

## REGULATIONS GOVERNING ADMISSIONS TO VARIOUS PG PROGRAMMES

Post-Graduate (PG) Programs are offered by the University of Jammu (UoJ) through its Departments/ Offsite Campuses /Affiliated Colleges in various streams of studies under different Faculties, namely Arts, Social Sciences, Education, Sciences, Business Studies, Law, Mathematical Sciences & Life Sciences.

For the Academic Session 2024-25 the admission to the following Post Graduate Degree /Diploma Programmes including LL.B, LLM, MBA (**Offsite Campuses & Affiliated Colleges only**), M.Tech, MPA (Performing Arts), M.Ed, B.Ed etc of the University of Jammu / Govt. PG Degree Colleges/ Private Affiliated Colleges, **will be held on the basis of the Common University Entrance Test (CUET-PG-2024) to be conducted by National Testing Agency (NTA).**

### 1. GENERAL INFORMATION:

Admission to the following PG programmes that are offered in the Main Campus of University of Jammu/ Offsite Campuses & Affiliated Colleges shall be done through the online Admission process (Common Seat Allocation System).

- a. B.Ed, B.P.Ed, B.Lib.I.Sc, LL.B Professional (3 Years)
- b. **Post Graduate Degree Programmes:** Buddhist Studies, Dogri, English, Hindi, Punjabi, Sanskrit, Urdu, Arabic, Kashmiri (Kishtwar Campus only), Journalism & Media Studies, Commerce (M.Com), MBA (Offsite Campuses & Affiliated Colleges only), MBA (TTM), MBA (IB) (Self-Finance Programme), M.A Education, M.Ed, M.P.Ed, LL.M, Biotechnology (NRI/ Industry Sponsored Self Finance Seats), Microbiology (Self Finance Programme), Biochemistry (Self Finance Programme), Environmental Sciences, Botany, Zoology, Sericulture (Poonch Campus only), Human Genetics (Self Finance Programme), MCA (Computer Science & IT), M.Tech (Computer Sc.), M.Sc-IT (Kishtwar Campus only), Statistics, Mathematics, Chemistry, Geography, Home Science, Applied Geology, Remote Sensing & GIS (Self Finance Programme), Physics, Electronics, History, Economics, M.Lib.I.Sc, Rural Studies, Political Science, Sociology, Psychology, Philosophy and Defence & Strategic Studies.
- c. **Post Graduate Diploma Programmes:** PG Diploma in Business Management (PGDBM), PG Diploma in Computer Applications (PGDCA) (Kishtwar Campus only), PG Diploma in Human Rights & Duties Education, PG Diploma in Bioinformatics, PG Diploma in Composite Culture Management, PG Diploma in Yoga and PG Diploma in Museology and Conservation, PG Diploma in Cultural & Heritage in Jammu Region.

**NOTE:** All the desirous candidates seeking admission in any of the above programmes for the Academic Session 2024-25, are required to appear in the CUET-PG-24. **In case, seats remain vacant after exhausting the entire merit list of CUET-PG-24 the same will be filled up on the basis of the Academic Merit of the Qualifying Examination**

2. Admissions shall be made on the basis of the Score/Marks obtained in the Common University Entrance Test (CUET-PG-2024) conducted by the National Testing Agency (NTA)
3. PROVISIONAL ADMISSION will be offered to the applicants, who have passed first 5 Semesters of the qualifying Bachelor's Degree Examination (Honours or General)/ 6 Semesters of B.Tech/ 8 Semester of LL.B (5 Yrs) OR a qualifying examination of a professional degree of not less than 3 years duration OR any other examination recognised as equivalent thereof, from a recognised university/institution with at least 50% of the aggregate marks (45% for the SC/ST candidates) as on the date of admission.
4. **Notwithstanding anything contained in the Statutes, a candidate who has appeared or is appearing in the final Semester/ Year of the qualifying examination and is expecting to pass with the requisite percentage of aggregate marks in the said examination and fulfils the programme specific eligibility is eligible to apply.** However, the applicants provisionally admitted to the programme shall have to submit the result of the final semester/year of the qualifying examination **within 45 days** from the date of commencement of their class work.
5. **Admission to the Offsite Campuses:** 50% of the INTAKE CAPACITY number of seats in any programme/ subject offered in all off-site Campuses of the University of Jammu shall be reserved for the candidates who are the pass-out of the respective District Colleges and, only, in the event of no such candidate being available for these seats, the same shall be filled up by the students of other areas. In the case of Bhandarwah, this would mean that the students of Colleges belonging to the erstwhile

district of Doda and for Poonch Campus, students of Colleges from both the districts of Poonch and Rajouri will be considered.

