**CHAPTER-6 PROCEDURE TO PREPARE MERIT LIST**

**6.1** Admissions to M.A./M.Sc./M.Com./M.Lib./B.Lib./LL.B./B.A.LL.B./LL.M./LL.M.(SFS)/BFA/MFA/ MSW/MTTM/MHM&CT/MCA/MBA 2 Yr./MBA (SFS) 2 Yr./MBA 5 Yr. Integrated Programme/ BBA (Hons.)/M.Ed. Special Education-V.I./B.Ed Special Education-V.I.etc.) being run in the University Teaching Departments/Institutes will be made on the basis of merit points based on marks secured in entrance test and/or Group Discussion/Personal Interview/Practical Examination, wherever applicable as per point titled**“SCHEME/PATTERN OF ENTRANCE TEST/GD/INTERVIEW ETC.”**, unless mentioned otherwise in the criteria for that programmeand applicable weightage(s).

* 1. Admissions to B.A. Mass Communication, B.Sc. (Graphics & Animation), B.Sc. (Multimedia), B.Sc. (Printing and Packaging Tech.), Bachelor of Hotel Mgt. & Catering Technology (BHM & CT), Master of Performing Arts (MPA) (Hons.) 5 Yr. Integrated Programmewill be made on the basis of marks obtained in the qualifying examand applicable weightage(s).
  2. Admissions to Integrated Teacher Education Programme (ITEP)-B.A.B.Ed./B.Sc.B.Ed./B.Com.B.Ed.will be made on the basis of scores obtained in the NCTE examination conducted by NTA. However, if two or more candidate have obtained equal marks, following procedure will be used for the prepration of merit:

(i) Candidate Senior in age will be given first preference.

(ii) If there is a tie then marks obtain in 12th will be considered

(iii) if the tie still persists then marks in 10th will be considered to break the tie.

* 1. **Certificate/Diploma/Advanced Diploma/P.G. Diploma:**Admissions to Certificate/Diploma/ Advanced Diploma/P.G. Diploma (except Basic Certificate Course in Japanese Language & Culture) programmes will be made on the basis of marks obtained in the qualifying examand applicable weightage(s).
  2. **Admissions by HSTES:**Admissions to B. Pharmacy, B. Pharmacy (LEET), B. Tech. and B.Tech. (LEET) programmes will be made as per instructions of HSTES, Panchkula.
  3. **M.Pharmacy**: Admissions to M. Pharmacy programme will be made on the basis of : (i) GPAT Score (ii) Remaining seats will be filled up on the basis of marks obtained in the Entrance Testand applicable weightage(s).
  4. **B.P.Ed**.: After qualifying the Physical Efficiency Test (PET) admissions to B.P.Ed. programme will be made on the basis of marks obtained in Entrance Test plus weightages as per rules.
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  6. **M.Tech**. : Admissions to M.Tech. programmes will be made firstly on the basis of valid GATE score in the concerned subject and thereafter on the remaining vacant seats, if any, on the basis of marks obtained in the qualifying Examand applicable weightage(s).
  7. **Programmes for which Admission Schedule will be notified later on:** Admission/counseling schedule for M.Ed. 2 Yr., Certificate Course of Sports Dietician-3 Months (Evening) and Certificate Course of Gym. & Aerobic Instructions (3 Months) courses will be notified by the Chairperson of the concerned Dept. later on.
  8. Basic Certificate Course in Japanese Language & Culture-3 Months (through online mode): Admission of the candidates will be made on the basis of their level in the Government Hierarchy.
  9. Separate prospectuses will be published for the programmes run by IIHS and for Ph.D.& B.Ed.programmes running on the Campus
  10. Programmes in which the qualifying examination is graduation or equivalent, the candidate, if admitted, whose result ofpassing qualifying exam is not declared, will submit the result of passing qualifying exam by **August 16, 2024**. If the candidate is not able to submit the result of the passing qualifying exam by the stipulated date, then his/her provisional admission will be cancelled ab-initio and no fee will be refunded in that case.
  11. When the list of applicants, who have appeared in the Entrance Test, is exhausted i.e. no student who have appeared in the Entrance Test is interested to take admission in a programme, then admission in that programme in that Department/Institute will be done on the basis of merit of qualifying exam for that programme out of applicants for that programme. After that, the applicants, whose results of qualifying examination is not declared, will be considered. In case, the result of qualifying examination is not declared, then admission will be done provisionally on the basis of aggregate result of all semesters of the qualifying examination excluding the result of the final semester. All such candidates will have to submit the result of passing qualifying exam by **August 16, 2024**. If the candidate is not able to submit the result of the passing qualifying exam by the stipulated date, then his/her provisional admission will be cancelled ab-initio and no fee will be refunded in that case.
  12. For the programmes having sanctioned intake up to 30, if the number of applicants is less than 1.5 times of the sanctioned intake, then entrance test will not be conducted and admission shall be done on the basis of merit of the qualifying examination. For the programmes having sanctioned intake more than 30, if the number of applicants is less than or equal to 1.25 times of the sanctioned intake, then entrance test will not be conducted and admission shall be done on the basis of merit of the qualifying examination. After that, the applicants, whose results of qualifying examination is not declared, will be considered. In case, the result of qualifying examination is not declared, then admission will be done provisionally on the basis of aggregate result of all semesters of the qualifying examination excluding the result of the final semester. All such candidates will have to submit the result of passing qualifying exam by **August 16, 2024**. If the candidate is not able to submit the result of the qualifying exam by the stipulated date, then his/her provisional admission will be cancelled ab-initio and no fee will be refunded in that case.
  13. Similarly, if the number of candidates appeared in the Entrance Test are less than the seats available in a category, then admission of leftover candidates will be done on the basis of merit of qualifying examination as per instructions mentioned above.
  14. If all the applications are exhausted and no applicant is interested for the admission in a programme, then the Department/ Institute may invite fresh applications for that programme by advertising the vacant seats on the University/Institute website or through other means of public notification.

