

PROCEDURE FOR HOLDING MOP UP ROUND (2019-20)

- I. Only those candidates who had reported against their Chance Memo **every time** in General Category (i.e 80% Group) and have not been offered admission are eligible to report under **MOP UP Round** at the respective admission venue. Candidates who did not report each time when called for reporting/counselling, will not be considered for admission under **MOP UP Round**.
- II. Candidates who had reported under any Nomination Category are **NOT ELIGIBLE** to report under **MOP UP Round** and will be considered only if they are eligible as per (I) above.
- III. All eligible **MOP UP Round** candidates must report as per schedule on **10.08.2019** at the notified admission venue (including AMU Centres, wherever applicable) with all required documents in original. **NO EXTENSION** in reporting time will be given to any candidate under any circumstances.
- IV. Once reporting is over, Admission Coordinator will prepare the rank list of the reported candidates as per their Chance Memo Number
- V. **Offer of Admission:**
 - (a) **For Courses having NO Branch/Stream/Subjects/Centres:**
(like MSW, B.Com., MCA, M.A., M.Sc., M.Com.)

Admissions will be offered to candidates directly as per the availability of seats vis-à-vis their reported rank and they will be asked to complete the admission formalities as per schedule subject to fulfilment of eligibility.
 - (b) **For Courses having multiple Branch / Stream / Subjects / Centres / Specialization:**
(like B. Tech., B.A.(Hons), B.A.LL.B., S.S.S.C., M.B.A.)
 - (i) Admissions will be offered to candidates directly as per the availability of seats vis-à-vis their reported rank and they will be asked to complete the admission formalities as per schedule subject to fulfilment of eligibility.
 - (ii) Admission will be offered in the course and Branch/Stream/Main Subject/Centre/Specialization **SHALL NOT BE ALLOTTED AT THE TIME OF ADMISSION**. For example, admission will be offered in B.A. (Hons.) and the Main Subject like English/Hindi/Education will not be allotted in the first instance. However, the candidates may be advised the likelihood of the Branch / Stream / Main Subject / Centre / Specialization that may be allotted to them subsequently after closure of admissions.
 - (iii) In case the fee structure for the course is different for different Branch/Stream/Main Subject/Centre/Specializations, the candidate shall be asked to submit the minimum fee required under the concerned course. Balance amount, if any, shall be realized from the candidate at the time of Subject/Branch/Stream/Centres/Specialization allocation.
 - (iv) **Admission cards** of all such admitted candidates shall be retained in the Office pending allotment of Branch / Stream /Main Subject / Centre / Specialization to them.
 - (v) **Allocation** of Subject / Branch / Stream /Centres/Specialization to candidates admitted under MOP UP Round shall be done after closure of admission as per notified schedule.

Schedule of Admission for MOP UP Round on 10.08.2019

S.No.	Timing	Action	Remarks
1.	8:00 AM to 10:00 AM	Reporting of candidates.	Only for those candidates who are eligible as per (I)
2.	10:00 AM	Offer of Admission to reported candidates against available vacancies, if any as per (V).	Only for those eligible candidates who have reported as per S. No. 1
3	10:00 AM to 1:00 PM	Completion of admission by the candidates offered admission.	Subject to fulfilment of eligibility requirements by the candidate.
4.	1:00 PM to 2:00 PM	Lunch Break	
5.	2:00 PM to 3:00 PM	Fresh Reporting of candidates for admission against any unfilled seat/fresh vacancy.	Only those candidates who have reported as per S. No. 1 but not offered admission are eligible to report.
6.	3:00 PM	Offer of Admission to reported candidates against available vacancies, if any, as per (V).	Only for those eligible candidates who have reported as per S. No. 5
7.	3:00 PM to 5:00 PM	Completion of admission by the candidates offered admission.	Subject to fulfilment of eligibility requirements by the candidate.
8.	Any vacancy arising after 3:00 PM on 10.08.2019 will not be filled up and seat(s) shall be allowed to remain vacant.		

Allocation of Subject / Branch / Stream /Centres/Specialization to candidates admitted under MOP UP Round

- A. All admitted candidate who have been allotted Subject / Branch / Stream /Centres/Specialization shall be first upgraded on 16.08.2019 between 8:00 AM –10:00 AM if situation permit vis-à-vis the available seats in Subject / Branch / Stream / Centres / Specialization and new Faculty Roll No. shall be allotted to all upgraded students.
- B. The residual vacancy so created after upgradation will be allotted through counselling to candidates admitted through **Mop Up Round**. The counselling for allocation of Subject / Branch / Stream / Centres /Specialization to such candidates shall be held on 16.08.2019 between 10:00 AM – 1:00 PM.
- C. Faculty Roll No. will be allocated and extra charges in the notified fee if any, will be realized as per the allotment of Subject/Branch/Stream/ Centres/Specialization to the students admitted through Mop Up Round and after that the Admission Card meant for the student will be handed over to him/her.
- D. During the processing of Para (B) above there is a possibility that a candidate may be allotted a subject for which he/she is not eligible. For example, a candidate may be allocated ARABIC subject in B.A. (Hons.) while he/she had not studied ARABIC at Class XII level and was ineligible. The details of any such student shall be forwarded to the Office of Controller of Examination for resolution.