



Ref: SWARNIM/RO/CIRCULAR/2024/24

12.04.2024

Admission Endorsement and Enrollment Committee

This is inform to all the staff members of Swarnim Startup and Innovation University that the university has formulated University Admission Endorsement and Enrollment Committee to streamline the admission process with hurdle free Endorsement and Enrollment of newly admitted students of the University for the academic year 2024-25. The following are the members of the Admission Endorsement and Enrollment Committee:

List of Committee

Sr. No.	Name of the Institute	Name of the Faculty	Designation	Mobile No	Email ID
1	Admission Cell	Manish Mani (Co-ordinator-1)	Admission Director	9166273767	director.admission@swarnim.edu.in
2	Exam Section	Bhavin Bhimani (Co-ordinator-2)	I/C COE	8320635592	coe@swarnim.edu.in
3	Registrar office	Dr. Ravi Patel (Member)	Deputy Registrar	9904179788	ravi.patel@swarnim.edu.in
4	Account Section	Bhavin Patel (Member)	Accountant	9265100643	bhavin.patel@swarnim.edu.in
5	SIT	Kalpesh Patel (Member)	Assistant Professor	8160426483	kalpesh.computer@swarnim.edu.in
6	SSC	Dr. Archana Pandey (Member)	Assistant Professor	9909555566	principal.bsc@swarnim.edu.in
6	SMCLA	Paras Parmar (Member)	Assistant Professor	9099432503	paras.parmar@swarnim.edu.in
7	SID	Aseem Shiekh (Member)	Assistant Professor	9978923855	asim.design@swarnim.edu.in
8	SSCIT	Vikas Sharma (Member)	HOD	8126270818	vikas.sharma@swarnim.edu.in
9	AIN	Sejal Patel (Member)	Assistant Professor	9773472591	sejalpatel.nursing@swarnim.edu.in



10	VIP	Jainesh Vandara (Member)	Assistant Professor	7874901922	jayneshvandra.physio@swarnim.edu.in
11	SCA	Dr. Navdeep Damor (Member)	Assistant Professor	8866503680	navdeepkumar.damor@swarnim.edu.in

Function of Committee:

1. Committee members will meet every 15 days interval and discuss the admission strategy implementation, to monitor support system of institutes to help admission team & Counselling process.
2. Committee will take complete update of newly admitted students & get assured that list of admitted students will be processed periodically for endorsement by institute & enrollment by exam department.
3. Committee will ensure that institute will have updated list periodically for fees collection & follow up.
4. Committee will also ensure that admitted candidates eligibility will be properly checked by institute & No case of cancellation will arise due to eligibility issue.
5. Committee will take follow up from institute head related to continuous process & payment of fee for 1st semester.
6. Other responsibilities specified from Co -ordinators.

Registrar

Copy to;

1. The Vice President, Swarnim Startup & Innovation University
2. The Provost, Swarnim Startup & Innovation University
3. Chief Administrative Officer/Academic Director/Dean/ Principals/Functional Head/HODs, Swarnim Startup & Innovation University
4. Guard File



Ref: SWARNIM/RO/CIRCULAR/2024/24

12.04.2024

Admission Endorsement and Enrollment Committee

This is inform to all the staff members of Swarnim Startup and Innovation University that the university has formulated University Admission Endorsement and Enrollment Committee to streamline the admission process with hurdle free Endorsement and Enrollment of newly admitted students of the University for the academic year 2024-25. The following are the members of the Admission Endorsement and Enrollment Committee:

List of Committee

Sr. No.	Name of the Institute	Name of the Faculty	Designation	Mobile No	Email ID
1	Admission Cell	Manish Mani (Co-ordinator-1)	Admission Director	9166273767	director.admission@swarnim.edu.in
2	Exam Section	Bhavin Bhimani (Co-ordinator-2)	I/C COE	8320635592	coe@swarnim.edu.in
3	Registrar office	Dr. Ravi Patel (Member)	Deputy Registrar	9904179788	ravi.patel@swarnim.edu.in
4	Account Section	Bhavin Patel (Member)	Accountant	9265100643	bhavin.patel@swarnim.edu.in
5	SIT	Kalpesh Patel (Member)	Assistant Professor	8160426483	kalpesh.computer@swarnim.edu.in
6	SSC	Dr. Archana Pandey (Member)	Assistant Professor	9909555566	principal.bsc@swarnim.edu.in
6	SMCLA	Paras Parmar (Member)	Assistant Professor	9099432503	paras.parmar@swarnim.edu.in
7	SID	Aseem Shiekh (Member)	Assistant Professor	9978923855	asim.design@swarnim.edu.in
8	SSCIT	Vikas Sharma (Member)	HOD	8126270818	vikas.sharma@swarnim.edu.in
9	AIN	Sejal Patel (Member)	Assistant Professor	9773472591	sejalpatel.nursing@swarnim.edu.in



10	VIP	Jainesh Vandara (Member)	Assistant Professor	7874901922	jayneshvandra.physio@swarnim.edu.in
11	SCA	Dr. Navdeep Damor (Member)	Assistant Professor	8866503680	navdeepkumar.damor@swarnim.edu.in

Function of Committee:

1. Committee members will meet every 15 days interval and discuss the admission strategy implementation, to monitor support system of institutes to help admission team & Counselling process.
2. Committee will take complete update of newly admitted students & get assured that list of admitted students will be processed periodically for endorsement by institute & enrollment by exam department.
3. Committee will ensure that institute will have updated list periodically for fees collection & follow up.
4. Committee will also ensure that admitted candidates eligibility will be properly checked by institute & No case of cancellation will arise due to eligibility issue.
5. Committee will take follow up from institute head related to continuous process & payment of fee for 1st semester.
6. Other responsibilities specified from Co -ordinators.

Registrar

Copy to;

1. The Vice President, Swarnim Startup & Innovation University
2. The Provost, Swarnim Startup & Innovation University
3. Chief Administrative Officer/Academic Director/Dean/ Principals/Functional Head/HODs, Swarnim Startup & Innovation University
4. Guard File