

**Standard Operating Procedure**  
**Admission, Counselling and Grievance Committee**  
**(2024 - 2025)**

- The Admission, Counselling, and Grievance Committee for the academic year 2024-2025 is dedicated to ensuring a transparent, efficient, and equitable admission process for all applicants.
- This committee is tasked with verifying the authenticity and eligibility of applicants' documents, providing provisional admissions, and addressing any grievances that may arise during the admission process.
- The committee operates under a systematic and well-defined protocol to maintain the integrity and fairness of the admission procedures.

The following members constitute the committee:

1. **Prof. Veenu Wadhwa (HD) (Convenor)**
2. **Prof. Amita Walia (Co-Convenor)**
3. Prof. Arti Nigam
4. **Dr. Yuki Azaad Tomar (ECA Convenor)**
5. Ms Renu
6. Dr. Sandeep Yadav
7. **Dr. Ruchi Mittal (Foreign Student Convenor)**
8. Dr. Jagriti Kher
9. Dr. Vandana
10. Dr. Vidhu Yadav
11. Dr. Ashok Saini
12. Dr. Reema Chaurasia
13. **Dr. Ritu Singh (Sports Convenor)**
14. Dr. Nitika Joshi
15. Dr. Neha Arya
16. Ms. Mansi Sagar
17. Ms Kavita Rani
18. Dr. Geetanjali Singh

The committee shall verify (online) the documents uploaded by the applicant and give provisional admission using following three step process:

Step 1: Committee Faculty Members will verify the minimum qualifications and cut-off requirement, else to decline

Step 2: Convener / Co-Convener Admission committee will recheck and approve the admission or decline.

Step 3: Principal of the college will approve admission approved by Convener /Co-Convener admission committee and to confirm or declining admission for those declined by the Convener (in Step 2)

**Note:**

In case of lack of necessary documents, candidate to be contacted on email/phone so that the same may be provided. In case the candidate does not respond, or where documents remain insufficient, the admission to be declined citing reason.

No application to be left undecided. It has to be either approved or declined before declaration of next cut off

- The applicant to be communicated the status of the application on their dashboard.
- Those declined admission can connect with the Grievance Committee. Contact information available on the website.