



- Information furnished in prospectus that might seem false or misleading;
- Refund of fees in case a student withdraws admission within the stipulated time;
- Issues of clarity relating to admission in various cut-offs

The institution takes necessary steps to ensure smooth conduct of admissions within the college. These are:

1. **Formation of Admission committees/Nodal Officers:** The college constitutes an Admission committee if it has not constituted such a committee thus far and information related to members are displayed/notified on college website.

**Admission Committee:** Admission committee handles problems of students related to admissions. This committee ensures that all grievances of students are duly taken care of.

2. **Receipt of complaint:** If any student has a complaint/query/grievance, then he/she/they may use the college website to register the issue.
3. **Action taken at committee level:** On receipt of the complaint the admission committee resolves the issue.
4. **Action taken by the Head of the institution:** If the Grievance Redressal Cell in conjunction with the Admission Committee is not able to resolve the issue or the student is not satisfied with the committee's decision, then the complaint may be filed with the Head of the Institution for necessary action.

### Non-Academic Matters

Grievances related to non-academic matters are resolved by separate committees formulated for this purpose, such as:

- Issues related to indiscipline: Proctorial Committee
- Issues related to Ragging/Bullying: Anti-Ragging Committee
- Issues related to sexual harassment: Anti-Sexual Harassment Committee
- Issues related to Discrimination: Equal Opportunity Cell
- Any other issues: Grievance Committee.