

PROCEDURE FOR NON-TEST COURSES

2025-2026

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

- a) Designate office staff for downloading/receiving the Application Forms and related documents.
- b) Appoint Scrutiny Officer(s) to scrutinize the Application Forms.
- c) Prepare the Total General Merit List / Select List(s) / Nomination List(s) / Chance Memo List as per admission policy for the course concerned.
- d) Display the Select List(s), Chance Memo List(s) & Nomination List(s) after approval of the Vice Chancellor.
- e) Send the Application Forms of Selected / Chance Memo candidates to the office of the Proctor for clearance.
- f) Appoint Verifying Officer(s) to check the eligibility and verify the documents of Selected / Chance Memo candidates at the time of admission.
- g) Facilitate admission of all eligible candidates selected for admission.
- h) Send the Application Forms/details of admitted candidates to the office of the DSW for Hall Allotment.
- i) Send the data on the prescribed Proforma along with Application Forms (of admitted candidates) to the Controller's Office.

2. Handling of Application Forms by the concerned Offices:

Application Forms of all candidates who have successfully paid the Processing Charges are to be downloaded from the link given by the Controller's Office.

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

- a) Eligibility rules as specified for each course in the Guide to Admissions shall be strictly followed and shall not be relaxed under any circumstance.
- b) 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 from a Board / Institution 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 Universities / Institutions / Boards / Madaris is given in the Guide to Admission).
- c) 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. However, candidates under PH-category shall be given relaxation to the extent of 5% marks in the qualifying examination.
- d) 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.
- e) The year of passing the qualifying examination and the Board / University awarding the same shall be checked.
- f) The Scrutinizers shall check/verify the Status of the candidate, i.e. **whether the candidate is Internal or External.**

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.

Explanation: In the light of the above definition, only those candidates who have passed the qualifying examination for the course concerned from this University as a regular student during academic session **2022-2023, 2023-2024** and **2024-2025** shall be considered as Internal.

- g) The Scrutinizers shall also check/verify the eligibility of the candidate for the concerned course of study as per ‘**Maximum Age Limit**’ (**Annexure-I**), wherever applicable. If the age exceeds even by a single day, the candidate shall not be eligible for admission.
- h) The Scrutinizers shall also check/verify the eligibility of the candidate for the concerned course of study as per Matrix of ‘**Allowed Courses**’ (**Annexure-II**).
- i) The Scrutinizers shall check / verify the claim of Special Categories from the attached document(s). (For further details please refer Guide to Admissions).
- j) After Scrutiny, the List of candidates **not found eligible** shall be sent on email to Office of the Controller of Examinations at amu.dept@gmail.com in PDF format for display. The same shall also be displayed on the Notice Boards and website of the concerned Faculty / Department / College/Polytechnic/ Centre by the concerned Dean / Chairman / Principal / Coordinator.

4. Lists to be prepared for each course:

- a) **Total General Merit List:** It is the Merit-wise list of all candidates 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.
- b) **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.)
- c) **Select List - Internal:** It is the Merit-wise list of eligible Internal candidates provisionally selected for admission constituting 50% of the Intake.
- d) **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 – III**).

e) Special Category Lists:

A Merit-wise Lists of candidates belonging to the following Special Categories shall be prepared (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 (DS)
- VIII. N.C.C. Cadet. (NC)
- IX. Children of Armed Force personnel who died in Combat (CF)
- X. Physically Challenged. (PH)

Note: For single choice courses, Special Category Lists will comprise of candidates **excluding** the candidates on the Select List. However, selected candidates shall be **included** in Special Category Lists for courses where the subject/specialization choice is being allotted through counselling.

5. Approval of the Lists:

The concerned Dean / Chairman / Principal / Coordinator, along with the Controller of Examinations, shall present the above Lists (along with filled in Proforma given in **Annexure-IV**) before the Vice-Chancellor for:

- a) Approval of the Select and Chance Memo List(s) against 80% of the approved intake.
- b) Nomination of candidates belonging to various Special Categories against 20% of the approved intake from Categories I -IX.
- c) Approval of Select List of candidates belonging to Physically Challenged category. (5% seats are reserved for Physically Challenged candidates over and above the approved intake).

Additionally, approval for Chance Memo List(s) for vacancies arising in the Special Category 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.

