ADMISSION RELATED IMPORTANT INSTRUCTIONS AND INFORMATION

# GENERAL INSTRUCTIONS:

1. The aspirants for admission or candidates who have qualified the cut-off are advised not to visit College for any admission related matters.
2. All admission related queries, correspondence and dealings with respect to SRCC only can be made through email or temporary contact numbers given hereunder for concerned purpose only.
3. The matters related to the Admission Policy, Students’ Admission Login/Dashboard, University Admission Portal should be addressed to the Admission Branch of the University of Delhi.

# ADMISSION RELATED INQUIRY:

1. **General Inquiry:**

All admission related general queries with respect to SRCC can be sent at the following email IDs. Candidates will get revert within 24 hours.

# [admissions@srcc.du.ac.in](mailto:admissions@srcc.du.ac.in)

Aspirants can also contact at the following numbers as per Time Schedule.

|  |  |
| --- | --- |
| **Time Schedule** | **Mobile No.** |
| 09.00 am to 1.00 pm | 7428993948 |
| 1.00 pm to 04.00 pm | 8810217611 |

# Specific Inquiry - Candidates who have qualified the Cut-off:

Those who have qualified the cut-off declared by the College and have any query or concern with respect to processing of their admission or any associated matter can contact at the following email ID or contact numbers.

|  |  |
| --- | --- |
| **B.Com. (Hons.)** | **B.A. (Hons.) Economics** |
| [commerce@srcc.du.ac.in](mailto:commerce@srcc.du.ac.in) | [economics@srcc.du.ac.in](mailto:economics@srcc.du.ac.in) |
| 7428993948 , 9650492133, 9891884277 | 9013189878 and 9651548445 |

Sports related inquiry may also be sent at [**sports@srcc.du.ac.in**](mailto:sports@srcc.du.ac.in)and ECA related inquiry may also be sent at [**eca@srcc.du.ac.in**](mailto:eca@srcc.du.ac.in)

Hostel related inquiry may be sought through the following contacts: Boys Hostel: email: [warden.bh@srcc.du.ac.in](mailto:warden.bh@srcc.du.ac.in) Mobile 9717136282 Girls Hostel: email: [warden.gh@srcc.du.ac.in](mailto:warden.gh@srcc.du.ac.in) Mobile 7210411392

# NODAL OFFICERS FOR ADMISSION MATTERS:

Admission Nodal Officer Dr. Santosh Kumari [no.admissions@srcc.du.ac.in](mailto:no.admissions@srcc.du.ac.in) Sports Nodal Officer Dr. Kuljeet Kaur [sports@srcc.du.ac.in](mailto:sports@srcc.du.ac.in)

ECA Nodal Officer Dr. Ravi Sharma [eca@srcc.du.ac.in](mailto:eca@srcc.du.ac.in)

# ADMISSION GRIEVANCE MECHANISM:

A Grievance Committee has been constituted at the College level for redressal of admission related grievances. Candidate who has any grievance with respect to admission must submit his /her formal grievance at the following email ID. Candidate is advised to send complete details of his/her grievance with relevant documents, if any.

# [admission.grievance@srcc.du.ac.in](mailto:admission.grievance@srcc.du.ac.in)

The candidate will be sent response by revert email at the earliest, but not later than three working days of submitting grievance.

Candidate who is not satisfied with the grievance redressal at College level may contact Central Grievance Committee of the University of Delhi.

Candidates are advised not to send admission related query at the above Grievance ID.

The following Admission Grievance Committee members may also be contacted for admission related grievances:

# Admission Grievance Committee:

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Name of the Members** | **Email** |
| 1 | Dr. Santosh Kumar (Convenor) | santosh.kumar@srcc.du.ac.in |
| 2 | Mr. Linesh V.V. | [lineshjnu@gmail.com](mailto:lineshjnu@gmail.com) |
| 3 | Dr. Vandana Jain | [drvandana.srcc@gmail.com](mailto:drvandana.srcc@gmail.com) |
| 4 | Dr. Monika Bansal | [bansal\_monika23@yahoo.co.in](mailto:bansal_monika23@yahoo.co.in) |
| 5 | Ms. Anisha | anisha@srcc.du.ac.in |