

# PROCEDURE FOR NON-TEST COURSES 2017-2018

**1. Dean / Principal / Chairperson / Coordinator concerned shall be responsible for coordinating the admission to the course. They shall:**

- a) Designate office staff for downloading the Application Forms and related documents, wherever required.
- b) Appoint Scrutiny cum Verifying Officer to check the eligibility and verify the documents.
- c) Prepare the *Merit List / Chance Memo List* as per admission policy for the course concerned.
- d) Display the Select List(s), Chance Memo List(s) after approval of the Vice Chancellor.
- e) Send the Application Forms of selected candidates to the office of the Proctor for clearance and subsequently to the office of the DSW for Hall Allotment, if applicable.
- f) Facilitate admission of all eligible candidates who have been offered admission.

**2. Handling of Application Forms by the concerned Offices:**

- 2.1 Application Forms complete in all respect, for admission to various Non-Test Courses of this University are to be downloaded, wherever required in the Offices concerned of the University as specified in the Guide to Admissions.
- 2.2 At the time of submission of Application Forms the candidates may be allowed to submit Application Form without mark sheets / grade sheets of qualifying examinations till 19<sup>th</sup> June, 2017.
- 2.3 The office concerned shall allot R. Number on each Application Form (The R. Number shall be stamped on the downloaded Application Form, and Proforma for Sports/Debater Category, if claimed).
- 2.4 Candidates whose data is available with you have successfully paid the Processing Charges and are eligible for consideration to the course concerned.

**3. Lists to be prepared for each course:**

1. **Total General Merit List:** It is the Merit-wise list of total number of eligible candidates who applied for the course under consideration. The merit for a course shall be determined on the basis of marks obtained by the candidates in the Qualifying Examination, as detailed in the Guide to Admissions.

In case of tie between two and more candidates in the merit list, the preference will be given to the candidate senior in age.

2. **Select List (External):** It is the Merit-wise list of eligible External Candidates provisionally selected for admission constituting 30% of the Intake (It is to be further ensured that Select List (External) shall have at least 03% candidates from non-adjointing states of U.P.)
3. **Select List (Internal):** It is the Merit-wise list of eligible Internal candidates provisionally selected for admission constituting 50% of the Intake.
4. **Chance Memo List:** A single Chance Memo List shall be prepared. It is necessary that sufficient number of Chance Memos may be issued to ensure

that all available seats are filled and no additional list is required. **The Chance Memo List has to reflect the policy being adopted in the Select List.** A guide to prepare the Chance Memo List is given at **Annexure I**.

5. **Nomination Categories List** : List of each nomination categories shall be prepared for nomination by the Vice-Chancellor (**Sample List at Annexure III**). After Vice-Chancellor has nominated candidates nomination list shall be prepared as at **Annexure III(a)**.

Note: After preparation of the above lists the concerned Dean / Chairman / Principal / Coordinator shall follow the procedure given below:

- (a) Chairman will submit 02 copies of the list to the Dean of the Faculty concerned
- (b) Dean will specifically recommend admission to the Controller of Examinations on both copies.
- (c) Vice-Chancellor will approve the lists and one set will be retained in the Office of the Controller of Examinations.

**Declaration of Select List / Chance Memos List of the Candidates for admission:**

- a) **Display Select List:** A single Select List (comprising of candidates on Select List (External) and Select List (Internal) and sorted on R. Nos. shall be prepared and declared by the concerned Office.  
The List shall also indicate the date, time and venue of admission.
- b) **Display Chance Memo List:** A single List of Candidates under Chance Memo sorted on R. Nos. shall also be prepared and declared. The List shall also indicate the date, time and venue of reporting / admission.
- c) The Select List and Chance Memo List so prepared will be displayed on the Notice Boards of the Faculty / Department / College/Polytechnic/ Centre by the concerned Dean / Chairman / Principal / Coordinator. Further, two copies of the Select List and Chance Memo List so displayed on the Notice Board of all the courses offered by the Department in a Faculty will be merged in one PDF file, this file will be emailed to the office of the Controller of Examinations at **amucontrollerexams@gmail.com** preferably two/three weeks before the date of admission/reporting.  
Note: **No Intimation Letters will be sent to the candidates selected for admission or offered Chance Memo.**
- d) Clearance from the Proctor on the Application Form of all candidates on the Select List(s) and Chance Memo List shall be obtained after the display of Select List(s) and Chance Memo List(s).
- (e) If Hard Copy is not received by the concerned office. The PDF printout may be downloaded from the link given below, wherever applicable (for Non-Test Courses having ONLINE Processing Charges only)

<b>Procedure for Downloading the Application Form</b>	
<b>Step 1</b>	Type  <b>www.dt.amucontrollerexams.com</b> in the browser and Press Enter.
<b>Step 2</b>	Login with the following: <b>User Name : chargeback</b> <b>Password : chargeback</b>
<b>Step 3</b>	Click on <b>My Account Tab</b> at the Top.

