

# **PROCEDURE FOR DEPARTMENTAL 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 receiving the Application Forms and related documents.
- b) Appoint Scrutiny cum Verifying Officer to check the eligibility and verify the documents of Selected / Chance Memo candidates at the time of admission.
- c) Get the Question Paper prepared and printed as per the Syllabus and Test Paper details given in the Guide to Admissions.
- d) Conduct the Test and get the answer scripts evaluated and set the Standard for the Evaluation.
- e) Prepare the General Merit List / Select List(s) / Nomination List(s) / Chance Memo List as per admission policy for the course concerned.
- f) Display the Select List(s), Chance Memo List(s) & Nomination List after approval of the Vice Chancellor.
- g) 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.
- h) Facilitate admission of all eligible candidates selected for admission.

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

- 2.1 Application Forms complete in all respect, for admission to various Departmental Test Courses of this University are to be submitted in the Offices concerned of the University as specified in the Guide to Admissions. However if not received Coordinator may download Application Form from the link given by the Controller's Office and complete the requirement when the candidates approaches you for Admit Card.
- 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.
- 2.3 The office concerned shall allot Roll Number on each Application Form (The Roll Number shall be stamped on the 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 to sit in the Departmental Admission Test. Hence, No Candidate(s) will be denied for the issuance of the Admit Card irrespective of whether the Application Form is received in the office or not.

## **3. Conduct of Test :**

- 3.1 Allotment of Centre for Admission Test to all candidates at-least 7 days prior to Admission Test Date.
- 3.2 Issuing of Admit Card shall start at least two days prior to Admission Test Date from the concerned office.
- 3.3 Arrangement should also be made to provide Admit Card to the candidate on the day of admission test itself.
- 3.4 Seating Arrangement should be made for all candidates as per the data provided by the Controller's Office.

- 3.5 All other necessary arrangements for the smooth conduct of the Admission Test should be taken. Help, if any, will be provided by the Office of the COE such as arrangement of Invigilators, seating arrangement etc.

#### **4. Evaluation of Answer Sheets / Booklets:**

- 4.1 Multiple Choice Questions (MCQs) portion of the Test will be Evaluated at the Faculty in the office of the Controller's Office will be used to evaluate the performance, with provision for Negative Marking. Incorrect answers shall result in a negative score of 25 per cent of the marks allotted to the question.
- 4.2 Questions, other than MCQs, will be evaluated after coding of the Answer Scripts of all the candidates who appeared in the Test.

#### **5. Lists to be prepared for each course:**

- 5.1 **Total General Merit List:** In case of tie between two and more candidates in the merit list, the preference will be given to the candidate who has attempted fewer wrong questions in the MCQ portion of the Test.
- 5.2 **Select List –General (List of candidates selected on General Merit):** 40% of the approved Intake will be filled by the candidates strictly in order of Merit from the Total General Merit List. (50% in case of M. Tech. Courses in the Faculty of Engg. & Tech.)
- 5.3 **Select List - Internal (List of candidates selected on Internal Merit):** 40% of the approved Intake will be filled by the Internal candidates not selected under General Merit strictly in order of Merit from the Total General Merit List. (50% in case of M. Tech. Courses in the Faculty of Engg. & Tech.)
- 5.4 **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 (Annexure – I)**.
- 5.5 **Nomination Categories List :** List of each nomination categories (excluding 5.2 and 5.3) shall be prepared for nomination by the Vice-Chancellor. After Vice-Chancellor has nominated candidates, this list too will be prepared along with lists under 5.2, 5.3 and 5.4. (**Sample List at Annexure III**).
- 5.6 Counselling list shall be prepared in case of courses have multiple Branches / Subject etc.

**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.

**Important:** No candidate securing less than 15% marks in the Departmental Test shall be considered for admission; neither in the Select List nor in the Chance Memo List.