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

- a) **Select List:** A single Select List (comprising of candidates on Select List (External) as well as Select List (Internal) and sorted on Roll Nos. shall be prepared and notified by the concerned Office. (Sample as **Annexure V**).
- b) **Chance Memo List:** A single List of Candidates under Chance Memo sorted on Roll Nos. shall also be prepared and declared. (Sample as **Annexure VI**)
- c) **Nomination (Special Categories) List:** A single List sorted on Roll Nos. shall be prepared and notified by the concerned Office specifying the category of the candidate under which he/she has been offered admission / allotted Chance Memo No. (Sample as **Annexure VII**)
- d) The Select List, Chance Memo List and Nomination Lists so prepared shall be sent on email to Office of the Controller of Examinations at amu.dept@gmail.com in PDF format for display. The same shall also be displayed on the Notice Boards and website of the concerned Faculty / Department / College/Polytechnic/ Centre by the concerned Dean / Chairman / Principal / Coordinator.

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

- e) 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).
- f) After taking action as specified at (e) above, the concerned Offices shall receive back these Application Forms for completing admission formalities by the candidates provisionally selected for admission on the given date after verification of original certificates / documents.
- g) After completion of admission by the candidates, 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 onward transmission to the Controller's office.

7. Completion of admission by the candidates:

Please refer to “**PROCEDURE FOR COMPLETION OF COUNSELLING / 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 **22.06.2025**
- b) The closing date for all admissions in the University is **31.08.2025**. Any vacancy arising after the closing date in any course shall not be filled.
- c) The Final List of admitted candidates along with their Application Forms shall be sent by the Dean / Principal / Chairman / Coordinator concerned to the Admission Section on or before **15.09.2025**.

Mujib Ullah Zuberi
Controller of Examinations

Maximum Age Limit for the purpose of admission

1. To safeguard the academic interest of students, the University is constrained to define the maximum age limit of the applicants for the purpose of admission to various course of studies as given under the concerned course of study.
2. Candidates shall be eligible to apply for admission to only those full-time regular courses of study where they have not exceeded the maximum age limit as permissible for that course.
3. Maximum Age Limit shall be reckoned on 01st July of the year of admission.
4. Maximum/Minimum Age Limit as prescribed by the regulatory bodies, wherever applicable, shall stand for that course of study.
5. Maximum Age Limit shall not be applicable for Foreign Nationals/ employees of the University.
6. Candidates who have passed the Qualifying Examination from Madarsa shall be given a relaxation upto three (03) years in the Maximum Age Limit for all course of studies.
7. Candidates under PH-category shall be given a relaxation in age up to a maximum of five years in admission to courses which prescribe a maximum age limit, except for those courses where such limits are prescribed by statutory/regulatory councils governing such admissions.

ALLOWED COURSES:

1. To safeguard the academic interest of students, the University is constrained to define the following courses as allowed for the purpose of admission. **Table-II** gives the '**Matrix for Allowed Courses**' wherein all full time courses of study have been divided into four (04) Groups- A, B, C and D.
 2. Courses within each Group have been further divided into various categories with Category 1 being the lowest Category and Category 6 being the highest Category within a Group.
 3. Candidates who have passed a course of study will be eligible to apply for admission to only those full-time regular courses of study as permissible by the following rules:
 - (a) A person can do only one course of study from one category in a group.
 - (b) Within a Group a person can move only from lower category to a higher category.
 - (c) Persons from Group A cannot go to any other group.
 - (d) Persons from Group B can go to any category of Group A only.
 - (e) Persons from Group C can go to any category of any other group.
 - (f) Persons from Group D can go to any category of any other group.
 4. Candidates can apply for B.Com.(Hons.) after passing Diploma in Secretarial Practice.
 5. Candidates can apply for P.G. courses in the Faculty of Social Sciences after passing B.S.W.
- Note:** All the above rules regarding Allowed Courses are in addition to eligibility conditions, selection procedures and such other conditions as applicable from time to time.

