RAIGANJ UNIVERSITY

GENERAL GUIDELINES & SUMMARY OF ADMISSION POLICY FOR GENERATION OF MERIT LIST FOR MBA (*AICTE approved***) & LL.M. PROGRAMMES, SESSION 2024- 25**

The list of applicants and their academic credentials to be displayed in the University Website will be prepared on the basis of the information entered by the applicant, Admission Policy of the University, and the Guidelines issued by the University. The admission based on the Merit Lists published by the University time to time are provisional and are subjected to physical verification of original documents. The admission policy of Raiganj University includes inter alia the followings:

GUIDELINES FOR FILLING UP OF APPLICATION FORM:

1. If an applicant submitted a marksheet where **only** total marks of all the papers he/ she had appeared (For example, in case of an applicant with Hons., *appeared in 8 Hons./ Major Papers and 10 other papers, the total number of papers he/ she appears during the UG Program will be (10+8)= 18.)* and the marks obtained by him / her will be considered for preparing the merit list.

2. If an applicant submitted a marksheet where both CGPA and percentage of marks or total marks of all the papers that he/ she had appeared and the marks obtained by him / her is displayed, the university will only consider the CGPA and the same will be converted into percentage **(%)** of marks as per the formula published by the University in the Admission Notification. This is because different universities have different formula for conversion of CGPA Marks into percentage **(%)** of marks. The formula for conversion from **CGPA to Percentage (%) of marks,** is as under-

   The conversion formula for converting CGPA to the corresponding percentage of marks will be as follows:

   X= 10 Y – 4.5 (Where, X = Percentage of Marks, Y = CGPA)

   *The same formula will be applied for conversion from **CGPA to Percentage (%) of marks** for the applicants who passed from a University declaring marks in CGPA.*

5. Submission of Blurred Document/ Marksheet may lead to cancellation of the application form.

6. Submission of wrong information will lead to cancellation of the application form at any stage of the admission process.

PREPERATION OF MERIT LIST:

7. The MBA applicants are required to be appear in the RUMAT (the written admission test), passing of which will entitle an applicant to appear for the GD personal interview to complete the admission process. Failure to appear in the above stated phases as instructed and notified time to time will not entitle an applicant for the admission to MBA Programme at Raiganj University. However, the merit panel will be prepared on the basis of the performance in GD and PI.

8. The applicants for the LL.M. are to appear in the viva voce andhe merit panel will be prepared on the basis of the performance in Viva voce.

9. Merit List to be generated in order of merit and following the Reservation Norms published by the appropriate government from time to time.

10. The Merit list is prepared on the basis of percentage **(%)** of marks obtained by a candidate at viva voce.

11. In case of multiple candidates who applied with same marks, the following principles are to be followed-

    a. If the **applicants are** both from the <u>Home University</u> and **applicants from** <u>different universities other than Home University</u>, the tie will be broken following the % of marks obtained at UG or Equivalent, followed by HS or equivalent, followed by Madhyamik or equivalent and date of birth and in order of alphabets in the name.

    b. If the tie happens between and among the Home University and Other University applicants, the applicant from the Home University will be preferred.

12. Normally 80% seats will be for the students of the Raiganj University and remaining 20% seats for other Open to all. This 80% and 20% may be relaxed in case of non- availability of the applicants in either category.

13. Once a student's name appears in the merit list, and he/she fails to take admission within stipulated time, his/her name would not be considered in any subsequent list of the same subject.

14. The applicants who have appeared in the final semester examinations of the respective programme, will be considered on the basis of the marks obtained by them till their **2nd last Semester (**last result published**)**. However, such candidates if obtains marks which can jeopardise the merit panel (*deprive the right of next applicant in the queue*) will not be considered for confirmation of admission.

15. In case of submission of multiple applications by an applicant, the 1ˢᵗ application will be considered.

16. The students appeared in the Final Exam **with back papers in Pass subject/s** applying for the admission are required **to submit the Passed Marksheet** during the verification of documents, failing which will lead to the cancellation of the admission.

17. The verification of documents will be done only when the students report for the classes in due course.

18. *All the admissions based on the Merit Lists published by the University are provisional and are subjected to the verification of documents.*

19. *Grievances may be dropped at secretarypg.raiuniv@gmail.com with relevant supporting documents against if any.*

Sd/-

(**Dr. Diganta Biswas**)

Secretary, PG Council, Raiganj University,

Raiganj.

N.B. *Point No 1 & 12 are not applicable for LL.M. applicants.*