## **6. Declaration of Select List / Counselling List / Chance Memos List / Nomination List of the Candidates for admission:**

**(LISTS SHALL BE DISPLAYED AFTER THE APPROVAL OF THE VICE-CHANCELLOR)**

- 6.1 **Display Select List / Counselling List :** A single Select List / Counselling List (comprising of candidates on Select List (General) and Select List (Internal) and sorted on Roll Nos. shall be prepared and declared by the concerned Office. The List shall also indicate the date, time and venue of counseling / admission **(Sample as Annexure II(A) & II(B)).**
- 6.2 **Display Chance Memo List:** A single List of Candidates under Chance Memo sorted on Roll Nos. shall also be prepared and declared. The List shall also indicate the date, time and venue of reporting and date, time and venue of admission separately. Adequate number of candidates are to be invited in Chance Memo list so as to avoid the need of declaration of II or III list. **(Sample as Annexure II(A) & II(B))**
- 6.3 **Display of Nomination List :** A single list of candidates nominated by the Vice-Chancellor in different special categories along with sufficient numbers in Chance Memo be prepared and sorted on Roll Numbers as suggested in **Annexure III(a).**
- 6.4 The Select List, Chance Memo List and Nominations List so prepared will be displayed on the Notice Boards of the Faculty / Department / College/Polytechnic/ Centre and also on the website of Office of the Department / Institute concerned by the concerned Dean / Chairman / Principal / Coordinator.  
Further, Select List and Chance Memo List displayed on the Notice Board of all the courses offered by all Departments in a Faculty will be merged in one PDF file. This file will be emailed to Office of the Controller of Examinations at [amucontrollerexams@gmail.com](mailto:amucontrollerexams@gmail.com). This office will upload master list of all courses of all Departments in a Faculty on its website. **Annexure III(a).**

**Note: No Intimation Letters will be sent to the candidates selected for admission or offered Chance Memo.**

- 6.5 Clearance from the Proctor on the Application Form of all candidates after the display of Select List(s) and Chance Memo List shall be sent to the Proctor for Clearance.
- 6.6 After taking action as specified at 6.4 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.

## **7. Procedure for completion of admission:**

Admission requirements should be completed following the method as suggested below:

- (a) All lists i.e. Selected, Chance Memo and Nominated candidates will be displayed at least 15 days before calling candidates for admission.
- (b) All provisionally selected candidates shall be invited to the Department / any other Venue as decided by the Dean / Director / Coordinator on day 1.
- (c) Vacancies of day 1 (if any) shall be filled from Chance Memo List subsequently on day 1 or day 2 as the case may be.

- (d) Vacancies of nomination categories shall be filled in on day 2 or 3 from each nomination category.

Note : Sufficient number of candidates should be invited from chance memo list in each category to avoid display of another list.

**8. Nomination Process and Filling up Seats reserved 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 (SC)
- II. Scheduled Tribes (ST)
- III. Backward Classes (BC)
- IV. Children of University employees, including retired University employees and those who died in harness. (CE)
- V. Children of Alumni (CA)
- VI. Children of Central Government Employees recently posted / transferred to Aligarh (within 12 months preceding the closing date of the candidate's Application Form) (not applicable to professional courses) (CG)
- VII. Candidates belonging to Distant States / UT (Not adjoining UP) (DS)
- VIII. N.C.C. Cadet. (NC)
- 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) (PH)

Special Category Lists will comprise of candidates excluding the candidates on the Select List(s).

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

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 along with the Select List and Chance Memo Lists.

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

- 9.1 For courses where seats have been earmarked under Sports / Debater & Talent 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 & Talent Category, to the Coordinator, Cultural Education Centre(CEC), 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.
- 9.2 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 Debater & Talent Category at the earliest.

- 9.3 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 & Talent 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.
- 9.4 The letter D. No. 2676/Adms. Dated 07.06.2016 may be followed.

