



Krantiveer Vasantao Narayanrao Naik Shikshan Prasarak Sanstha's Institute of Pharmaceutical Education and Research

(Affiliated to DBATU University, Approved by AICTE, PCI, DTE, and Govt. of Maharashtra)

Canada Corner, Sharanpur Road, Nashik - 422 002.

Tel: +91-0253-2313699, Fax: +91-0253-2571853

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Ref No: KVNNSPS's/IoPER/ESTT/2024-25/ 884

Date: 04/04/2025

Admission Committee 2025-26

Roles and Responsibilities Assignment

Name of Staff	Role	Responsibilities	Remarks
Dr. Avinash B. Darekar	Admission Committee Chairperson	Overall supervision of the admission process. Decision-making on key admission-related issues.	Final authority on admissions
Mr. Manoj G. Shinde	Admission Counsellor and Coordinator	- Overseeing the Admission Process - Manage and supervise the entire admission process - Ensure the process is streamlined, timely, and adheres to the institution's guidelines and legal requirements. - Collaborate with committee members to ensure the roles and responsibilities are clearly assigned and executed on time. - Planning and Organizing Admission Campaigns like Cutoff cards, brochure preparation with the help of Social media team. - Assist students with admissions queries via email, phone, and in-person. - Provide counseling and guidance about available programs. - Help students with application issues and troubleshooting.	- Manage and supervise the entire admission process - Clear communication to ensure smooth admissions process
Dr. Ramdas B. Rode	FC Coordinator for UG Admissions	- Coordinate the admissions process for undergraduate (UG) programs. - Establish FC Center - Ensure all required documents and processes are completed for UG admissions. - Maintain FC Documents records	Ensure clarity and accuracy in UG information
	FC Coordinator for Diploma Admissions	- Coordinate the admissions process for Diploma programs. - Assist students with the application process. - Clarify diploma-related queries and ensure document submission. - Maintain Diploma related documents and records	Ensure smooth flow of diploma admissions
Ms. Harshada V. Bodke Ms. Vishakha R. Nagare Ms. Tejashree R. Kedar Ms. Priyanka M. Chavanke Mr. Shivprasad R. Jagtap	Admission Inquiry Desk (Students Database)	- Take Inquiry of students direct for further counselling Maintain and update the database of student applications. - Regularly update contact details and admission status. - Enrich the database with necessary student information for future communication.	Ensure accurate and real-time updates to the database



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Mrs. Varsha R. Chavan Mrs. Akanksha A. Suryawanshi, Mr. Santosh S. Lamkhade Mr. Ganesh B. Kardile	Regulatory and Documentation Verification, Communication and PR	- Oversee Govt. notification, Seat surrender - Oversee the verification of academic and personal documents. - Ensure that all required documents are submitted as per the admission guidelines. - Merit list verification - Ensure timely dissemination of important admission-related information.	Ensure zero tolerance for document discrepancies
Ms. Aishwarya J. Jadhav	Website & Online Application Support	- Manage and update the official admission website. - Ensure online application forms are accessible and functional. - Troubleshoot technical issues with the online application portal.	Timely updates on website and forms
Dr. Ramdas B. Rode and Mr. Manoj G. Shinde	Career Guidance programme, Webinars	- Organize Career guidance sessions online - Host webinars and admission events to showcase the institute.	Coordinate students engagement
Ms. Megha S. Jadhav	Social Media Publicity Coordinator	- Design and execute social media campaigns for admissions (Facebook, Instagram, Twitter, LinkedIn, etc.) - Engage with prospective students online - Monitor and respond to inquiries on social platforms	Ensure regular updates on admission details
Mr. Kiran K. Chewale	Financial Aid and Scholarship	- Provide information regarding scholarships and financial aid for prospective students. - Assist students in applying for available financial support programs. - Liaise with the finance department for scholarship approvals.	Ensure transparency in financial aid process
Mr. Ganesh. G. Sangale and Mr. Tushar P. Gamne	Technical Support	- Handles all IT related issues - Establish FC center - Documents Verification arrangement - Ensure Network facility, Printers, Scanners	Ensure Network, IT-PC, Scanner, Printer requirements, and smooth functioning of online process



Prof. (Dr.) Avinash B. Darekar
Principal

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