
	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/D/036B Revision: 00	DoI: 21/01/2019	
Internal Correspondence For Department			

Minutes of Meeting

Name of Meeting: Mission Admission 2021-22

Mode Online

Date: 23th July 2021, Friday, Time: 10 am. Onwards

Link for google meet: meet.google.com/xfp-pivf-bus

Ref. 174/2021-2022, dated 16/07/2021, Sanstha Letter

With reference to above letter from ABMSP'S Sanstha the meeting was conducting on 23 July 2021 in the

Presence of Hon. Principal Dr. Sunil Thakare



- Prof. Ganesh Kondhalkar Introduced and briefed about the agenda of meeting
- All Departmental HoD's discussed and suggested the points for the admissions
- All faculties present in the meetings also expressed their views and suggested points for the admission
- Hon. Principal Sir Addressed to all Faculties regarding efforts to take to full fill all type of admissions in the institute

Following Points were discussed and suggested by all faculty members for the admissions 2021-2022

- ✚ APCOER Website update
- ✚ Webinar series for carrier counseling for current 12th science appeared students.
- ✚ Advertising of APCOER through current students of all departments
- ✚ Personal visit to coaching classes
- ✚ Complete MoU with different private classes
- ✚ Display of categories list of documents for the admission 2021-2022
- ✚ Poster of recently placed students to different companies
- ✚ Advertising of APCOER through auto rickshaw



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- ✚ Separate budget needed for the admission every year
- ✚ Visit to cyber café during option form
- ✚ Need separate seminar hall for admission cell with telephone extension
- ✚ New entry gate for APCOER from Sahakar Nagar side
- ✚ Virtual tour video of APCOER (all achievements) and Social marketing through WhatsApp (Status) by appointing professional person.

Date: 26 July 2021



Beule 26/07/21

FE Admission Incharge



OP
Principal

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Admission Committee AY 2022-2023

Structure of Admission Strategy

Head of Admission Process: Dr. S. B Thakare

Admission Core Team: Dr B. S. Selukar

Prof G. E. Khodhalkar

Dr G. S. Kamble

- Counselling
- Process Updating
- Management
- Follow up
- Tie-up /External Resource Dealing

Team Leaders: HOD: Comp

HOD: EN & TC

HOD AIDS

HOD IT

HOD Civil

HOD Mech

PG Coordinator CIVIL & MECH

- Dept Counselling
- Presentation for Dept
- Monitoring of activities
- Min two mega activities for 12th/Diploma students

Team Members : Dept Admission Coordinator

Admission Process: FE,DSE,PG

Lab Assistant and Peon (Non Teaching)



- Data Distribution
- Calling followup
- Dept strengthening activities
- Visit Coordination



- Cleaning
- Assistance to students /Parents
- Lab Maintenance

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Requirement

1. Admission Cell
2. Hospitality: Refreshment /Tea-coffee /Water Jar /Broacher / Smart TV/Projector/Register /Stationary etc
3. FC Centre /Registration Centre
4. Flex/Flyer/Social Media/Signage
5. Transportation

Other Roles of Admission Core team:

- To assign internal Duty Chart at Enquiry Desk during Admission Process
- To give presentation to parents about admission process
- To give information about documents list for admission process
- To assign duties during admission schedule declared by MHT-CET Cell Maharashtra Mumbai.



17/06/2022


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Minutes of Meeting

Name of Meeting: Mission Admission 2022-2023

Date: 17th June 2022, Friday, Time: 2.15 pm. Onwards

Ref. : Previous admission planning meeting with all HoD's conducted on 8th June 2022.

The meeting was conducted on 17th June 2022 in the Mechanical Seminar hall in the presence of of Hon. Principal Dr. Sunil Thakare and 47 APCOER staff members.

