

**Standard Operating Procedure (SOP) for online document verification for Undergraduate
Admissions (IUGS) of candidates**

In order to facilitate timely admission of eligible selected candidates in the Under Graduate Programmes under IUGS, Rajiv Gandhi University and to minimize the hardship faced by the candidates residing in distant locations, the University hereby prescribed the following Standard Operating Procedure (SOP) for online verification of documents through DigiLocker/NAD

Eligibility for Online Verification:

Online Verification may be permitted to candidates residing in distant locations and unable to report physically within the stipulated timeline.

Procedure:

1. The Department upon receiving Applicant data from Computer Centre will screen the applicants for fulfilling eligibility. 21-22.07.2026
2. The Marks as per the “rule based subject domain” of CUET-UG will be considered for preparing merit.
3. The Department will prepare a list of merit list for the number of seats for intake ‘category-wise’ and keep sufficient number of wait-listed candidates as there is possibility that some candidates might have applied for more than one programme.
4. The Department will Notify the selection and waiting list through Computer Centre (jd.cc@rgu.ac.in with CC to boikuntha.bharali@rgu.ac.in and manjit.thakur@rgu.ac.in (Mobile: Mr. Boikuntha Bhrali +91-8135931533; Mr. Manjit Thakur +91-8131973005) and send a copy to the applicants.
5. The candidates shall be informed about Counselling and Verification of Credentials: either by:
 - a. Physical counselling in the University campus, which will be conducted on 23-24 July 2026
 - b. Candidates from far-off places may send email to Head of the Department, with a request for appearing online and provide CUET-UG details and copies of certificates /credentials as reference.
 - c. Failure to appear for counselling will result in no-claim for admission to the programme.
6. The Department Admission Committee shall verify the authenticity of the documents uploaded by the candidate through Digilocker /NAD (details are in the pdf attached) and record their consent to take admission.
7. If any discrepancy is noticed, the candidate shall be informed to submit clarification or additional documents within the prescribed time.
8. Upon successful verification, the committee shall record its recommendation and approve for admission. The verified and signed records shall be kept in the Department for record.
9. Candidates shall produce the original documents during counselling within the time period notified by the University for Admission. Failure to do so may result in forfeiture of seat for admission.
10. The Admission Committee will advise the candidate to pay the admission fee online [by 26.07.2027 (Sunday) positively]

11. The Department will send details of eligible candidates list (Excel sheet) to (jd.cc@rgu.ac.in with CC to boikuntha.bharali@rgu.ac.in and manjit.thakur@rgu.ac.in for enabling admission fee payment (24.07.2026)
12. Fee will be paid by candidates on or before 26.07.2026
13. The Department will receive a list of candidates of those who have paid admission fee on 27.07.2026 from Computer Centre
14. In case of vacant seats, the Admission Committee will prepare list of candidates out of the verified waitlisted candidates for admission Phase II. The Department will notify the result and send email to candidates for admission on 28.07.2026.
15. Candidates will pay admission fee by 28.07.2026.
16. In case of any resultant vacancy, the Department may fill seats 'on the spot basis' among applicants till 12:00PM and recommend for payment by 2:00 PM on 29.07.2026.
 - a. Priority I CUET-UG Applied for RGU – payment through Samarth
 - b. Priority II CUET_UG not applied for RGU - payment through University payment system
 - c. Priority III Non-CUET-UG on the basis of merit of qualifying Exam - payment through University payment system
17. Those who had appeared for online counselling will produce originals in the Department latest by 14th August 2026.

Further, the University reserves the right to cancel admission if any information or document is found to be false, fabricated, forged or incorrect.