	Select <b>PDF Search (Staff Only)</b> from the dropdown option.
<b>Step 4</b>	<p>(a) Enter the Eight Digit Numeric Portion of a valid Transaction ID. (for example <b>35000225</b>).</p> <p>(b) Press on the <b>view PDF button</b> to search the Application Form of the concerned Candidate.</p> <p>(c) Print the PDF as per your choice.</p>

- f) After taking action as specified at (d) above, the Application Forms shall be sent to the Office of the Dean, Students' Welfare for Hall allotment. After Hall allotment, the concerned Offices shall receive back these Application Forms for completing admission requirements by the candidates provisionally selected for admission on the given date after verification of original certificates/documents.

### **Nomination Process and Filling up Seats for Physically Challenged candidates:**

The concerned Dean / Chairman / Principal / Coordinator shall prepare the Merit-wise Lists of candidates belonging to the following Special Categories (For details, please refer to Guide to Admissions).

- I. Schedule Castes
- II. Scheduled Tribes.
- III. Backward Classes
- IV. Children of University employees, including retired University employees and those who died in harness.
- V. Children of Alumni.
- VI. Children of Central Government Employees recently (within 12 months preceding the closing date of the candidate's Application Form posted / transferred to Aligarh (not applicable to professional courses).
- VII. Candidates belonging to Distant States / UT (Not adjoining UP).
- VIII. N.C.C. Cadet.
- IX. Children of Armed Forces (CF) who died in Combat.
- X. Physically Challenged. (**3% seats are reserved for Physically Challenged candidates over and above the approved intake**)

**NOTE :** Special Category Lists will comprise of candidate excluding candidates on the Select List(s). However, the Category Lists shall include those candidates belonging to various Special Categories who were on the Chance Memo List.

The concerned Dean / Chairman / Principal / Coordinator, along with the Controller of Examinations, shall present the above lists before the Vice-Chancellor and obtain approval for:

1. Nomination List against 20% of the approved intake from Categories I -IX.
2. Select List of candidates belonging to Physically Challenged category from Category X. (3% of the approved intake)

Additionally, approval for Chance Memo List(s) for vacancies arising in the above Lists from the remaining candidates may also be obtained.

**Note:** The Vice-Chancellor may, at his discretion, nominate any deserving candidate not belonging to any of the categories mentioned above, as a special case.

The concerned Dean / Chairman / Principal / Coordinator shall declare and display the above List(s) specifying the venue, date and time of admission / Chance Memo reporting and follow all other procedures as were done for candidates on the earlier declared lists.

**Consideration under Outstanding Sportsperson / Debater Category over and above the intake of the Course:**

- a) For courses where seats have been earmarked under Sports / Debater Category (**Please refer to Guide to Admissions**), the Proforma for Sports Category of all the candidates along with the relevant certificates and copy of mark sheets, if available, shall be sent by the respective Dean / Principal / Chairman / Coordinator to the Secretary, University Games Committee and for Debater Category, to the Coordinator, Cultural Education Centre(C.E.C.), within two weeks of the last date of receipt of Application Form so that the capabilities of the candidates may be assessed on the basis of actual performance in Sports Trial / Debating Competition.
- b) The Secretary, University Games Committee shall arrange trials for candidates claiming preference under the Sports Category, if applicable. Similarly, the Coordinator, Cultural Education Centre shall arrange competition(s) for candidates claiming preference under the Talent Category at the earliest.
- c) The Secretary, University Games Committee and / or the Coordinator, C.E.C. shall submit the list of candidates recommended under the Outstanding Sportsperson / Outstanding Debater Category respectively to the Vice-Chancellor for nominations. After obtaining the Vice-Chancellor's approval, the Lists of candidates shall be sent to the Admission Section under sealed cover for declaration of Lists of candidates selected under Sports / Debater Category.

**Completion of admission by the candidates:**

Please refer to "**PROCEDURE FOR COMPLETION OF ADMISSIONS**"

Note: The **Final List** of admitted candidates along with their Application Forms shall be sent to the Admission Section within 15 days after the closing date of admissions.

