

**WEBINAR REPORT**  
**“GAINING PROFICIENCY IN ONLINE ADMISSION PROCEDURES**  
**AND HANDLING STUDENT GRIEVANCES”**  
**30th September 2021**

The IQAC, JDMC organized an interactive session on “Gaining Proficiency in Online Admission Procedures and redressal of student grievances on September 30, 2021. The session started with a Welcome Address by Dr Shilpa Chaudhary, IQAC Coordinator followed by Introductory remarks by Prof Swati Pal, Principal, JDMC.

The resource persons for the session were **Dr Ruchika Ramakrishnan**, Assistant Professor & Convenor, Admission Grievance Committee (2019-21), Shyam Lal College, University of Delhi & Member, Central Admission Grievance Committee (2021-22), University of Delhi and **Dr Madhumita Chakraborty**, Associate Professor, Zakir Husain College (E), University of Delhi & Member, Central Admission Grievance Committee (since 2019), University of Delhi.

Dr Ruchika Ramakrishnan began the session by giving hands-on-training on the online admission procedure to the participants on the DU portal. Each step related to the admission process was discussed in a detailed manner- receiving applications, document verification, recommending approval/rejection of application. She also explained the procedure to change the category of the applicant from the reserved category if he/she fulfils the eligibility as per UR cutoff. She emphasized on reducing processing time and clearing the applications at the earliest so that incase of rejection, the candidate should be able to apply in another college in the same list.

Dr. Madhumita Chakraborty gave a presentation on the admission grievances and discussed the common issues and their addressal. Dr. Chakraborty cited various case-studies in detail related to the calculations for best four percentage, deductions and pro-data calculations. She also described ways to minimize student grievances related to admissions such as writing details in the “Comment section” and being particularly careful with the best four percentage calculation.

Both the speakers provided thorough coverage of the admission procedure, calculations and grievances. Also, throughout the session emphasis was given to read the DU bulletin very carefully for the eligibility criteria and the admission guidelines.

The presentation by the two resource persons was followed by a question-answer session in which participants sought answers to queries related to the admission process and grievances.

The webinar ended with Vote of Thanks.

The session was attended by 261 participants-teaching as well as non-teaching staff from various DU colleges. It was an extremely valuable and informative session on the online admission procedure and redressal of student grievances.

## POSTER



**Janki Devi Memorial College**  
(University of Delhi)  
Sir Ganga Ram Hospital Marg, New Delhi-110060

**IQAC**

**Invites Teaching and Non-teaching Staff to**  
**An Interactive Session on**  
**“Gaining Proficiency in Online Admission Procedures**  
**& Redressal of Student Grievances”**

WITH



**Dr. Ruchika Ramakrishnan** &  
Associate Professor &  
Convenor, Admission Grievance Committee  
(Since 2019)  
Shyam Lal College  
(University of Delhi)



**Dr. Madhumita Chakraborty**  
Associate Professor,  
Zakir Husain Delhi College (E)  
(University of Delhi) &  
Member, Admission Grievance Committee  
(2020-21), University of Delhi

**Date: 30th September, 2021 (Thursday)**      **Time: 11:30 AM – 1:00 PM**  
**Login Time: 11:15 AM**

*E-Certificates will be provided to participants*

**Dr. Shilpa Chaudhary**  
IQAC Coordinator

**Prof. Swati Pal**  
PRINCIPAL

## SOME GLIMPSES

Recording... You are viewing Ruchika Ramakrishnan's screen View Options

Administration Portal Administration Portal

admissionadmin.du.ac.in/index.php/applicationview/application/departmen?collegeId=72&deptId=620

दिल्ली विश्वविद्यालय  
University of Delhi

Shyam Lal College

Home > Applications in B.A Programme (English + Economics)

ALL New Application Certificate Verified Pending Document Verification  
Application Withdrawn Verified by Convener Approved By Principal Payment Done

Type Minimum % Maximum % Status  
Suggestive Cutoff

Kashmiri Migrant Pwd Category Minority Applied On From Date  
All All All Select Date

Search Reset

Applications in B.A Programme (English + Economics)

From Anil Kumar Singh to Everyone  
Good Morning Everyone  
Anil Kumar Singh  
Shyam Lal College Eve.

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Dr. Madhumita Chakraborty  
Associate Professor,  
Department of English,  
Zakir Husain Delhi College (E)

- Has over two decades of teaching experience in Delhi University  
- Has authored/edited six books, and published extensively in both national and international journals.  
- She has been the Convener of various administrative committees in the college, including co-Convener of the Admissions committee, Timetable Committee, Academic Supervision Committee etc. She has been serving as Deputy Superintendent, Exams and also the Coordinator of the Central Evaluation Centre of the college for the evaluation of A and SEC copies.  
- Has also served on a number of committees at the University level. She was a part of the Bulletin sub-committee of the Admission Committee in 2019-20. Currently, she is also a member of the OBE Evaluation Committee, Dean Examinations office. Member of the Central Admissions grievance committee in 2020-21, 2021-22

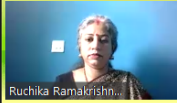
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Zoom Meeting




Madhumita Chakrab...

Puja Pal




Ruchika Ramakrishn...

Shilpa Chaudhary



Prof Swati Pal, Princi...



amita charan

Shes Ram


Sandeep singh

Janki Devi Me...

MANJU A PANDIT

Deepak Kumar

Mohammed Afzal



RAVINDER, PSYC...

Gaurav Kumar

Aprajita Chauhan

Madhu

Mohammad Afzal

Dr. Jayanti P Sa...

अविनाश

Ruchi Kalita

Urna S D

MANMOHAN K...

Vandana Gupta

Anupama

Sonia Singh

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Participants 161

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(University of Delhi)  
Sir Ganga Ram Hospital Marg, New Delhi-110060

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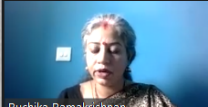
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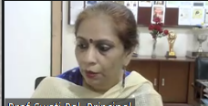
**Dr. Shilpa Chaudhary**  
IQAC Coordinator

**Prof. Swati Pal**  
PRINCIPAL

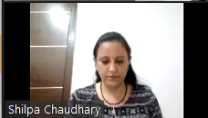
Puja Pal



Ruchika Ramakrishnan



Prof Swati Pal, Principal



Shilpa Chaudhary

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admissionadmin.du.ac.in/index.php/app/courses/ba-programme

University of Delhi

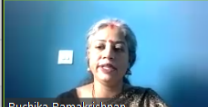
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**Course List**

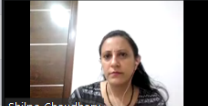
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#	Course	Process Applications
1	B.A Programme (English + Economics)	Applications
2	B.A Programme (English + Political Science)	Applications
3	B.A Programme (Economics + OMSP)	Applications
4	B.A Programme (Economics + Political Science)	Applications
5	B.A Programme (History + Political Science)	Applications

Puja Pal



Ruchika Ramakrishnan



Shilpa Chaudhary

Madhumita Cha...

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