TABLE II- Matrix for Allowed Courses

Group	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6
A	• M.Phil	• Ph.D.	---	---	---	---
B	<ul style="list-style-type: none"> • Diploma in Engineering • Dip. in Costume Dsgn & Grmnt Tech. • Diploma in Secretarial Practice • Diploma in General Nursing & Midwifery • Paramedical Diplomas 	<ul style="list-style-type: none"> • Advance Diploma in Food Technology • Advance Diploma in Environmental Engg. • Advance Diploma in Interior Decoration 	<ul style="list-style-type: none"> • B.Tech. • B.Arch. • B.E.(Evening) • M.B.B.S. • B.D.S. • B.R.T.T. • B.U.M.S./ Pre-Tib • B.S.W. • B.Sc. Nursing • B.Sc. Paramedical Courses 	<ul style="list-style-type: none"> • Adv P.G. Dip. In Nanotechnology • P.G. Diploma in Islamic Banking & Finance • P.G. Diploma in Hydrogeology • P.G. Diploma in Computer Prog. • P.G. Diploma courses in Faculty of Medicine 	<ul style="list-style-type: none"> • M.Tech. • M.D./ M.S./M.D.S. • M.B.A./M.B.A.(IB) • M.C.A. • M.F.M.(M.F.C.) • M.T.T.M.(M.T.A.) • M.R.I.M./M.H.R.M. • M.S.W. • M.B.A.(Agribusi.) • M.A.(Mass Comm.) • M.A./M.Sc.(OR) • M.Sc.(RS & GIS) • Mahir-e-TibJarahat • M.Sc.(Biotechnology) 	• M.CH.
C	• SSSC	<ul style="list-style-type: none"> • B.A. • B.Sc. • B.Com. • B.Th. • B.A.L.L.B. • B.F.A. • B.Voc. 	<ul style="list-style-type: none"> • P.G. Diploma in Mass Communication(Urdu) • P.G. Diploma in Translation (Hindi) • B.R.I.M. • P.G.D.B.F. • Pre-M.F.A. • Other P.G. Diplomas 	<ul style="list-style-type: none"> • M.A. • M.Sc. • M.Com. • M.Th. • L.L.M. • M.F.A. • M.Sc (Agriculture) • M.Voc. 	<ul style="list-style-type: none"> • Post M.A. Diploma in Urdu Translation • Post M.A. Diploma in Modern Persian • Post M.Sc. Diploma in Plant Tissue Culture & Micropropagation • Post M.Sc. Diploma in Museology • P.G. Dip. In Conflict Reso. & Peace St. • Post PG Dip.in Couns. & Health Management • Post PG Dip. in HR Dev. & Management 	---
D	• Diploma in Teaching	<ul style="list-style-type: none"> • B.Ed. • B.P.Ed. • B.L.I.Sc. 	<ul style="list-style-type: none"> • M.Ed. • M.P.Ed. • M.L.I.Sc. 	---	---	---

CHANCE MEMO ALLOTMENT PROCEDURE

Ch. No.	Allot to	Ch. No.	Allot to	Ch. No.	Allot to	Ch. No.	Allot to	Ch. No.	Allot to
1	I	41	I	81	I	121	I	161	I
2	E	42	E	82	E	122	E	162	E
3	I	43	I	83	I	123	I	163	I
4	E	44	E	84	E	124	E	164	E
5	I	45	I	85	I	125	I	165	I
6	I	46	I	86	I	126	I	166	I
7	E	47	E	87	E	127	E	167	E
8	I	48	I	88	I	128	I	168	I
9	I	49	I	89	I	129	I	169	I
10	E	50	E	90	E	130	E	170	E
11	I	51	I	91	I	131	I	171	I
12	E	52	E	92	E	132	E	172	E
13	I	53	I	93	I	133	I	173	I
14	I	54	I	94	I	134	I	174	I
15	E	55	E	95	E	135	E	175	E
16	I	56	I	96	I	136	I	176	I
17	I	57	I	97	I	137	I	177	I
18	E	58	E	98	E	138	E	178	E
19	I	59	I	99	I	139	I	179	I
20	E	60	E	100	E	140	E	180	E
21	I	61	I	101	I	141	I	181	I
22	I	62	I	102	I	142	I	182	I
23	E	63	E	103	E	143	E	183	E
24	I	64	I	104	I	144	I	184	I
25	I	65	I	105	I	145	I	185	I
26	E	66	E	106	E	146	E	186	E
27	I	67	I	107	I	147	I	187	I
28	E	68	E	108	E	148	E	188	E
29	I	69	I	109	I	149	I	189	I
30	I	70	I	110	I	150	I	190	I
31	E	71	E	111	E	151	E	191	E
32	I	72	I	112	I	152	I	192	I
33	I	73	I	113	I	153	I	193	I
34	E	74	E	114	E	154	E	194	E
35	I	75	I	115	I	155	I	195	I
36	E	76	E	116	E	156	E	196	E
37	I	77	I	117	I	157	I	197	I
38	I	78	I	118	I	158	I	198	I
39	E	79	E	119	E	159	E	199	E
40	I	80	I	120	I	160	I	200	I

