

संदर्भ/ Ref. No. आई.एच.एम./पूसा/2026-27/ 222

दिनांक/Date. 01.06.2026

कार्यालय आदेश / Office Order

विषय: डिप्लोमा कोर्स में प्रवेश हेतु मेरिट सूची तैयार के लिए अंकों के प्रतिशत की गणना के संबंध में दिशानिर्देश।
Subject: Guidelines for calculation of percentage of marks while preparing the merit list for Diploma Courses admissions.

It has been observed that there exists ambiguity regarding the method of computation of percentage of marks obtained by students in Class 12 Examinations, particularly in cases involving additional/optional subjects. In order to bring uniformity and clarity in the calculation of percentage of marks, the following guidelines are hereby issued:

S. No.	Scenario	Rule / Condition
1	General computation.	Percentage is computed by considering all subjects in which the student appeared in the Board Examination, subject to the conditions specified herein.
2	Failed in additional/optional subject, but passed overall	If the student failed in an additional/optional subject, but the Board declared the student as passed (based on main subjects), that additional subject is excluded from the percentage computation.
3	Passed in additional/optional subject	If the student passed in an additional/optional subject and the marks are reflected in the marksheet, that subject is included in the percentage computation.
4	Board provides both marks obtained and total marks	If the marksheet includes both marks obtained and total marks, the Board's decision is final for percentage calculation — regardless of whether the optional/additional subject is mentioned.
5	Failed candidates or result not yet declared	Candidates who have failed or whose results are not yet declared must produce their score card before the form submission deadline. Failing to do so will result in exclusion from the merit list.



Kamal Kant Pant
01.06.2026

कमल कान्त पंत/ Kamal Kant Pant
प्रधानाचार्य / Principal

के प्रति / To,

1. सभी विभागाध्यक्ष / All HoDs
2. प्रशासनिक एवं लेखा अधिकारी / Admin. cum Accounts Officer
3. सभी संबंधित संकाय एवं स्टाफ सदस्य / All Concerned Faculty and Staff Members
3. गार्ड फाइल / Guard File