The candidate having higher Merit Points shall be ranked higher in the merit list for admission.

**Tie-Resolution Criteria**

Wherever two or more candidates have secured equal merit points, these tie(s) is/are resolved in accordance with the following criteria(except ITEP programme):

1. If Merit Points do not break the tie, then based on the Total Percentage of Marks/CGPA obtained in Class 12 or equivalent, the candidates having higher percentage of marks is to be ranked higher.
2. If the Total Percentage of Marks obtained in Class 12 or equivalent does not break the tie, then based on the Total Percentage of Marks/CGPA obtained in Class 10, the candidates having higher percentage of marks is to be ranked higher.
3. If the Aggregate/Total Percentage of Marks obtained in Class 10 does not break the tie, then based on Date of Birth, the candidate senior/ older in age is to be ranked higher.

**6.17** On the basis of the merit of the candidate, the seat allotment process will be carried out and Merit List of various programmes as per the schedule shall be displayed on the portal. The selected candidate will have to report to the Chairperson/Director of the concerned Department/Institute for document verification as per specified schedule.

**6.18** If a candidate applies in more than one programme his/her name may appear in the Merit lists of more than one programme. The candidate is advised to choose only one programme to remit the admission fee because a candidate may not be given the admission in more than one programme (except evening programmes), If a candidate has been offered the seat in a Merit List of a programme and he/she does not remit the admission fee for that programmes, his/her name shall not be considered for subsequent list of that programme. However, he/she will only be considered for final list of that programme subject to marking online attendance with requisite fees.

**6.19** If a candidate is offered the seat in the subsequent list in any other programme and he/she fills the fee in that programme, it would automatically result in the forfeiture of the seat accepted by the candidate in the earlier list

* 1. Two Merit Lists (i.e. First and Second) shall be displayed and admission will be made as per above procedure specified. If seats remain vacant in any programme, the Third/Final List and Waiting List shall be prepared as per the procedure given below:

**6.21 Third/Final List:**

(a) After the Second List, the interested applicants who are otherwise eligible and whose names either have not appeared in any of the list(s) or have appeared in the list but failed to deposit their dues, must mark their attendance online by paying fee of Rs.100/- on the admission portal as per notified schedule. The category wise Third/Final List will be prepared and displayed on the admission portal as per schedule from the pool of the candidates who have marked their attendance for third/final list. The candidates who do not mark their attendance for third/final list will only be considered for admission against any subsequent vacant seat, if there is no candidate in the waiting list drawn from the pool of the candidates who have marked their attendance for final list.