Ch. No.: Chance Memo No.;

E: External;

I: Internal

NOMINATION BY THE VICE-CHANCELLOR

Name of the Department: _____

Name of the Course: _____

Total Intake	Intake under External Merit	Intake under Internal Merit	Intake under Nomination	Seats reserved for PH- category

Candidates selected under External Merit	Candidates selected under Internal Merit	Candidates offered Chance Memos	Candidates selected under PH- category

Category	CE	CA	BC	SC	ST	DS	NC	CG	CF	Total
No. of eligible candidates available under various Special Categories										

Course Coordinator**Chairman****Dean**

Category	CE	CA	BC	SC	ST	DS	NC	CG	CF	Total
No. of candidates nominated by the Vice-Chancellor										

Vice-Chancellor

ALIGARH MUSLIM UNIVERSITY
List of Candidates Provisionally Selected for Admission to
B.L.I.Sc.
Session: 2021-22

Page 1 / 1

Date of Counselling/Admission: As per schedule which will be notified seperately.

Counselling / Admission Process: Online with subequent physical reporting .

Roll No.	Roll No.	Roll No.	Roll No.	Roll No.	Roll No.	Roll No.
7100007	7100017	7100036	7100060	7100093	7100096	7100102
7100141	7100159	7100166	7100182	7100244	7100250	7100252
7100261	7100267	7100273	7100274	7100282	7100296	7100297
7100301	7100302	7100314	7100316	7100321	7100322	7100343
7100353	7100365	7100373	7100375	7100391	7100400	7100409
7100430	7100431	7100433	7100434	7100438	7100439	7100457
7100464	7100465	7100467	7100470	7100476	7100479	

-
- Candidates should report online on the portal 'counselling.amuonline.ac.in' as per schedule notified seperately for counselling/ provisional admission.
 - Candidate not reporting for counselling/admission within the stipulated date and time or not completing the requisite steps as per notified schedule, shall forfeit his/her claim for admission.
 - Admission will be offered, as per rules, to reported candidates subject to fulfillment of all eligibility conditions and clearance from Proctor's Office.
 - Candidates will have to produce Mark sheet of the qualifying examination and all other relevant Certificates / Documents in original along with 10 passport size photographs at the time of physical reporting after provisional admission.
 - Eligibility rules shall be strictly followed and shall not be relaxed under any circumstance.
 - Candidate should regularly visit the website www.amucontrollerexams.com and also keep logging in to his/her counselling account for updates.

COORDINATOR

CHAIRMAN
08.12.2021

ALIGARH MUSLIM UNIVERSITY

List of Candidates Provisionally offered Chance Memos for Admission to
B.L.I.Sc.

Session: 2021-22

Date of Reporting/Counselling/Admission: As per schedule which will be notified separately.

Reporting / Counselling / Admission Process: Online with subsequent physical reporting.

