PROCEDURE FOR NON-TEST COURSES
2019-2020

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 candidates to the office of the Proctor for clearance and subsequently to the office of the DSW for Hall Allotment.
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.

2. Handling of Application Forms by the concerned Offices:

a) 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.
b) 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).

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

a) Eligibility rules as specified for each course 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.
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 2016-2017, 2017-2018 and 2018-2019 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**' (Table-I in the Guide to Admissions: **Annexure-I**). 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**' (Table-II in the Guide to Admissions: **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 amucontrollerexams@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-adjoining 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. The List shall also indicate the date, time and venue of counselling / admission (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. The List shall also indicate the date, time and venue of reporting and date, time and venue of admission separately. (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. The List shall also indicate the date, time and venue of reporting and date, time and venue of admission separately. (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 amucontrollerexams@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 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 formalities by the candidates provisionally selected for admission on the given date after verification of original certificates/documents.

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

   a) For courses where seats have been earmarked under Sports / Debater & Talent Category (Please refer to Guide to Admissions), the list of all such candidates along with Proforma for Sports Category and 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), 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 Debater & 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 & Talent Category respectively to the Vice-Chancellor for nominations.

   d) 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.

8. 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 **18.06.2019**

b) The closing date for all admissions in the University is **10.08.2019**. Any vacancy arising after this date in any course shall not be filled.

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Mujib Ullah Zuberi
Controller of Examinations

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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 in **Table-I.**
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. Madarsa passed out candidates shall be given a relaxation upto three (03) years in the Maximum Age Limit for all course of studies at all levels.

TABLE I

S.No.	Course of Study	Maximum Age Limit
1.	Senior Secondary School Certificate	19 years
2.	Diploma in Engineering	21 years
3.	Graduate Courses and other courses like Advance Diploma / Diploma / Certificate courses where the qualifying examination is Senior Secondary School Certificate or equivalent	24 years
4.	Postgraduate & other courses where the qualifying examination is graduation	27 years
5.	Postgraduate and other courses where duration of qualifying examination, after graduation, is one year.	28 years
6.	Postgraduate and other courses where duration of qualifying examination, after graduation, is two years	29 years
7.	Post PG Diploma Courses	29 years

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	• Diploma in Engg. • Diploma in Costume Design & Garment Tech. • Diploma in Secretarial Practice • Dip. in General Nursing & Midwifery • Para-medical Diplomas	• Advance Diploma in Food Tech. • Advance Diploma in Environmental Engg. • Advance Diploma in Interior Decoration	• B. Tech. • B. Arch. • B. E. • M.B.B.S. • B.D.S. • B.R.T.T. • B.U.M.S. • Pre-Tib • B.S.W.	• Advanced P.G. Dip. In Nanotech. • P.G. Diploma in Islamic Banking & Finance • P.G. Diploma in Hydrogeology • P.G. Diploma in Comp. Prog. • P.G. Diploma courses in Faculty of Medicine	• M. Tech./M. Arch. • 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. (Rem.Sensing) • Mahir-e-Tib/Jarahat • M.Sc.(Biotechnology)	• M.CH.
C	• SSSC	• B.A. • B.Sc. • B.Com. • B.Th. • B.A.L.L.B. • B.F.A.	• P.G. Diploma in Mass Comm. (Urdu) • P.G. Diploma in Translation (Hindi) • B.R.I.M. • P.G.D.B.F. • Pre-M.F.A. • Other P.G. Diplomas (including the courses under Centre of Professional Courses)	• M.A. • M.Sc. • M.Com. • M.Th. • L.LM. • M.F.A. • M.Sc. (Agri.)	• Post M.A. Diploma in Urdu Translation • Post M.A. Diploma in Modern Persian • Post M.Sc. Diploma in Plant Tissue Culture & Micro-propagation • Post M.Sc. Diploma in Museology • P.G. Dip. In Conflict Reso. & Peace Studies • Post PG Dip. in Counselling & Health Management • Post PG Dip. in HR Dev. & Management	---
D	• Diploma in Teaching	• B.Ed. • B.P.Ed. • B.L.I.Sc.	• 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.Sc.(Hons.) - Agriculture

Session: *2018-19*

Date of Admission: **09.08.2018**

Time of Admission: **8:00 A.M.- 1:00 P.M.**

Venue of Admission: **Office of the Dean, Faculty of Agricultural Sciences, AMU, Aligarh**

Roll No.	Roll No.	Roll No.	Roll No.	Roll No.	Roll No.
9000096	9000290	9000296	9000320	9000332	9000345
9000389	9000527	9000741	9000785	9000811	9000963
9001029	9001035	9001120	9001136	9001228	9001249
9001254	9001277	9001280	9001299	9001303	9001346

1. Provisional offer of Admission subject to:
   a) Clearance from Office of the Proctor
   b) Fulfillment of eligibility requirements of the candidate
2. Date of Admission will not be extended
3. Selected candidates shall not be allowed to complete admission formalities in absentia. Candidates not reporting for admission on the stipulated date and time, shall forfeit their claim for admission.
4. Candidates will have to produce Mark sheet of the qualifying examination and all other relevant Certificates/Documents in original at time of admission.