**Important Dates:**

- a) Last date for submission of photocopies of original mark-sheets / grade-sheets for courses where the merit list is determined on the basis of weightage of marks obtained in the qualifying examination is **19.06.2017**.
- b) The **closing date** for all admissions in the University, except those courses / categories for which separate notification will be made, is **14.08.2017**. Any vacancy arising after this date in any course shall not be filled.

*[Handwritten Signature]*  
17/7/17  
**Controller of Examinations**  
*[Handwritten Signature]*  
17-7-17

## CHANCE MEMO ALLOTMENT STRATEGY

C.M. No.	Allot to	C.M. No.	Allot to	C.M. No.	Allot to	C.M. No.	Allot to	C.M. No.	Allot to	C.M. No.	Allot to	C.M. No.	Allot to	C.M. No.	Allot to	C.M. No.	Allot to
1	I	41	I	81	I	121	I	161	I	201	I	241	I	281	I	321	I
2	E	42	E	82	E	122	E	162	E	202	E	242	E	282	E	322	E
3	I	43	I	83	I	123	I	163	I	203	I	243	I	283	I	323	I
4	E	44	E	84	E	124	E	164	E	204	E	244	E	284	E	324	E
5	I	45	I	85	I	125	I	165	I	205	I	245	I	285	I	325	I
6	I	46	I	86	I	126	I	166	I	206	I	246	I	286	I	326	I
7	I	47	I	87	I	127	I	167	I	207	I	247	I	287	I	327	I
8	I	48	I	88	I	128	I	168	I	208	I	248	I	288	I	328	I
9	I	49	I	89	I	129	I	169	I	209	I	249	I	289	I	329	I
10	E	50	E	90	E	130	E	170	E	210	E	250	E	290	E	330	E
11	I	51	I	91	I	131	I	171	I	211	I	251	I	291	I	331	I
12	E	52	E	92	E	132	E	172	E	212	E	252	E	292	E	332	E
13	I	53	I	93	I	133	I	173	I	213	I	253	I	293	I	333	I
14	I	54	I	94	I	134	I	174	I	214	I	254	I	294	I	334	I
15	E	55	E	95	E	135	E	175	E	215	E	255	E	295	E	335	E
16	I	56	I	96	I	136	I	176	I	216	I	256	I	296	I	336	I
17	I	57	I	97	I	137	I	177	I	217	I	257	I	297	I	337	I
18	E	58	E	98	E	138	E	178	E	218	E	258	E	298	E	338	E
19	I	59	I	99	I	139	I	179	I	219	I	259	I	299	I	339	I
20	E	60	E	100	E	140	E	180	E	220	E	260	E	300	E	340	E
21	I	61	I	101	I	141	I	181	I	221	I	261	I	301	I	341	I
22	I	62	I	102	I	142	I	182	I	222	I	262	I	302	I	342	I
23	E	63	E	103	E	143	E	183	E	223	E	263	E	303	E	343	E
24	I	64	I	104	I	144	I	184	I	224	I	264	I	304	I	344	I
25	I	65	I	105	I	145	I	185	I	225	I	265	I	305	I	345	I
26	E	66	E	106	E	146	E	186	E	226	E	266	E	306	E	346	E
27	I	67	I	107	I	147	I	187	I	227	I	267	I	307	I	347	I
28	E	68	E	108	E	148	E	188	E	228	E	268	E	308	E	348	E
29	I	69	I	109	I	149	I	189	I	229	I	269	I	309	I	349	I
30	I	70	I	110	I	150	I	190	I	230	I	270	I	310	I	350	I
31	E	71	E	111	E	151	E	191	E	231	E	271	E	311	E	351	E
32	I	72	I	112	I	152	I	192	I	232	I	272	I	312	I	352	I
33	I	73	I	113	I	153	I	193	I	233	I	273	I	313	I	353	I
34	E	74	E	114	E	154	E	194	E	234	E	274	E	314	E	354	E
35	I	75	I	115	I	155	I	195	I	235	I	275	I	315	I	355	I
36	E	76	E	116	E	156	E	196	E	236	E	276	E	316	E	356	E
37	I	77	I	117	I	157	I	197	I	237	I	277	I	317	I	357	I
38	I	78	I	118	I	158	I	198	I	238	I	278	I	318	I	358	I
39	E	79	E	119	E	159	E	199	E	239	E	279	E	319	E	359	E
40	I	80	I	120	I	160	I	200	I	240	I	280	I	320	I	360	I

C.M. No. : Chance Memo No. ; I : Internal; E : External

## Annexure - II (A)&II (B)

No. 2498 - IPE & SA  
Date 16-07-2015

Department of Physical Education  
Faculty of Social Sciences  
Aligarh Muslim University, Aligarh

List of the Candidates provisionally selected for Admission to  
Bachelor of Physical Education (B.P.Ed.) I<sup>st</sup> Semester Course  
for the session 2015-16

Date of Admission: 27<sup>th</sup> - 28<sup>th</sup> July, 2015

Time of Admission: 8:00 A.M. to 2:00 P.M.


