shikhsha, Google, Facebook and other platforms to Associate Dean/Dean	Mr Dipen Chauhan (SPoC)	21 st May 2022 (Report to be submitted weekly from 21 st May 2022 till the completion of Admission 2022-23
3.	Submission of feedback from parents/visitors with corrective measures	Mr Hemant Rajput	21 st May 2022 (Report to be submitted weekly from 21 st May 2022 till the completion of Admission Season 2022-23



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Sr. No.	Activity	Responsible Person	Timeline
4.	Daily updates on admission	Mr Hemant Rajput	-
5.	Planning of Career Counselling session to be arranged at Vadodara	Ms Sneha Bajaj, Ms Neha Pujara and Ms Trusha Chauhan	23 rd May 2022
6.	Identifying student and alumni ambassadors for admission promotional activities	Program Coordinators	24 th May 2022

The role and responsibilities of the concerned SPoC are attached as **Annexure-I**.


20-5-22
Provost
GSFC University

To,

All the Concerned

Cc to,

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



Annexure-I.

Enclosure to Circular No.5593 dated 20th May 2022

Roles and Responsibilities:

The responsibilities of the SpoC would be as follows:

1. To keep track of the admission inquiries received.
2. To keep track of lead generation from Shiksha, Google, Facebook and other platforms.
3. To submit a weekly status report to Dean, SoT.
4. To coordinate with the Task Force for ensuring smooth conduction of the admission process

Admission will be carried out as per the admission policy of School of Technology, GSFC University.

1. The task force is responsible for the admissions in the BTech Programs.
2. This task force will also coordinate with admission division and marketing team with the goal of identifying potential candidates who would be more appropriate for BTech Programs.
3. Smooth conduction of entire admission process is the responsibility of Coordinator, Admission. It includes:
 - (i) Coordination with Admission Division.
 - (ii) Coordination with IT Division for admission related activities.
 - (iii) Analysis of data received from admission division and marketing division.
 - (iv) Coordination with telecalling team and submission of data to admission division and marketing division.
 - (v) Coordination with on-campus counselling team and duty allotment of all faculty members for admission duties
 - (vi) Record minutes of the meetings
 - (vii) Monitor the admission process and submit the feedback periodically to the Chairperson so as to take the corrective actions
4. The Chairperson of the task force will monitor and work out the activities related to admissions, marketing and counselling so as to maximize the admissions. The final objective shall be to provide an effective mechanism that shall augment the admissions.

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