6. Filling up of the Online Admission Form is a pre-requisite for Admission. The Candidates are required to fill the same carefully as per the Statutes. The University will not be responsible for any mistake/ lapse on the part of the Candidate while filling up of the Online Admission Form.
7. **FEE & Mode of Payment:-**Registration Fee, for admission, to be charged from each applicant is **Rs.500/- for General Category and Rs.450/- (for SC/ST)** and mode of payment is online only (Net Banking / Credit/Debit Card/ UPI etc.) The applicant can check his/her status of payment after login to his/her account on the admission portal. The candidate desirous to be considered for SELF-FINANCING seat has to pay an additional fee of Rs.730/- which has to be paid at the time of filling up of the Admission Form
8. The applicant/s applying for B.Ed along with the PG Programme/s have to pay Rs.2660 (applicable fee for B.Ed Programme) in addition to Rs. 500/- fee for PG Programme/s
9. **A candidate who does not opt for the Self Financing Seat/s at the time of the filling up of the Online Admission Form along with the requisite fee will not be considered for Admission under the Self Financing Seat/s at later stage.**
10. **No 'UNDER PROCESS CERTIFICATE' will be entertained under any circumstances for Admission under any Category.**  
**CHECK LIST for applying online: (Scanned Documents to be uploaded)**
  - a) Date of Birth Certificate / 10<sup>th</sup> Class Certificate.
  - b) All Mark Sheets of qualifying examination in single pdf file only.
  - c) Category Certificate/s (if applicable).
  - d) Achievement Categories Certificates (if applicable) in single pdf file only.
  - e) Domicile Certificate.
  - f) Self-Declaration (duly signed by the applicant & parent/ guardians as per **Annexure "A"**).
11. If seeking Admission under Reserved/Achievement Categories, the applicant has to upload the Domicile Certificate along with Reserved/Achievement Category Certificate/s issued by the competent authority.
12. A Candidate, seeking admission under any Achievement Category (i.e. **Sports, Cultural & Literary Activities, NCC, NSS and Bharat Scouts and Guides**) is required to upload all the achievement category certificates for evaluation. Achievement Certificate/s not uploaded online at the time of filling of online admission form will not be considered for evaluation at later stage.
13. A Candidate selected for Admission under any Reserved/ Achievement Category has to keep ready with the Original and Self Attested Copies of the Domicile Certificate as well as the other relevant Reserved Category Certificate/s as required and as issued by the Competent Authority. Such a Candidate is required to submit these certificates to the concerned Nodal Department for verification on the date as notified for the purpose. The admission of such candidate is subject to verification of the ORIGINAL certificates by the Members of the Admission Committee of the concerned Nodal Department.
14. All the applicants are required to upload the SELF-UNDERTAKING as per **Annexure-B**.
15. In respect of Admissions to the Campuses/Affiliated Colleges, the Nodal Department/s will charge the University fee and other fee, as the case may be, shall be charged by the respective Campus/ Institute / College.
16. The Admission of a candidate supplying incorrect/factually wrong information in the Online Admission Form will not be considered for admission and is liable to be cancelled at any stage.
17. The Applicants after successful completion of registration of the online admission form are advised to keep a print out of his/her Application, copy of fee receipt for future reference. Candidates are advised to be in continuous touch with the University website/Admission Portal for latest information w.r.t. admission, eligibility and other details.
18. Admission to all PG Programs is done on the basis of the eligibility criteria and procedures specified by the University on its website, Post-Graduate Bulletin of Information-2024 (PG-BOI) and Common Seat Allocation System (Postgraduate) -2024 (CSAS (PG)-2024). The eligibility criteria for every Program offered at the PG level have been published in the PG Bulletin of Information-2024-25 (PG BOI-2024-25) (available on the website of the University. Candidates must check the eligibility criteria carefully from PG BOI-2024 and the admission website. There are no additional eligibility criteria besides the



ones stipulated by the University through its website, PG BOI-2024 and CSAS (PG)-2024, published on the admission website of the UoJ.