Roll No.	Rank	Roll No.	Rank	Roll No.	Rank	Roll No.	Rank	Roll No.	Rank
7100001	C0071	7100005	C0065	7100009	C0041	7100010	C0089	7100012	C0132
7100013	C0197	7100014	C0053	7100015	C0123	7100019	C0092	7100020	C0167
7100021	C0178	7100022	C0094	7100023	C0179	7100026	C0174	7100027	C0134
7100028	C0173	7100029	C0010	7100032	C0111	7100037	C0136	7100040	C0188
7100041	C0158	7100042	C0029	7100048	C0153	7100049	C0164	7100051	C0138
7100053	C0042	7100054	C0006	7100055	C0097	7100057	C0103	7100058	C0064
7100059	C0130	7100061	C0048	7100064	C0198	7100065	C0066	7100067	C0057
7100068	C0143	7100070	C0120	7100072	C0085	7100073	C0182	7100076	C0170
7100081	C0035	7100085	C0098	7100086	C0107	7100087	C0017	7100090	C0125
7100092	C0186	7100095	C0176	7100100	C0021	7100101	C0193	7100103	C0023
7100104	C0101	7100107	C0121	7100109	C0139	7100112	C0091	7100118	C0037
7100120	C0088	7100122	C0013	7100124	C0067	7100128	C0075	7100129	C0099
7100132	C0027	7100133	C0016	7100134	C0169	7100138	C0142	7100140	C0150
7100146	C0049	7100147	C0175	7100148	C0195	7100150	C0116	7100151	C0014
7100152	C0069	7100161	C0119	7100162	C0109	7100176	C0149	7100179	C0078
7100180	C0145	7100190	C0129	7100192	C0056	7100194	C0141	7100196	C0007
7100198	C0113	7100204	C0156	7100206	C0060	7100209	C0187	7100211	C0034
7100212	C0002	7100215	C0001	7100222	C0127	7100224	C0086	7100226	C0044
7100227	C0200	7100228	C0110	7100240	C0183	7100242	C0172	7100247	C0068
7100249	C0154	7100253	C0032	7100254	C0063	7100256	C0114	7100259	C0058
7100260	C0159	7100262	C0050	7100263	C0046	7100264	C0135	7100265	C0192
7100269	C0162	7100271	C0018	7100276	C0087	7100277	C0146	7100278	C0061
7100279	C0160	7100281	C0062	7100285	C0180	7100290	C0151	7100292	C0117
7100293	C0128	7100294	C0073	7100304	C0005	7100305	C0030	7100306	C0080
7100312	C0024	7100313	C0105	7100315	C0025	7100318	C0095	7100323	C0047
7100328	C0028	7100332	C0168	7100333	C0022	7100334	C0171	7100335	C0052

- Candidates should report online on the portal 'counselling.amuonline.ac.in' as per schedule notified separately for Chance Memo reporting/ counselling/ provisional admission.
- Candidate not participating in Chance Memo reporting or not completing the requisite steps as per notified schedule, shall forfeit his/her claim for admission.
- Admission will be offered, as per rules, strictly as per Chance Memo No (given above) to reported candidates, if any vacancy exists in the Select List subject to fulfillment of all eligibility conditions and clearance by office of the Proctor.
- Candidates will have to produce Mark sheet of the qualifying examination and all other relevant Certificates / Documents in original along with 10 passport size photographs at the time of physical reporting, if admitted provisionally.
- Eligibility rules shall be strictly followed and shall not be relaxed under any circumstance.
- Candidate should regularly visit the website www.amucontrollerexams.com and also keep logging in to his/her counselling account for updates.

COORDINATOR

CHAIRMAN

08.12.2021

ALIGARH MUSLIM UNIVERSITY

List of Candidates Provisionally called for counselling under Special Category for admission to
B.L.I.Sc.

Session: 2021-22

Date of Reporting/Counselling/Admission: As per schedule which will be notified separately

Reporting/Counselling/Admission Process: Online with subsequent physical reporting

Roll No.	Category Rank
7100005	BC021#
7100009	BC009#
7100010	BC028#
7100012	CE007#
7100015	CA018#
7100023	CE013#
7100029	DS004#
7100032	CA014#
7100042	BC005#
7100051	CE008#
7100053	CA004#
7100054	DS002#
7100056	CE020#
7100057	CE004\$ CA013#
7100061	BC017#
7100065	CA008# NC004#
7100067	DS008#
7100069	PH014#
7100070	CA017#

1. \$ indicates that the candidate is selected and # indicates that he/she has been offered Chance Memo in the Special Category.
2. Candidates should report online on the portal 'counselling.amuonline.ac.in' as per schedule notified separately for counselling/ provisional admission.
3. Candidate not reporting for counselling/admission within the stipulated date and time or not completing the requisite steps as per notified schedule, shall forfeit his/her claim for admission.
4. Any offer of admission is subject to fulfilment of all eligibility conditions by the candidate and clearance from Office of the Proctor..
5. Candidates will have to produce Mark sheet of the qualifying examination and all other relevant Certificates / Documents in original along with 10 passport size photographs at the time of physical reporting, if admitted provisionally.
6. Admission will be offered, as per rules, strictly as per Chance Memo No (given above) to reported candidates, if any vacancy exists in the Select List.
7. Eligibility rules shall be strictly followed and shall not be relaxed under any circumstance.
8. Candidate should regularly visit the website www.amucontrollerexams.com and also keep logging in to his/her counselling account for updates.

COORDINATOR

CHAIRMAN
08.12.2021