



**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1

AISHE: U-0967

Criterion - 5

SS & P

KI 5.1

M 5.1.2

5.1.2

Efforts taken by the institution to provide career counselling including e-counselling and guidance for competitive examinations during the last five years

Reports of activities related to in house counselling centre for academic enhancement

Atmiya University, Rajkot-Gujarat-India

Registrar

Atmiya University

Rajkot





Summary Report on

**Reports of activities related to inhouse counselling centre
for academic enhancement**



Introduction

Atmiya University, established in 2018, is committed to nurturing creative thinkers and leaders through transformative learning. The Admission and Counselling Cell plays a crucial role in guiding prospective students through the admission process and helping them make informed career choices.

Structure and Functioning

The Admission and Counselling Cell at Atmiya University is structured to ensure a smooth and transparent admission process. It comprises the following committees:

1. Admission Core Committee:

- **Members:** Vice Chancellor, Registrar, and Deputy Registrar (Ex-officio), Overall Admission Co- coordinator as nominated by Vice Chancellor / President.
- **Functions:** Regulates and oversees the entire admission process.

2. Sub-Committees:

- **Counselling Cell:** Provides career guidance and support to prospective students.
- **Digital Process & Verification:** Manages online application processes and document verification.
- **Fee Collection:** Ensures timely collection of fees as per university regulations.

Undergraduate Programs (UG)

Atmiya University offers a variety of UG programs across different disciplines. Some of the key programs include:

- **B.Tech:** Civil Engineering, Computer Engineering, Mechanical Engineering, etc.
- **B.Sc:** Chemistry, Biotechnology, Microbiology, etc.
- **BBA:** General and Honors.
- **BA:** English, Economics.
- **B.Pharm:** Pharmacy.

Admission Process:

- Admissions to professional programs like B.Tech and B.Pharm are conducted through the Admission Committee for Professional Courses (ACPC), Gujarat.
- Other UG programs follow the university's merit-based admission process.
- Professional programs at the University namely Engineering (Diploma, UG including lateral entry and PG), MBA, MCA and Pharmacy (UG including lateral entry and PG) where the admission is through Central Admission Committee formed by Govt. of Gujarat, the admission process as prescribed by respective committee is followed.

- For program other than professional programs as well as seats under Management and vacant quota in professional programs following admission process if followed.
- Step 1: Information document containing details like available seats, fees, eligibility criteria, admission process schedule, etc. is published on University website and through other appropriate medium. Help desk as well as counseling center is made operational to guide and support students.
- Step 2: Admission forms with supporting documents are accepted in online and offline mode for the period prescribed in admission schedule.

Application Form filling for all the programs is availed in the following two modes after the result declaration:

1. Digital (Offline) Mode: The candidate shall visit the admission cell to get the user ID and Password and then fill up his/her details in admission cell.
 2. Online Mode: The candidate shall visit the website <http://admission.atmiya.ac.in/> for filling up his/her details
- Step 3: After the last date for submitting admission forms, received applications are reviewed for eligibility and other details. Based on the University norms merit list is prepared.
 - Step 4: First list of admission allotment is declared along with schedule for confirmation of admission.
 - Step 5: Candidate can confirm the admission after verification of original documents and payment of fees.
 - Step 6: After the last date of admission confirmation on basis of first list, depending on the number of seats vacant second list of admission allotment is declared. The same procedure is followed for the second and subsequent rounds.

Postgraduate Programs (PG)

The university also offers a range of PG programs designed to provide advanced knowledge and skills. Key programs include:

- **M.Tech:** Various specializations in engineering.
- **MBA:** Master of Business Administration.
- **MCA:** Master of Computer Applications.
- **M.Sc:** Various specializations in science.
- **M.Pharma:** Pharmacy.

Admission Process:

- Admissions to PG programs like M.Tech, MBA, and MCA are based on entrance examinations.
- Other PG programs follow a merit-based admission process as per university norms.



Counselling and Support

The Counselling Cell at Atmiya University provides comprehensive support to students, including:

- **Career Guidance:** Helping students choose the right career path based on their interests and strengths.
- **Counselling Sessions:** Regular sessions to address academic and personal concerns.
- **Workshops and Seminars:** Organizing events to enhance students' skills and knowledge.

Conclusion

The Admission and Counselling Cell at Atmiya University is dedicated to ensuring a fair, transparent, and supportive admission process. By offering a wide range of UG and PG programs, the university aims to cater to the diverse educational needs of students and help them achieve their academic and career goals.









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**Registrar
Atmiya University
Rajkot**