

MERIT LIST PREPARATION PROCESS

1. **The Merit List(s) is/are prepared by the University/Colleges, based on their notified policy.**
2. **The selected list of applicants in the Merit list, prepared by the University/Colleges, are entered in the portal by the University/College for processing of admission.**
3. **The Academic Scrutiny of applications is done by the Institutions themselves to generate the merit score, based on the eligibility criteria and merit policy of the best of five/four/three subjects, as applicable from programme to programme in their notified policy guidelines.**
4. **The merit score considered for preparation of the Merit List is based on the Institutional policy of selecting the subjects, which is done manually during Academic scrutiny by the Institution.**
5. **After completion of Academic Scrutiny of all forms received by the Institution, the list of shortlisted candidates who were "Accepted" during Academic Scrutiny, is made available to the Institution for preparation of a merit list, as per their norms and criteria.**
6. **Upon preparation of the merit list, the Institutions are to enter the selected applicants in the portal to offer admission and further processing of admission through the portal.**
7. **So, the list made available is essentially a selection list of candidates, as entered in the system by the institutions and is not an auto-generated Merit list by the portal itself.**
8. **The portal is only provisioning the admission process of the selected/shortlisted candidates by the Institution. Hence, the lists published in the portal will not reflect the marks.**
9. **Upon "Locking" the Merit list in the portal, thereafter the list with the same selected candidates only shall be made available for public display on the Institution's website, as per their Institutional policy, with marks/cut-off percentage.**

ADDITIONAL INSTRUCTIONS FOR THE SECOND MERIT LIST

1. Rules for the Second Merit list:
 - a. All pending offers (if any) for an applicant will be marked as "Cancelled" in case they have been granted admission in any one of their preferences.
 - b. All open offers which have not been accepted by Applicant will be marked as "Offer Expired".
 - c. All Rules from 1st List will apply.
 - d. Academic Scrutiny Status of all Applications must be either Accepted or Rejected.
 - e. Those students who have been granted Admission for a choice of University/College-Programme-Admission Scheme-Discipline, will not be included in the subsequent merit list for the same choice/combination.
2. The College/University may follow their own policy for including/excluding such applicants also in Round Two, who did not take any action (either 'ACCEPT' or 'DECLINE')/did not

turn up at the College/University for physical verification of the documents) on the admission offer extended by the college in Round One.

3. The University/Colleges **are advised to follow up with applicants** who were approved for payment but have not paid the fee.

In case the applicant doesn't want to be admitted to the college, the college may ask the applicant to withdraw their application using the withdraw action available on the applicant login. The seats blocked by these applicants will be available to the college for subsequent round(s) only when the applicants withdraw their application.

Alternatively, the college may also proceed to prepare a shortlist for the next round with lesser seats.

5. Colleges are advised to process admission based on their rules for the applicants who have accepted the offer but the College has not initiated the admission process.

In case the applicant doesn't want to take admission in college, college may ask the applicant to withdraw their application using the withdraw action available on applicant login. The seats blocked by these applicants will only be available to college for subsequent round when the applicant withdraw their application, or the college may also proceed to prepare shortlist for next round with lesser seats.

6. A candidate who has been admitted to a particular program of a particular institution may be admitted to another institution provided the candidate is selected by the other institution. However, the candidate has to withdraw from the program as she/he has already been admitted.

All other instructions in the guidelines published earlier, as mentioned below shall remain the same for preparation of Merit List

GUIDELINES FOR MERIT-BASED SHORTLIST PREPARATION (as published earlier)

1. Only one shortlist shall be prepared for each programme and all the major disciplines within that programme in a particular round. The number of candidates selected for a major discipline in a programme cannot exceed the allocated seats for that discipline.
2. Higher Educational Institutions shall exercise caution while preparing shortlists for 2 Minor or 3 Minor Programmes and must ensure that they do not exceed the seat limit prescribed by the university or the competent body.
3. In the case of admission to Minors, Institutions need to exercise their rational discretion based on the availability of Infrastructure, Faculty members and feasibility to conduct classes, internal assessments and end-semester examinations.
4. Shortlist preparation for a programme will only be allowed when no applications are pending for academic scrutiny or on hold in the programme.

5. Higher Educational Institutions can only add those candidates for whom the academic scrutiny has been completed, and the Academic Scrutiny status was marked as “Accepted”
6. Higher Educational Institutions must comply with the merit criteria for seat allocation as laid down by the university or competent body while preparing and uploading the shortlist. Higher Educational Institutions are responsible for addressing and resolving any grievances arising from this process.
7. Higher Educational Institutions must comply with reservation rules for seat allocation while preparing and uploading the shortlist. Higher Educational Institutions are responsible for addressing and resolving any grievances arising from this process.
8. The admission category of candidates could be different from the category that the candidate applied with. By default, the admission category shall be the same as the category selected by the candidate at the time of application. Higher Educational Institutions must follow due process and adhere to state and university regulations while changing the admission category of the candidates
9. Higher Educational Institutions conducting performance-based admissions for certain programmes, must use the composite score facility to award appropriate scores to candidates. By default, the composite score shall be equal to the merit score of the candidate as calculated by the system based on the academic scrutiny done by the Higher Educational Institutions.

Disclaimer:

Neither the Higher Education Department, Assam nor SAMARTH e-Gov suite shall be responsible for any grievances from candidates regarding the admission policy, merit criteria, and admission rules followed by the Higher Educational Institutions during the admission process.

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