

17. Resolving of ties :

In the case of a tie at any stage in the preparation of the merit list, candidates securing equal marks will be bracketed together. Their inter-se-merit will be determined according to the following criteria :-

- (i) A candidate getting higher percentage of marks in the qualifying examination shall rank higher in order of merit.
- (ii) That if the marks in qualifying examination are also the same then the candidates obtaining more marks in the immediate lower examination, shall rank higher in order of merit.
- (iii) That if two or more candidates secure equal marks in (i) & (ii) above, the candidate senior in age shall rank higher in the order of merit.

Note : When the provisional lists of candidates (based on merit) are displayed on the Notice Board, the Chairpersons shall mention the fact that this list is subject to change on account of improvement of result of the qualifying examination wherever applicable. The new result must be presented at the time of interview/operating of the waiting list.

18. Interviews :

All the candidates whose names appear on the provisional merit list shall, prior to admission, be interviewed by the Board of Control of the subject concerned or a Committee of the Board of Control constituted by the D.U.I/Vice-Chancellor. **Candidates who do not appear for the interview will not be considered for admission.**

All the candidates be informed telephonically or by e-mail or by SMS about the date of counselling and deposit of fee.

The candidates must produce all the relevant certificates in original for verification at the time of interview, failing which they will not be considered for admission.

19. Preparation of final Merit list/Waiting list :

After interviewing the candidates and taking into account all the criteria of admission applicable (for instance, the scores, plus weightages, or the addition of admission/aptitude test scores, where applicable, etc.) each Department/Centre/Joint Admission Cell shall prepare a final list of selected candidates. This list shall be signed by the members of the Board of Control/Committee of the Board of Control approved by the D.U.I./Joint Admission Cell, certifying that the list has been prepared in order of merit and the relevant rules and regulations as laid down have been followed.

The Department/Centre/Joint Admission Cell shall then send the following list (in duplicate) for the D.U.I's approval.

- (i) provisional merit list of all candidates category-wise;
- (ii) final merit list of candidates recommended for admission category-wise and their application forms;
- (iii) the list of candidates placed on the waiting list, if any, category-wise;
- (iv) Attendance of all the Candidates.

If a candidate, whose name is on the provisional list, is denied admission while a candidate below him is selected, the reasons for admission being denied shall be recorded and such a case shall be brought explicitly to the notice of D.U.I.

20. Revision of Merit & placement of Applicants :

A candidate whose merit is revised consequent upon the late declaration of Hons. result or General result and his/her merit falls among the candidates in the merit list of selected candidates, category wise, his/her name be placed at the top of the waiting list.

(Syndicate Para 40, dated 12-3-2005)

21. Rejection of incomplete Application Forms

The Board of Control/Committee of Board of Control/Joint Admission Cell can reject the application form which it regards as incomplete. Reasons for rejection must be recorded on the application form.

22. Cancellation of Seat/Admission

Admission of all such students who fail to attend atleast 33% of the total lectures delivered and practicals held in all the papers during the first 10 working days from the start of teaching work in the course concerned shall be cancelled by the Board of Control/Joint Admission Cell after following the procedure given below :

1. By the 12th day after the start of classes for a particular course, the names of those students who fail to attend at least 33% of the total lectures/practicals shall be put up on the Department Notice Board. Within 4 days of the date of such notice, a student who is so short of attendance may give in writing the reasons for his absence from the classes.
2. If a student does not submit an application in writing within the prescribed time as stated above, or the reasons adduced by the student in his application are not found to be sufficient and justified in the opinion of the Board of Control/Joint Admission Cell, his admission shall be cancelled.
3. All the seats thus falling vacant shall be filled from the waiting list or through subsequent counselling before the expiry of the last date fixed for admissions by the University.
4. When the admission of the students is cancelled as stated above, the Department shall display on the Department Notice Board the list of the person(s) next in the waiting list and make admissions accordingly.

Note : It is obligatory on the part of students to keep in touch with the Department concerned for the possibility of the seats to fall vacant.

23. Admission for late applicants with high merit.

Before considering candidates placed on waiting list for admission, Board of Control or Admission Committee or Joint Admission Cell may admit a late applicant in the open/reserved category for sufficient cause with the prior approval of the D.U.I./ Vice-Chancellor, but only if his/her merit falls in the merit of the first 25% of the applicants admitted in the open/reserved category.

Late admissions shall not be allowed where;

- (i) no seats are available;
- (ii) the last date of admission as prescribed by the University is over.