Venue: Chairman's Office,  
Department of Physical Education,  
A.M.U., Aligarh-202002 (U.P.)

S. No.	Roll No.	Name of the Candidate
1	2700002	Md. Dulal SK
2	2700005	Ms. Rashmi Varshney
3	2700023	Ms. Poonam Singh
4	2700030	Asif Ali Chittangadan
5	2700031	Aamir Khan
6	2700032	Ms. Lovely Solanki
7	2700034	Vedprakash
8	2700043	Md. Asaduzzaman
9	2700044	Monis Rasid
10	2700045	Mohammad Kaleem Beg
11	2700049	Md. Aurangzeb Khan
12	2700052	Md. Gyasuddin
13	2700054	Tarun Kumar
14	2700058	Ms. Kirti Paliwal
15	2700065	Ms. Apeksha Verma
16	2700066	Adil Khan
17	2700067	Udayveer Singh
18	2700072	Ms. Neeraj Kumari
19	2700073	Ms. Nutan Singh
20	2700078	Ms. Gulashana

S. No.	Roll No.	Name of the Candidate
21	2700080	Ms. Preeti
22	2700084	Korimayum Abdur Rahman
23	2700088	Md. Ehsan Ahmed
24	2700091	Naresh Kumar
25	2700097	Mohd. Waseem
26	2700098	Ayaz Khan
27	2700105	Arish Ajar
28	2700112	Ms. Soniya Jadon
29	2700113	Nutan Singh
30	2700116	Aadil Khan
31	2700117	Mohammad Khalid
32	2700118	Jamal Khan
33	2700133	Abid Ali Mansoori
34	2700144	Mohd. Sartaj Khan
35	2700149	Mohammad Galib
36	2700156	Haidar Ali
37	2700157	Mohd. Faraz Khan
38	2700160	Md. Kamran Khan
39	2700171	Pushpendra Singh Yadav
40	2700175	Mehroz Akhtar

- 1) Provisional offer of Admission subject to:-
  - (a) Clearance from the office of the Proctor.
  - (b) Eligibility requirement of the candidate.
- 2) Date of Admission will not be extended.
- 3) No relaxation in minimum eligibility criteria is permissible under any circumstances.
- 4) No Intimation letter will be sent to the candidates selected for admission.

Dated: 16<sup>th</sup> July, 2015

  
(Dr. Rajendra Singh)  
Chairperson  
Chairman  
Dept. of Physical Education  
A.M.U., Aligarh

Sl No. 2499 IPH &amp; S

Date 16-07-2015

Department of Physical Education  
Faculty of Social Sciences  
Aligarh Muslim University, Aligarh

List of the Candidates offered Chance Memo for Admission to  
Bachelor of Physical Education (B.P.Ed.) I<sup>st</sup> Semester Course  
for the session 2015-16

Date of Reporting: 27<sup>th</sup> – 28<sup>th</sup> July, 2015

Time of Reporting: 8:00 A.M. to 2:00 P.M.

Venue: Chairman's Office  
Department of Physical Education,  
A.M.U., Aligarh-202002 (U.P.)

S. No.	Roll No.	Name of the Candidate	Chance Memo No.	S. No.	Roll No.	Name of the Candidate	Chance Memo No.
1.	2700001	Muzaffar Husain	(09)	18.	2700094	Mohd. Ashiq	(33)
2.	2700003	Gaurav	(19)	19.	2700095	Sajaudin Khan	(05)
3.	2700008	Bachchan Singh	(26)	20.	2700101	Md. Shafik Khan	(25)
4.	2700013	Jitendra Kumar	(30)	21.	2700109	Ziyaül Hasan	(18)
5.	2700016	Vikas Kumar	(01)	22.	2700114	Ms. Soniya Hasrat	(14)
6.	2700020	Praveen Singh Yadav	(34)	23.	2700115	Salman Khan	(06)
7.	2700025	Ms. Sufiya Faheem	(12)	24.	2700120	Amit Kumar Sharma	(32)
8.	2700046	Azhar Khan	(17)	25.	2700131	Abdul Rehman	(23)
9.	2700050	Ms. Hira Aqdas	(04)	26.	2700132	Mithilesh Tiwari	(03)
10.	2700051	Deepak Gautam	(07)	27.	2700134	Ms. Chanchal Gupta	(27)
11.	2700053	Ms. Preeti Upadhyay	(16)	28.	2700138	Ms. Anjali Verma	(13)
12.	2700059	Md. Asaf Khan	(15)	29.	2700145	Manzoor Ahmed	(31)
13.	2700061	Hasan Nawaz	(24)	30.	2700152	Sazid Khan	(08)
14.	2700074	Ravi Kumar	(22)	31.	2700155	Ms. Samar Rahat	(10)
15.	2700085	Rajendra Singh	(11)	32.	2700164	Krishna Kumar Singh	(21)
16.	2700092	Md. Shahnawaz Ahmad	(02)	33.	2700167	Asha Ram	(28)
17.	2700093	Ms. Sunita Gupta	(29)	34.	2700173	Ikbal Akhtar	(20)

