



CLARA'S COLLEGE OF EDUCATION

(Managed by : CHILDREN WELFARE CENTRE)

YARI ROAD, VERSOVA, MUMBAI - 400 061.

TEL.: 26365385, 26322003

Ref _____

Date _____

ADMISSION COMMITTEE

The Admission Committee in a B.Ed. college serves as the gatekeeper for institutional quality, ensuring that the selection process is transparent, merit-based, and compliant with both University and NCTE (National Council for Teacher Education) norms.

Core Responsibilities

The committee's work is typically divided into **three phases: pre-admission planning, the selection process, and post-admission compliance.**

Policy Formulation: Interpreting state-level Common Entrance Test (CET) guidelines and aligning them with institutional seat matrixes (Management Quota vs. Merit Quota).

Verification of Eligibility: Scrutinizing undergraduate/postgraduate marks, ensuring candidates meet the minimum percentage (usually 50-55%), and verifying pedagogical subjects.

Counselling and Guidance: Mentoring prospective students on subject combinations (Method 1 and Method 2) to ensure future employability in schools.

Transparency & Documentation: Maintaining the "Mandatory Disclosure" records required for the college website as per NCTE norms.

Committee Composition

A well-structured committee typically includes a diverse range of faculty to ensure fairness and administrative efficiency.

Mandatory Documentation for Scrutiny

The committee must ensure the following documents are in order for every admitted candidate to avoid issues during University registration or NAAC audits:

Entrance Exam Scorecard: Valid CET/State-level entrance results.

Academic Transcripts: SSC, HSC, and all years of Graduation/Post-Graduation.

Caste/Category Certificates: Including Non-Creamy Layer certificates and Validity where applicable.

Transfer & Migration: Essential for students coming from different universities.

Gap Certificate: If there is a break in the student's academic history.



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ADMISSION COMMITTEE

Sr. No.	Names	Position
1	Dr. Ratnaprabha Rajmane	Principal
2	Assistant Prof. Upasna Roy	Co-ordinator
3	Assistant Prof. Seema Singh	Member
4	Assistant Prof. Shahaji Nikalaje	Member
5	Assistant Prof. Smita Chulliparambil	Member
6	Smt. Sunita Kamble	Member



Dr. Ratnaprabha Rajmane
I/C principal