19. Admitting students through UoJ's online admission portal Common Seat Allocation System (PG)-2024 is binding on all Departments/ Campuses/ Affiliated Colleges of University of Jammu.
20. CUET(PG) - 2024 is conducted by the National Testing Agency (NTA). The candidate may note that the role of NTA is limited to the conduct of CUET (PG) - 2024, declaration of results, and handling of queries related to the entrance examination. Simply appearing in CUET(PG) - 2024 will not be a sufficient condition to secure a seat in UoJ. For admission to the PG Programs of UoJ, a candidate has to apply on the admission portal of the University of Jammu CSAS (PG)-2024-25. Before initiating the application process, the candidate is advised to read the PG BOI-2024 and CSAS(PG)- 2024 carefully.
21. **SEAT ALLOCATION TO ALL PG PROGRAMS WILL BE BASED SOLELY ON THE SCORES OBTAINED IN CUET (PG) - 2024.**
22. It is mandatory for the candidate to apply and fill preferences, wherever applicable, online in CSAS(PG)-2024 portal of UoJ ( <https://juet.org> ). Application submitted through any other mode will not be accepted under any circumstances.
23. The CSAS (PG)-2024 merit list/s published on the Admission website shall be adhered to by all the Departments/ Nodal Departments / Centers of UoJ and B.Ed Colleges.
24. In case the seats of Over and Above Categories /quota/s remain vacant, the same will not be converted to any other Category.
25. Candidates are advised to check their dashboard, email, and admission website (<https://juet.org>) for all communications and updates related to admissions.
26. UoJ will not be responsible for a candidate's lack of awareness of the admission guidelines, schedule, Eligibility Criteria, and CSAS(PG)-2024 rules. It is the sole responsibility of the candidate to keep checking the dashboard, email and admission website regularly.
27. **In case of non-compliance with the requirements for admission, including non-submission of relevant documents and/or non-payment of Fee/s within the stipulated date and time, the candidate will lose his/her right to admission.**
28. **The candidate will be required to appear in person to verify the original documents as and when notified by the** Departments/ Nodal Departments / Centers of UoJ and B.Ed Colleges.
29. It is the sole responsibility of the candidate to prove his/her eligibility for claiming reservation under any of the reserved categories (including PwBD, EWS, Orphan & PM CARES). Candidates applying under reserved categories will be required to upload the certificates/documents of the respective reserved category/sub-category issued by the Competent Issuing Authority.
30. If at any stage, documents submitted by the candidate relating to the admission are found to be fake/non-genuine and/or fabricated or in any other manner defective, the said candidate will not be given admission and if already admitted, admission will be canceled without any prior notice in this regard. If the same is found after completing the Program, his/her degree will be revoked, and appropriate legal action will be taken against him/her.
31. A candidate's participation in the admission process will be provisional. If, at any stage, it is found that eligibility requirements are not fulfilled, the admission, if granted, shall be canceled *ipso facto* and appropriate legal action will be taken against such candidate. University will not refund Admission Fee in case any candidate is found ineligible at a later stage.
32. **THE UNIVERSITY RESERVES THE RIGHT TO CANCEL THE ADMISSION OF ANY CANDIDATE WHO VIOLATES THE RULES AND REGULATIONS LAID DOWN BY THE UoJ.**

## ONLINE APPLICATION FORM (HOW TO APPLY)

1. Visit University of Jammu Official Website <http://jammuuniversity.ac.in> and Click on Admissions → PG Admission and Click on the link provided for the PG Admission portal.
2. Click on [NEW REGISTRATION](#) link given on the Home page / Top Right Side.