COORDINATOR

CHAIRMAN
25.07.2018

ALIGARH MUSLIM UNIVERSITY

List of Candidates Provisionally Offered Chance Memos for Admission to

B.Sc.(Hons.) - Agriculture

Session: 2018-19

Date of Reporting: 09.08.2018

Time of Reporting: 10:00 A.M.-1:00 P.M.

Venue of Reporting/Admission: Office of the Dean, Faculty of Agricultural Sciences, AMU, Aligarh

Roll No.	Ch.No.	Roll No.	Ch.No.	Roll No.	Ch.No.	Roll No.	Ch.No.
9000017	C030	9000018	C094	9000032	C023	9000038	C091
9000045	C019	9000058	C036	9000069	C059	9000070	C047
9000072	C077	9000088	C006	9000089	C032	9000090	C082
9000092	C042	9000099	C062	9000101	C085	9000153	C097
9000166	C066	9000178	C046	9000195	C010	9000196	C054
9000200	C093	9000204	C018	9000212	C058	9000227	C080
9000250	C076	9000262	C079	9000271	C087	9000287	C011
9000301	C039	9000308	C100	9000331	C001	9000361	C013
9000379	C033	9000393	C081	9000395	C098	9000396	C037
9000397	C090	9000406	C002	9000411	C072	9000427	C026
9000457	C021	9000493	C073	9000531	C043	9000534	C092
9000548	C005	9000568	C071	9000574	C020	9000603	C055
9000619	C049	9000621	C078	9000625	C068	9000653	C053
9000664	C015	9000681	C041	9000693	C069	9000718	C038
9000722	C028	9000732	C017	9000735	C063	9000736	C050
9000744	C003	9000747	C070	9000831	C096	9000843	C007
9000870	C035	9000880	C056	9000933	C095	9000972	C051
9000974	C057	9000977	C052	9000983	C009	9000993	C065
9000997	C048	9001048	C012	9001057	C044	9001100	C083
9001127	C045	9001129	C086	9001145	C084	9001152	C088
9001158	C029	9001203	C014	9001226	C075	9001241	C067
9001250	C024	9001260	C089	9001266	C061	9001271	C031
9001287	C099	9001302	C022	9001308	C074	9001314	C004
9001328	C027	9001336	C040	9001342	C034	9001348	C016
9001352	C060	9001356	C064	9001360	C025	9001361	C008

1. The Chance Memo candidates are required to report on the date and time mentioned above.
2. Admissions will be offered as per rules, strictly in order of Chance Memo No. (given above) to reported candidates if any vacancy exists in the Select List subject to the eligibility of the candidate.
3. Admission formalities are to be completed as per List-A & List-B given below:

LIST	Date of Admission	Time of Admission
LIST – A	10.08.2018	From 8:00 AM To 2: 00 PM
LIST – B	11.08.2018	From 8:00 AM To 2: 00 PM

COORDINATOR

CHAIRMAN

25.07.2018

ALIGARH MUSLIM UNIVERSITY

List of Candidates Provisionally called for reporting under Special Category for admission to

B.Sc.(Hons.) - Agriculture

Session: *2018-19*

Date of Reporting/Admission: 10.08.2018

Time of Reporting/Document Verification: **8:00 A.M.-10:00 A.M.**

Time of Admission : **10:00 A.M.**

Venue of Admission: **Office of the Dean, Faculty of Agricultural Sciences, AMU, Aligarh**

Roll No.	Category Rank		
9000018			BC018#
9000058	CE013#		
9000065		CA014#	
9000072			BC012#
9000090			BC014#
9000170			BC027#
9000200			BC017#
9000204			BC028#
9000212		CA005#	
9000220			BC025#
9000250	CE004#	CA008#	
9000271		CA010#	
9000296			BC006#
9000320			BC003#
9000332			BC004#
9000361	CE001$	CA001$	
9000393			BC013#
9000395			BC020#
9000406	CE005#		
9000427	CE011#		
9000548			BC005#
9000561			BC024#

1. $ indicates that the candidate is selected and # indicates that he/she has been offered Chance Memo in the Special Category.

2. Candidates will be called for reporting strictly in accordance with rank specified above under each category.

3. Candidates will have to produce Mark sheet of the qualifying examination and all other relevant Certificates/Documents in original (including documents related to Special Category claimed) at time of completion of 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. Selected candidates shall not be allowed to complete admission formalities in absentia. Candidates not reporting for admission on the stipulated date and time, shall forfeit their claim for admission.

6. Candidates have to complete the admission formalities immediately, if offered. Date of admission will not be extended.

7. Admissions will be offered strictly as per rules, in order of rank (given above) to Chance Memo reported candidates if any vacancy exists after admission of selected candidates subject to the eligibility of the candidate.

8. Candidates offered Chance Memo have to report each time when called for reporting, failing which they will not be considered for admission

COORDINATOR

CHAIRMAN
25.07.2018