

Admissions to BMS, BBA(FIA) and BA(H) Business Economics, 2021

A. Procedure from the Test to the Declaration of Ranks

1. Appear for the Joint Admission Test (JAT) as per the date, time and venue specified by the NTA. (as per the NTA schedule)
2. The Answer Key to the questions will be displayed by the NTA on its website. You can challenge the answer to any question and also provide the reason/evidence supporting your claim. This has to be done online. (as per NTA schedule)
3. A committee of experts will examine the objections raised by all the examinees and declare the Final Answer Key. This committee may retain or change the answer, or may delete the question from consideration. The result of the Joint Admission Test as per the Final Answer Key will then be declared. Each examinee would have a score on the basis of 3 marks for a correctly answered question, -1 mark for a wrongly answered question and 0 mark for the question not attempted. This score would be referred to as the JAT Score (as per NTA schedule)
4. The percentage of the average marks scored in Class 12 in the Best 4 papers (as per the eligibility requirements) will be calculated from the marks entered by you on the admission portal. A weighted mean of this Class 12 percentage and the percentage of the JAT Score with weights of 35% and 65% respectively will constitute your Raw Score.
5. Since the JAT is being conducted in 2 sessions, the Raw Score of the examinees in the two sessions need to be combined before computing the Rank. The procedure for this is listed below.
 - (a) The Percentile of the Raw Score of each examinee is calculated in relation to the JAT session in which the applicant appeared.
 - (b) The Raw Score corresponding to the Percentile in the other session is then calculated (Raw Other).
 - (c) The simple average of the Raw Score and the Raw Other is declared as the Final Score for each examinee.
 - (d) The Rank is computed on basis of the Final Score of each examinee.

B. Procedure for Obtaining Admission

6. After the declaration of the Ranks on the Admission Portal, you will be given one day's time to change your Preference order for the college and course that you had submitted at the time of registration.
Be extremely careful since this preference order submitted by you cannot be changed throughout the Allotment Lists.
The dates for the allotment lists shall be announced in the Admission Schedule and you will be required to complete all the admission formalities during the days specified in the Admission Schedule.
7. In every Allotment, seats will be allotted on the basis of your Rank, your Preferences and the availability of seats in the college and course. The allotment shall be displayed on the Admission Portal. It shall also be visible on your dashboard if you have been allotted a seat.
8. If the seat allotment is visible on your dashboard, you are required to click on "Apply for Admission" so that the concerned college can start the process for granting you admission.

In case you do not apply for admission and do not complete the admission formalities within the period specified in the Admission Schedule, you shall not be considered for admission at any future allotment.

9. After you “Apply for Admission”, the concerned college shall examine all the documents uploaded by you at the time of registration. In case the college finds that a document is illegible or missing or not appropriate in any other manner, it may contact you over the phone or email. Please ensure that the email address and the phone numbers provided by you are working. *In case the college does not find your documents in order or considers you not eligible for admission, it shall deny you admission and record in writing the reason for the same. This shall become visible on your dashboard.*
10. In case the college finds your documents in order, the Principal of the college shall approve your application. Your dashboard shall then show the option to “Pay fees”. Click on the option. In case you are already admitted to any undergraduate course at the University of Delhi, you will be directed to a webpage to cancel your existing admission.
11. Upon canceling your existing admission, you will be directed to pay the fees online for admission to the present college and course. The fee previously submitted for the cancelled admission shall be adjusted into the fee to be paid. Once the fee is successfully submitted, your admission to the college and course is confirmed.
12. After the successful payment of fee your dashboard will show an option to “Opt out of further reallocation”. Choose this option if you are satisfied with the college and course in which you are admitted and do not wish to be allotted another course or college in a future allotment. *If you do not choose the option “Opt out of further reallocation” you shall be automatically allotted another college and course that is higher up in your preference order if the same becomes available at your rank. Your admission in the existing college and course shall stand automatically cancelled and you would be required to complete the admission formalities for the new college and course as per the procedure as given in 8, 9, 10 and 11 above.*
13. In case seats are available at the end of the allotment lists, one or more rounds of spot allotment will be scheduled.
Before the beginning of the first round of spot allotment, you will need to apply online to be part of the spot allotments. All applicants are eligible for the spot allotments. This includes those who have taken admission and desire a change of college and course, those who missed taking admission, those who cancelled admission by mistake, and those who have never been offered admission.
Also, before the beginning of the first spot allotment, you shall also be given another chance to change your preference order for colleges and courses.