3. Check your eligibility and scroll down to continue.

**ELIGIBILITY FOR ONGOING POST GRADUATE DEGREE / DIPLOMA PROGRAMMES:**

Notwithstanding anything contained in the preceding clauses, admission to the programme of study **shall be done on the basis of the Common University Entrance Test (CUET-PG-2024) conducted by National Testing Agency (NTA)** subject to the **ELIGIBILITY CONDITIONS** prescribed for various programmes of study as given under:

A	B	C	D	E	F
Sr. No.	CUET-PG-24 Test Paper Code	Programme (Subject)	Degree	CUET-PG-24 Paper Pattern	<b>BASIC ELIGIBILITY FOR ADMISSION</b>
1	SCQP08	Chemistry	Master of Sciences (M.Sc)	University of Jammu	<b>Chemistry:</b> A candidate seeking admission to the programme must have passed in final year of bachelor degree examination in science with chemistry as one of the core subjects in all the three years and with 50% of aggregate Marks for General category and 45% SC/ST Category.

4. Enter registration details. Applicant must use his own Mobile No. and email address. The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process.





## 7. Fill Choices of Course / Department / Institute.

**UNIVERSITY OF JAMMU**  
NAAC ACCREDITED "A+" (CGPA-3.51)  
NIRF RANKING 2023: 63rd rank under University Category

PG Admission-2024 through CUET-PG-2024

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WELCOME : TEST CANDIDATE NAME [My Status](#) [Logout](#)

**For giving Preferences of Campus / Affiliated College / Course for seat Allotment**

Sr. No.	Course Name	Campus / College Name	Edit / Update	Delete	Shift	Shift	Select
1	M.A. English	-Select Campus / College--	<a href="#">Update</a> <a href="#">Cancel</a>	<a href="#">Delete</a>	<a href="#">Up</a>	<a href="#">Down</a>	<input type="checkbox"/>

[Add New Choice](#) [Remove All Choices](#) [InterChange Choices](#)

[Save Choices](#) [Back](#)

1. You can Add / Modify (Edit) / Delete choices as per your wish.  
'Add New Choice' Button is used for adding new College.  
'Remove All Choices' Button is used for removing all Colleges chosen earlier.  
'Interchange Choices' Button is used to interchange the two Colleges selected. You have to select the Colleges to be interchanged, by clicking the boxes in 'Select' column.  
'Edit Button' is used to change the College selected earlier.  
After using edit option 'Update' and 'Cancel' Button will be displayed at the bottom. 'Update Button' is used to update the changed College. 'Cancel' Button is used to cancel the change done.  
'Delete' Button is used to delete the College chosen earlier.

## 8. Pay Application Fee Online.

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Pay Application Fee (Rs. 2660 /-) For B.Ed. Course

[Pay Fee Online through Debit or Credit Card](#)

IF THE FEE HAS BEEN DEDUCTED FROM YOUR BANK ACCOUNT, THEN LOGIN AFTER ONE HOUR AND DO DOUBLE VERIFICATION, DO NOT MAKE ANOTHER PAYMENT IMMEDIATELY.  
यदि आपके बैंक खाते से शुल्क कट गया है, तो एक घंटे के बाद लॉगिन करें और शुल्क का दोबारा सत्यापन करें, तुरंत दूसरा भुगतान न करें।

## 9. Take Printout of Application Form.

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WELCOME : TEST CANDIDATE NAME [My Status](#) [Logout](#)

[Print Admission Form](#)

10. The application shall be treated as complete only if all the mandatory steps are completed successfully after login. In case candidate is not able to submit the application form by closing date and time his / her candidature for the position will not be accepted under any circumstances.

11. Candidates are advised to visit website <https://juet.org> for latest updates and information. Information through Email / SMS is an additional service provided by the University of Jammu. If any candidate does not receive any information through Email / SMS due to any reason, University of Jammu will not responsible for the same.

