

1. Objective

To provide a smooth, transparent, and student-oriented admission and orientation experience for all new entrants to the Department of Pure and Applied Physics, nurturing an inclusive, safe, and welcoming academic environment.

2. Scope

This SOP applies to all new students admitted to undergraduate, postgraduate programs at Department of Pure and Applied Physics for the academic session 2025-26.

3. Pre-Admission Guidelines

3.1 Eligibility & Admission Notices

- Admission notices will be published on the university website and official notice boards.
- Students must carefully check eligibility criteria, required documents, and deadlines.

3.2 Counseling

Counseling sessions will be scheduled and notified to shortlisted candidates.

3.3 Document Verification

- Original documents to be verified during physical reporting.
- List of required documents will be uploaded on the official website (10th/12th mark sheets, ID proof, transfer certificate, etc.).

4. Admission Day Process

4.1 Registration & Reporting

- Students must report to the designated help desks at the respective departments.
- Head of the department, faculties and non teaching of Department of Pure and Applied Physics will be present to assist.

4.2 Document Submission

- Submit hard copies of all required documents.
- Students will receive a provisional admission letter upon successful verification.

4.3 Fee Payment

- Fee must be paid online or via the designated mode as per university policy.
- Receipt to be submitted at the department office.

➤ Post-Admission Activities

5.1 Orientation Program

Mandatory orientation will be conducted post-admission. Sessions will cover academic structure, student support systems, hostel rules, code of conduct, anti-ragging measures, and campus facilities.

5.2 Hostel Allocation

- Based on availability and merit/distance criteria.
- Students must fill out a separate hostel application and comply with hostel admission rules.

5.3 Anti-Ragging Declaration

- As per UGC guidelines, both student and parent must submit signed anti-ragging affidavits online via www.antiragging.in.

5.4 Student ID Cards

- Issued within 15 working days post-admission.
- Temporary ID may be issued if needed.

6. Student Welfare Support

6.1 Counseling and Support Services

- GGV provides psychological and academic counseling through the Student Welfare Cell.
- Students may approach the DSW office for issues related to mental health, discrimination, financial hardship, or personal emergencies.

6.2 Student Grievance Redressal

- Any grievances may be submitted to the Grievance Redressal Cell via the university website or DSW office.

- Strict confidentiality and timely resolution are ensured.

7. Contact and Communication

Name of Head: Prof. Parijat Thakur

HoD's Contact No. (24X7 Active): 7587096051

Help Desk In-charge Name: Mr. Rameshwar Kanwar

Help Desk In-charge Contact No. (24X7 Active): 8319147196

e-mail id of HoD: parijatthakur@yahoo.com