(b) Benefit of reservation will be given to all reserved category upto final list as per Reservation Policy. In case at the time of display of final list the reserved seats of various categories other than SC category, remain vacant and no eligible candidate of the reserved category are available, these vacant seats will be filled up by Haryana General Category (HGC), in case no candidate of HGC is available it will be offer to the candidate of All India Category.

After display of Third/Final List, if any seat(s) remain vacant or fall vacant due to drop out by the admitted students, the vacated seat(s) first be filled up from the candidates of respective category on merit basis from the waiting list. If no corresponding reserved category, other than SC category, candidate is available, then it will be filled up by HGC by the Chairperson from the waiting list drawn from the pool of the candidates who have marked their attendance for final list. In case no candidate of HGC is available, it will be offered to the candidates of All India Category.

**6.22 Admission Procedure for TFW Scheme**

(i) In the event of non-availability of students in this category the same shall not be given to any other category of candidates.

(ii) Admission authority shall invite the applications under this category; make a separate merit list for this category and effect admission on the basis of the merit list so generated.

(iii) Candidate, if any, simultaneously applying for more than one category viz. General/Reserved/Single Girl Child/J&K Students/Kashmiri Migrants/Kashmiri Non-Migrants (Kashmiri Pandit/Kashmiri Hindu Families living in Kashmir Valley)/Out Standing Sports Persons/NCC/NSS/KG to PG Scheme etc. other than Tuition Fees Waiver (TFW) Quota is required to indicate in Admission Form in which category or categories the candidate gets benefit for admission.

(iv) Tuition Fees Waiver (TFW) admission shall be done parallel to the general admission.

(v) The student admitted under this scheme shall not be allowed to change the Institution/Programme under any circumstances.

(vi) In the absence of any instruction/guideline, the instructions of the AICTE/Director General, Technical Education, and Haryana in this regard be followed.

**6.23 Note:**

(i) In case, in any examination CGPA is given, then the candidate will have to provide the conversion formula to compute percentage of marks from CGPA (Document supporting the conversion formula from the concerned university/board should be uploaded). In absence of conversion formula, by default, the CGPA shall be multiplied by 9. In case CGPA as well as marks obtained, both are provided then CGPA shall be considered to compute percentage of marks.

(ii) Admissions shall be made on the basis of information furnished by the candidate and subsequent verification of documents/testimonials at the time of admission. If at any point of time, any candidate is found to have supplied false information, certificates, documents etc. or is found to have withheld or concealed some information in his/her Application Form, he/she shall be liable to be debarred from admission. If a candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false at a later stage, his/her admission will be cancelled ab intio and all fees and other dues paid by him/her shall be forfeited. The University/Institute may also take further action, as deemed fit, against the candidate and his/her guardian.

(iv) List of selected candidates for admission to 02 Supernumerary seats for outstanding sports persons in the programmes regulated by the AICTE/NCTE/PCI/BCI/RCI etc. will be displayed in the first list as these seats are to be considered within the sanctioned intake.

(v) In case of Supernumerary seats under KG to PG Scheme admission in UG Programmes and Integrated Programmes separate, separate option for this scheme will be given in the application form and separate merit list will be prepared on the basis of the criteria as applicable to that programme. For the length of school education in USSMS, the weightage of 0.5 points per year will be given to the candidate and shall be added to the merit points of the candidate.

(vi) **Eligibility Certificate:** The eligibility for admission to various courses will be checked by the Chairperson/Director of the Department/Institute concerned at their own level and after provisional admission, the Registration Branch will check all documents of admitted candidates except State Universities/Board of Haryana.

The candidates, who have passed their lower examination from any University except State Universities/Board of Haryana, are required to obtain an Eligibility Certificate from the Registration Branch before they are admitted provisionally by the Department/Institute concerned. For Eligibility Certificate, the prescribed form can be had from the concerned Department/Institute. Application Form alongwith original certificates should be submitted to the Branch Officer (Regn. Branch) for issuing the Eligibility Certificate. No such students will be given even provisional admission without obtaining Eligibility Certificate.

(vii) **Foreign Students:** Candidates who have passed lower/qualifying examinations from foreign Universities or Boards are required to submit Eligibility Certificate. The Eligibility Certificate will be issued by the Registration Branch on checking the required documents, such as student’s visa and original documents of a Foreign student. No Foreign student will be given even provisional admission without obtaining Eligibility Certificate.