**VARIOUS PHASES OF SEAT ALLOCATION/ VERIFICATION/ ADMISSION PROCEDURE:****1. The Common Seat Allocation System 2024 shall be divided into following Phases:**

<b>PHASE- I</b>	Filling up of online admission form through the official website of the University of Jammu (PG Admission URL ( <a href="http://jammuuniversity.ac.in/PG/2024-25">http://jammuuniversity.ac.in/PG/2024-25</a> ))
<b>PHASE- II</b>	Filling of Preferences for Programmes / Campus/ College
<b>PHASE- III</b>	Online Payment of Application Fee @ Rs.500/- (Rs.450 for SC/ST)
<b>PHASE- IV</b>	Online verification of up-loaded documents/certificates and Acceptance of candidature or request for re-uploading of the required document / certificate.
<b>PHASE- V</b>	Allocation of Seat across all categories and Admission (All Categories except Self Finance)
<b>PHASE- VI</b>	Physical Verification of the Original Documents of the applicants who were allotted any Programme/Campus/College in the Allocated List/s by the Nodal Departments
<b>PHASE- VII</b>	Accepted by the allotted Nodal Department and generation of LINK for ADMISSION FEE. The admission process will be considered complete only after the successful payment of the admission fee.

**GUIDELINES FOR: DOCUMENT VERIFICATION/ SEAT ALLOCATION & ADMISSION****1. Document Verification**

- a. Online verification of the application/documents will be done by the Departments/ Nodal Departments / Centers of UoJ and B.Ed Colleges before the seat allocation. Candidates with no document deficiencies will receive allocation approval from the respective Nodal Department.
- b. The Nodal Department will verify the validity and authenticity of documents/certificates submitted by the candidate within the stipulated timeline.
- c. Following information of the applicant be verified from the documents uploaded:
  - i. Max. Marks / Marks Obtained in the qualifying examination
  - ii. Core Course/s as per eligibility of the said Programme
- d. During the online verification process, if a Department / Nodal Department seeks more clarity/information from the candidate, it may select RE-UPLOAD under VERIFICATION and raise a query, under REMARKS OPTION, to the candidate.
- e. During the online verification process, the candidate, asked for RE-UPLOAD must re-upload the requisite documents by logging to his/her admission account.
- f. After verification, the Departments/ Nodal Departments / Centers of UoJ and B.Ed Colleges will either select "ACCEPTED" or "NOT ACCEPTED" and press UPDATE button of application form. No application shall be left unattended.
- g. At the time of online verification, if an application is NOT ACCEPTED, the Departments/ Nodal Departments / Centers of UoJ and B.Ed Colleges will state the reason for rejection. For rejecting an application, Department / Nodal Department will indicate any of the following reason/s:
  - i. Invalid documents/certificates submitted by the candidate
  - ii. Failure to respond to the query(ies) raised within the stipulated time
  - iii. Any other reason, as noted.
- h. During the online approval process, if a Department / Nodal Department raises a query (or queries), the candidate will receive SMS/Email and must respond through his/her dashboard within the stipulated time. Failure to respond to the query (or queries) will result in the rejection of the application form and the candidate will be disqualified from PG Admission Process.

**2. Seat Allocation Process**

- a. In the context of provisional seat allocation, 'Allocated Seat' refers to a unique combination of Program+ Campus/ College. For e.g, M.A (Sociology) at Campus X is referred to as an 'Allocated Seat'.
- b. The Highest Possible Preference of the candidate will be provisionally allocated to a candidate considering the following criteria:
  - i. Programme-merit list
  - ii. Category
  - iii. Availability of seats
  - iv. Any other allocation rules, policies or criteria of the University as mentioned in the eligibility/ published on the admission website.

### 3. Merit List:

- a. The merit list for the Open Category (Un-Reserved UR) seats will comprise of all candidates in order of merit of CUET. All candidates irrespective of their category will be included in the same.
- b. If candidates belonging to reserved category who do not have a valid certificate/ document issued by the respective issuing authority at the time of applying, they will not be considered for allocation in the relevant category as claimed.
- c. In case, a candidate who was allocated a seat under any reserved category/ sub-category and was rejected on the basis of deficiency/ies in the category/sub-category/ caste documents, he/she may be considered for seat allocation in subsequent round/s (if any) in UR Category as per his/her eligibility, merit and availability of seats in UR.
- d. If the total number of eligible reserved category candidates who have applied for a particular Program exhausts, then the remaining seats under this category for that particular Program will be converted to non-reserved seat/s as per University norms for all convertible seats.

