

# SOP: Preparation and Release of Admission Merit List

This SOP details the **preparation and release of the admission merit list**, covering the steps for verifying applicant data, evaluating eligibility criteria, ranking candidates based on merit, preparing the final list, obtaining necessary approvals, and officially publishing the merit list. The objective is to ensure a transparent, accurate, and timely admission process that upholds fairness and institutional standards.

## 1. Purpose

To standardize the process of preparing and releasing the admission merit list, ensuring transparency, accuracy, and timely communication to all stakeholders.

## 2. Scope

This SOP applies to all personnel involved in the admissions process, including admission officers, data verification teams, and approving authorities.

## 3. Responsibility

- Admission Committee: Oversight and final approval.
- Admissions Office: Data verification, list compilation, publication.
- IT Support: System management and technical checks.

## 4. Procedure

- 1. Collection of Applications:**
  - Collect all applications received up to the official deadline.
  - Compile applicant data in a secure system.
- 2. Data Verification:**
  - Cross-check submitted documents and academic records.
  - Confirm applicant details and eligibility.
  - Flag any discrepancies for resolution.
- 3. Evaluation of Eligibility Criteria:**
  - Evaluate each applicant against the published eligibility criteria.
  - Mark non-eligible applicants as ineligible with proper remarks.
- 4. Merit Calculation and Ranking:**
  - Calculate merit scores as per institutional policy (e.g., academic marks, entrance tests, reservation).
  - Rank all eligible candidates accordingly.
- 5. Preparation of Provisional Merit List:**
  - Prepare a draft merit list including candidate names, application numbers, merit scores, and reservation categories if applicable.
- 6. Review and Approval:**
  - Submit the draft list to the Admission Committee for review.
  - Address committee queries or corrections.
  - Obtain formal sign-off/approval on the final merit list.
- 7. Publication:**
  - Publish the approved merit list on the official institution website and notice boards.
  - Communicate the release to applicants via email/SMS (if applicable).
- 8. Grievance Redressal:**
  - Provide a window for applicants to raise concerns or queries.
  - Address grievances as per institutional policy and timelines.

## 5. Documentation

- Application records
- Data verification reports
- Provisional and final merit lists
- Approval notes/signatures
- Grievance records and resolutions

## 6. Sample Merit List Format

Rank	Application No.	Candidate Name	Merit Score	Category	Status
1	20240123	Jane Doe	98.5	General	Selected
2	20240178	John Smith	97.0	OBC	Selected
3	20240345	Priya Sharma	95.6	SC	Waiting

## 7. Revision & Review

This SOP should be reviewed annually or after each admission cycle to incorporate necessary improvements.