

## **Admissions 2022-23 Procedure for admissions**

Admissions are the most crucial part of an academic institution and college administration. The college provides extensive support to the students and parents for their enrollment to a particular programme as per their interests. The admissions also are supported with guidelines about Arts, Sports, Extracurricular and Placements at the top priority. The college admissions in Pratibha College of Commerce & Computer Studies (PCCCS) is through two way process, Online and Offline admission process. The seven steps of offline admission process is mentioned below –

### **1. Enquiry Desk**

- Students are informed to visit particular block for detail information of relevant programmes.

### **2. Counselling Block**

- Students are given guidelines and counselled for programmes of their choice. Fees and other details are also informed. The students are guided by respective faculty experts of the programmes.

### **3. Form Counter**

Student collect forms for their admission in the chosen programme.

### **4. Form Verification**

- The desk verifies the duly filled forms from the respective blocks.

### **5. ERP (Enterprise Resource Planning) Form**

- Students fill online form to get data for ERP.
- MS-Teams (Microsoft Teams) ID, password, I-Card and link for Telegram channel are provided.

### **6. Payment of Fees**

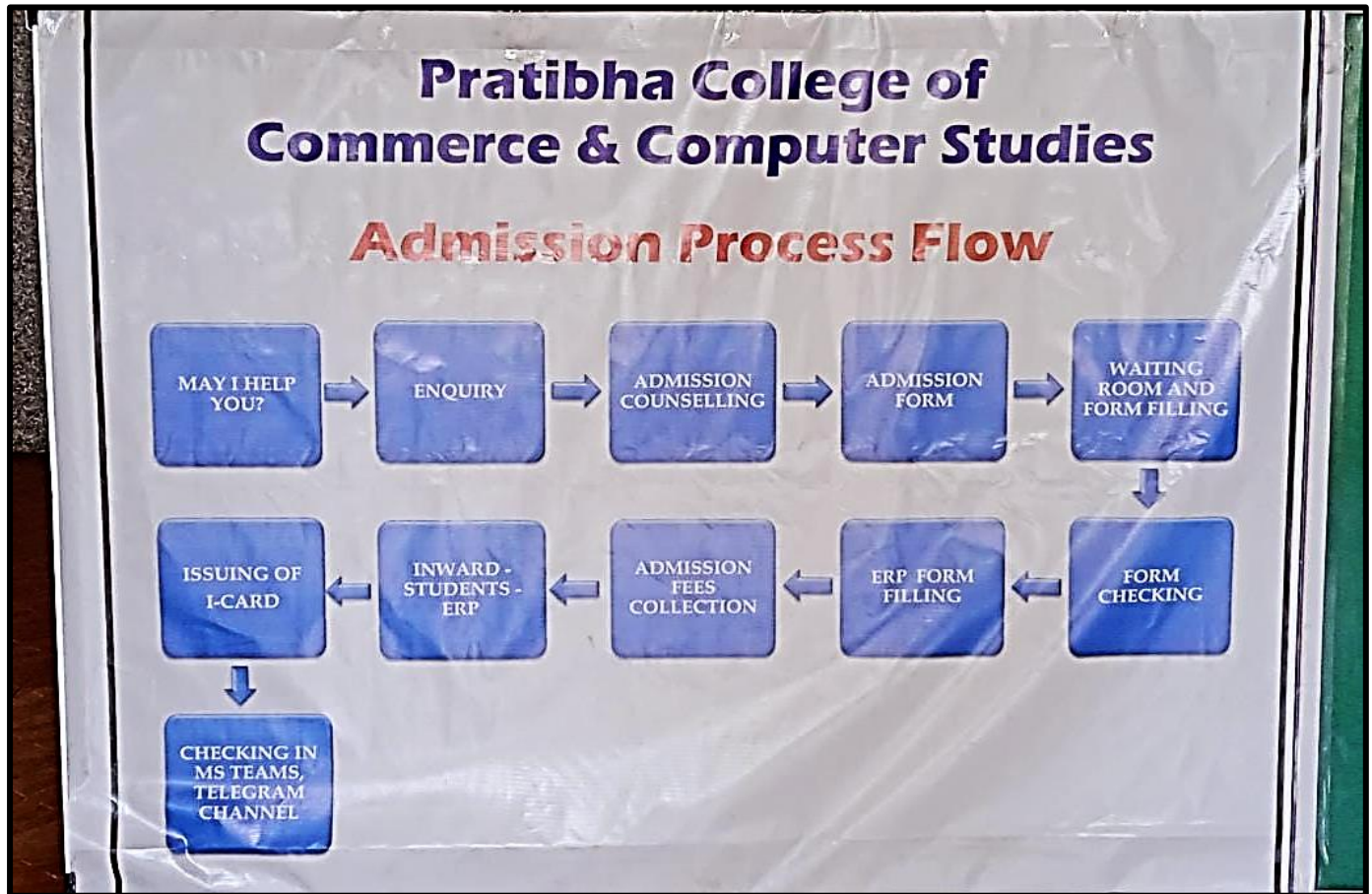
- Admission is confirmed once the fees is paid through online or offline mode.
- The college provides facility of two to three installments to pay the fees.

### **7. Issuing I-Card and Online Lecture ID of MS-Teams**

- Students are issued I-Card after the fee receipt shown to get their roll numbers.

# Admission Process Flow

2022-23



## NOTE: Conformation Mail


Admission confirmation mail is sent through ERP to each and every admitted student. (PCCCS ADMISSIONS)

In an educational institution the admission process is the most significant phase in an academic year. It is a process that shapes the future of an institution and its achievements. For an admission process to be successful reaching out to the maximum number of students, driving them to the process, and finding the right prospects is very important, with the right direction.

For any query, the college has its admission contact number and the respective numbers for the challenges regarding MS-Teams.

## Important Contacts

1. Admission Contact Number: 8600189162
2. Admissions – Mail related challenges: Mr Mangesh Mandhare  
8530311771
3. MS-Teams Contact : Mr Bhushan Patil – 8007181919



Dr. Babasaheb Sangale  
Principal  
**PRINCIPAL**  
PRATIBHA COLLEGE OF  
COMMERCE & COMPUTER STUDIES  
CHINCHWAD, PUNE - 411 019

**Dr Babasaheb Sangale**  
**Principal PCCCS**



**Dr Roopa Shah**  
**Admission Convenor**

