



# MRIAS

Manjushree Research Institute of Ayurvedic Science

## OFFICE ORDER

### Constitution of Admission Guidance & Facilitation Committee

**Academic Year 2026–27**

In order to provide proper guidance, counselling, and facilitation support to prospective students and parents regarding admission to the BAMS course through centralized counselling conducted by the competent authority, and to ensure smooth coordination of admission-related activities of the institution, the following “Admission Guidance & Facilitation Committee” is hereby constituted for the Academic Year 2026–27.

The committee shall function in accordance with the guidelines and regulations issued by the Government of Gujarat, Admission Committee for Professional Undergraduate Medical Educational Courses (ACPUGMEC) and from time to time.

### Composition of Committee

Sr. No.	Name	Designation in Committee	Official Designation
1	Dr. Sameeksha Gurav	Chairperson	Principal/Dean
2	Mr. Ajay Nayak	Convener	Head Marketing & Admissions
3	Dr. Manisha Vaja	Member	Academic Coordinator
4	Dr. Ankita Patel	Member	Faculty Member
5	Dr. Tapan Solanki	Member	Faculty Member
6	Mr. Lalbhai	Member	Accounts Officer
7	Mr. Harshil Patel	Member	IT/Website Coordinator
8	Mr Krunal Patel	Member	Scholarship Coordinator
9	Mr. Vaibhav Kapadiya	Member	Administrative Staff/Help Desk



**Office:** Pethapur - Mahudi Road,  
Near G.G.S, Piplaj,  
Dist. Gandhinagar-382610  
Gujarat. INDIA

**Tel:** 079-30511111  
23278800, 23278700  
+91-8980002110/20  
**Fax:** 079-30511044

**Email:** info@mriias.cc.in  
[www.mriias.cc.in](http://www.mriias.cc.in)



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## Roles & Responsibilities of the Committee

The committee shall:

1. Guide students and parents regarding the centralized admission process conducted by ACPUGMEC.
2. Provide information regarding eligibility criteria, NEET qualification requirements, fee structure, hostel facilities, scholarships, and institutional facilities.
3. Facilitate campus visits and interaction with departments/hospital facilities.
4. Assist students regarding required documents and reporting formalities after seat allotment.
5. Operate admission inquiry/help desk services through phone, email, website, and in-person interaction.
6. Maintain proper records of inquiries, counselling, and student interactions.
7. Coordinate dissemination of admission-related information through brochures, social media, and institutional website.
8. Ensure that all guidance activities are conducted in a transparent, student-friendly, and professional manner.

## Important Note

The committee shall function only as a guidance and facilitation body. Admissions to the BAMS course shall be strictly conducted through centralized counselling by the competent authority as per prevailing Government, ACPUGMEC, NCISM, and University norms.

This order shall come into force with immediate effect.

Date: 11/5/26

Place: \_\_\_\_\_

Principal/Dean  
**PRINCIPAL**



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