## Provisional admission subject to:-

- 1) The Chance Memo candidates are required to report on the date & time mentioned above.
- 2) Admissions will be offered as per rule, strictly in order of merit (given above), if any vacancy exists in the select list subject to the eligibility of the candidates.
- 3) Admission formalities for Chance Memo Candidates are to be completed as per the List -A & List -B to be announced on 29<sup>th</sup> JULY, 2015 (afternoon) as follows:-  
LIST-A : 30<sup>th</sup> July, 2015 from 12:00 NOON to 2:00 P.M.  
LIST-B : 30<sup>th</sup> July, 2015 from 3:00 P.M. to 4:00 P.M.

Dated: 16<sup>th</sup> July, 2015

(Dr. Rajendra Singh)  
Chairperson  
Chairman  
Department of Physical Education  
Aligarh Muslim University

## Nomination by the Vice-Chancellor

Name of the Department: \_\_\_\_\_

Name of the Course: \_\_\_\_\_

Total Seats: \_\_\_\_\_ Nos. appeared: \_\_\_\_\_ Max marks: \_\_\_\_\_ Min Marks: \_\_\_\_\_

Intake in General merit: \_\_\_\_\_ Max Marks: \_\_\_\_\_ Min Marks: \_\_\_\_\_

Intake in Internal Merit: \_\_\_\_\_ Max Marks: \_\_\_\_\_ Min Marks: \_\_\_\_\_

Nominations Intake: \_\_\_\_\_

Given below details to be filled in after Vice-Chancellor has nominated								
Category	CE	CA	BC	SC	ST	DS	NCC	Total
Score of first nominated candidate								
Score of last nominated candidate								

Course Coordinator

Chairman

Dean

Category	CE	CA	BC	SC	ST	DS	NCC	Total
Nos.								

 \_\_\_\_\_  
 Vice-Chancellor

### Important Note :

1. In case all candidates nominated in a category have been offered admission and still seat(s) are vacant, admission will be offered in "CE" category.
2. As per rule 3% Physically Challenged can be admitted over and above total intake. It comes out 11 candidates.





## IGARH MUSLIM UNIVERSITY

Provisionally Selected/ or In Chance Memo under Nomination Categories  
 In Chance Memo candidate vis-a-vis the availability of seats in the Nominated Categories)  
 Session: 2015-16

Date of Admission/ Reporting:

Time:

Venue:

Roll. No	Categories	Roll. No	Categories
3911002	CA040# CE001\$	3911405	CA071# CE090# BC035#
3911005	CA042# CE003\$	3911505	CE090#
3911010	CE001\$	3911605	CA075#
3911012	CA004#	3911709	CE090#
3911022	CA012\$ CE020\$	3911810	BC013# CA037#
3911033	CA022\$ CE022\$ DS011#	3911939	BC003# CA097# DS080#
3911051	CA032\$	3911942	BC007#
3911062	CE002\$	3911955	BC033# CA057#
3911070	BC184# CE027\$	3911359	DS045# CE070#
3911075	CE047\$	3912560	
3911079	BC194#	3913780	DS055# CE090#
3911080	BC124# CE077\$	3914251	CE008#
3911247	BC030# CE028\$	3912400	CA046# DS021#
3911347		3914400	DS045# CA066#
3911349	BC062# CE078#	3915400	DS050# CA098#
3911447	BC030# CE088\$	3921400	

Seats to all candidates called for reporting are not guaranteed. Only few seat(s) were earmarked under each Nominated Category.

\$ indicates candidate is selected and # indicates candidate is in the Chance Memo of the Nomination Category.

Candidates should report in person and bring all relevant documents in original including documents related to Nominated Categories, if applicable.

Candidates have to complete the Admission requirements immediately subject to the eligibility, if offered.