**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.

### **3. Scrutiny of Application Forms by the Scrutinizer(s):**

- 3.1 Eligibility rules as specified for each course shall be strictly followed and shall not be relaxed under any circumstance.
- 3.2 No candidate shall be eligible to take admission to the same Course / Class (or its equivalent Course) to which he/she was admitted earlier. The Scrutinizer(s) shall check / verify that the qualifying examination of the candidate, as detailed in the Application Form and its Board / Institution is recognized by Aligarh Muslim University. A candidate whose qualifying examination is not recognized by **this University** shall not be eligible for admission to any course. All such Application Forms shall be rejected. (The list of recognized Madaris / Oriental Boards / Universities / Institutions is given in the Guide to Admission).
- 3.3 The percentage of marks secured by a candidate at the qualifying examination, falling short by even a decimal fraction shall not be rounded off to the next whole number.
- 3.4 The Scrutinizers shall check / verify the Name and Date of Birth of the candidate from the relevant certificate / document, e.g. Secondary School Certificate / High School Certificate etc.
- 3.5 The year of passing the qualifying examination shall be checked.
- 3.6 The Board / University Code shall be verified (Please see relevant Table in the Guide to Admissions).
- 3.7 The Scrutinizers shall check/verify the eligibility of the candidate for the concerned course of study as per Matrix of 'Allowed Courses' (Please see relevant Table in the Guide to Admissions).
- 3.8 The Scrutinizers shall check/verify the Status of the candidate, i.e. whether the candidate is Internal or External.
- (a) **Definition:** An Internal candidate is one, who has passed the qualifying examination of this University as a regular student not earlier than three academic years from the date of admission to the Course.
- (b) **Explanation:** In the light of the above definition, only those candidates who have passed the qualifying examination from this University as a regular student during academic session 2014-2015, 2015-2016 and 2016-2017 shall be considered as Internal.
- 3.9 The Scrutinizers shall check / verify the claim of Special Categories (not applicable for admission to M. Tech. Courses in the Faculty of Engineering & Technology) from the attached document(s). In case of insufficient proof in respect of claimed category, the same will not be considered. (For further details please refer Guide to 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 as well as the marks obtained in the Departmental Test is **18.06.2017**.
- b) The closing date for all admissions in the University including under Special Category of Outstanding Sportsman and Outstanding Debater & Talent Category is **14.08.2017** or as otherwise specified. Any vacancy arising after this date in any course shall not be filled.



**(Prof. Yusuf Uzzaman Khan)**  
**Controller of Examinations**

**CHANCE MEMO ALLOTMENT PROCEDURE**

C.M. No.	Allot to	C.M. No.	Allot to	C.M. No.	Allot to
1	G	41	G	81	G
2	I	42	I	82	I
3	G	43	G	83	G
4	I	44	I	84	I
5	G	45	G	85	G
6	I	46	I	86	I
7	G	47	G	87	G
8	I	48	I	88	I
9	G	49	G	89	G
10	I	50	I	90	I
11	G	51	G	91	G
12	I	52	I	92	I
13	G	53	G	93	G
14	I	54	I	94	I
15	G	55	G	95	G
16	I	56	I	96	I
17	G	57	G	97	G
18	I	58	I	98	I
19	G	59	G	99	G
20	I	60	I	100	I
21	G	61	G	101	G
22	I	62	I	102	I
23	G	63	G	103	G
24	I	64	I	104	I
25	G	65	G	105	G
26	I	66	I	106	I
27	G	67	G	107	G
28	I	68	I	108	I
29	G	69	G	109	G
30	I	70	I	110	I
31	G	71	G	111	G
32	I	72	I	112	I
33	G	73	G	113	G
34	I	74	I	114	I
35	G	75	G	115	G
36	I	76	I	116	I
37	G	77	G	117	G
38	I	78	I	118	I
39	G	79	G	119	G
40	I	80	I	120	I

**C.M. No. : Chance Memo No. ; G : General; I : Internal**

## Annexure – II (A)&II (B)

Sl 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.

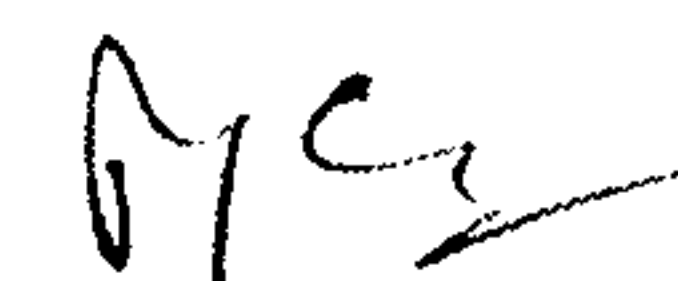
Venue: Chairman's Office,  
Department of Physical Education,  
A.M.U., Aligarh-202002 (U.P.)

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 Ajhar
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



**Annexure - II(C)**Sl No 2499 PH & SDate 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	Sajauddin Khan	(05)
3.	2700008	Bachchan Singh	(26)	20.	2700101	Md. Shafik Khan	(25)
4.	2700013	Jitendra Kumar	(30)	21.	2700109	Ziyaul 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  
Dept. of Physical Education  
A.M.U. Aligarh

**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



## IGARH MUSLIM UNIVERSITY

Provisionally Selected/or in Chance Memo under Nomination Categories  
 Provisionally Selected/or 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	CE009#
3911247	BC060# CE028#	3912400	CA046# DS021#
3911347		3914400	DS045# CA066#
3911349	BC062# CE078#	3915400	DS050# CA098#
3911447	BC060# 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.