- Dr. Balaji Selukar Introduced and briefed about the agenda of meeting
- All Departments HoD's discussed and suggested the points for the admissions
- All faculties present in the meetings also expressed their views and suggested points for the admission
- Hon. Principal Sir Addressed to all Faculties regarding efforts to take to full fill all type of admissions in the institute

Following Points were discussed and suggested for the admissions 2022-2023

- ✚ Visit to 12th Science Junior Colleges during distribution of mark sheets to recently pass out 12th students on 20th June 2022 and onwards for APCOER campaigning.
- ✚ Assigned Target of 5 (Five) admissions by each faculty.
- ✚ Collection of APCOER information sticker from Dr .Abhay Shelar and display in different places in Pune as well as outside of Pune.
- ✚ To make aware to the students and parents about documents needed for the admission
- ✚ To convert hard copy data received by faculty into the soft copy by First Year Department
- ✚ To Provide APCOER infrastructure to private classes to conduct their Mock Tests

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- ✚ Advertising of APCOER through current students of all departments
- ✚ Personal visit to coaching classes
- ✚ Faculty should be aware of all types of scholarships and to furnish the information to the students during admission process
- ✚ Complete MoU with different private classes
- ✚ To Display APCOER Achievement VIDEO's in Parking area during JEE examination
- ✚ Creation of link for the Registration form for CET Mock Test Series
- ✚ The admission process and documents presentation to each department by FE Department
- ✚ To create self explanatory showcase of placed students in different companies in Training and Placement officer room.

Date: 17th June 2022


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Anantrao Pawar College of Engineering & Research**



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Admission Committee AY 2023-2024

Structure of Admission Strategy

Head of Admission Process: Dr. S. B Thakare

Admission Core Team: Dr B. S. Selukar

Prof G. E. Khodhalkar

Dr G. S. Kamble

- Counselling
- Process Updating
- Management
- Follow up
- Tie-up /External Resource Dealing

Team Leaders: HOD: Comp

HOD: EN & TC

HOD AIDS

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PG Coordinator CIVIL & MECH

- Dept Counselling
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Team Members : Dept Admission Coordinator

Admission Process: FE,DSE,PG

Lab Assistant and Peon (Non Teaching)

- Data Distribution
- Calling followup
- Dept strengthening activities
- Visit Coordination



- Cleaning
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3. FC Centre /Registration Centre
4. Flex/Flyer/Social Media/Signage
5. Transportation

Other Roles of Admission Core team:

- To assign internal Duty Chart at Enquiry Desk during Admission Process
- To give presentation to parents about admission process
- To give information about documents list for admission process
- To assign duties during admission schedule declared by MHT-CET Cell Maharashtra Mumbai.

Date: 09/05/2023





FE Admission Incharge





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Mission Admission 2024-2025

Minutes of Meeting Conducted on 5th June 2024.

Name of Meeting: Mission Admission 2024-2025

Date: 05th June 2024, Wednesday, Time: 4.15 pm. Onwards

Ref. : Previous admission planning meeting with all HoD's conducted on 5th June 2024 at 11 am.

The meeting was conducted on 05rd June 2024 in the Civil Engineering Seminar hall in the presence of of Hon. Principal Dr. Sunil Thakare and 52 APCOER staff members.



- Dr. Balaji Selukar Introduced and briefed about the agenda of meeting and gave presentation to all APCOER staff about documents required for admission and CAP process.
- All Departments HoD's discussed and suggested the points for the admissions
- Hon. Principal Sir Addressed to all Faculties regarding efforts to take to full fill all types (UG, PG, PhD) of admissions in the institute.

Following Points were discussed and suggested for the admissions 2024-2025

- ✚ Visit to 12th Science Junior Colleges/Classes after CET Result on 10th June onwards for APCOER campaigning
- ✚ Aware to the parents and students about Cyber Security Center at APCOER in future.
- ✚ Assigned Target of 5 (Five) admissions by each faculty.
- ✚ Aware to the parents and students about Civil Government Projects in order to take admission in civil Department
- ✚ To make aware to the students and parents about documents needed for the admission
- ✚ To convert hard copy CET data received into the soft copy by First Year Department
- ✚ Phone calling to CET visited student by each department.
- ✚ Advertising of APCOER through current students of all departments



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- ✚ Personal visit to coaching classes
- ✚ Faculty should be aware of all types of scholarships and to furnish the information to the students during admission process
- ✚ Efforts through close relative for admissions
- ✚ Information about each Department through Standee near Admission Enquiry Desk
- ✚ The admission process and documents presentation to each department by FE Department
- ✚ Aware to the students about multidisplinary approach of APCOER, Center of Excellence

Date: 06th June 2024.

FE Admission Incharge

Beind 6/6/24



Principal

[Handwritten Signature]

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