### 4. Seat Allocation

- a. Allocation List includes all the Categories [Open/SC-ST/RBA/IB etc. (except self finance)]. The Allocation for Self Finance will be done in the Final Round after completing admission for other reserved categories.
- b. The candidates will be informed by Notification or Email or SMS regarding declaration of the Allocated Lists.
- c. On declaration of the allocation list/s, the candidate must check the lists carefully and log on to his/her dashboard for acceptance of the allocated seat, if offered.
- d. It is the responsibility of the candidate to login to the dashboard and check if a seat is allocated in a given round of seat allocation, and if allocated, the candidate must complete all admission formalities.

#### e. Acceptance of the Provisionally allocated seat:

- i. Once a seat is allocated in a particular round, the candidate must 'ACCEPT' the Allocated Seat.
- ii. The provision for acceptance of a particular Allocated Seat and seeking admission against that seat will be valid only for the round in which the seat was allocated to the candidate.
- iii. Inactivity/no-action will be taken as non-acceptance to the Allocated Seat. It will be treated as a decline to the provisionally Allocated Seat and the candidate will no longer be able to participate in subsequent rounds of admission process.

#### f. Admission to the Provisionally allocated seat:

- i. For seeking admission the candidate must visit the Department / Nodal Department for physical verification of the documents, as per schedule.
- ii. The schedule for physical verification of the documents will be published/uploaded on the admission website.

### 5. Seat CONFORMATION Options:

- a. **FREEZE:** This option is applicable when the candidate is allocated his/her first preferred seat or when the candidate wishes to take admission in the allocated seat and does not want to further participate in the admission process. If a candidate allocated his/ her First Preference then he/she has no other choice and he/she has to FREEZE the allocated seat.
- b. **UPGRADE:** This option is visible only if the candidate is allocated a seat other than his/her first preference/choice. It allows the candidate to participate in the next round for possible upgradation to a higher preference.

### 6. Upgradation Process:

- a. This "UPGRADE" option will be available if a student is allocated a seat other than his/her first choice and/or is unsatisfied with the allocated seat and wishes to participate in the next round for possible upgradation to a higher preference.



- b. Choosing UPGRADE requires the candidate to pay a REFUNDABLE token fee deposit of INR 2000. This deposit is a one-time payment for potential upgradation in subsequent rounds. This fee will be refunded by the concerned Departments/ Nodal Departments / Centers of UoJ and B.Ed Colleges when the candidate is finally admitted in the respective Department/Campus.
- c. Upon payment, the candidate's seat will be reserved, and he/she will be considered as a participant for the next round.
- d. If the candidate gets upgraded to a higher preference in the subsequent round, he/she can accept the allocated seat and proceed with final admission, withdrawing his/her claim for the previously allocated seat.
- e. If the candidate does not get upgraded in subsequent rounds, he/she can accept the already allocated seat and proceed with final admission.

#### 7. Final Admission and Document Verification:

- a. After allocation of preferred seats, students have to visit the Nodal Department of the University Main Campus with all the original documents along with one set of photocopies of self-attested documents for physical document verification within the scheduled time slot and date allotted. (Separate notification will be issued for counseling schedule).
- b. During the physical verification of the documents, the Departments/ Nodal Departments / Centers of UoJ and B.Ed Colleges will verify the following within the stipulated timeline:
  - i. Minimum eligibility of the candidate.
  - ii. Program-specific eligibility of the candidate.
  - iii. Validity and authenticity of the documents/certificates submitted by the candidate. If the Nodal Department requires more clarity or information during the admission process, it may raise a query to the candidate. The candidate must fulfill the query within the stipulated time.
- c. After the physical verification, the Nodal Department will either "ACCEPT" or 'REJECT' the provisionally allocated seat of the candidate. **In case of rejection at the time of Physical verification, the Nodal Department must specify the reason.**
- d. For accepted candidates, the payment link on the student dashboard will become active. The student must pay the admission fee within the desired time (usually within 48 hours). The candidate will have to pay the Admission fee for the approved seat. The admission process will be considered complete only after the successful payment of the admission fee.
- e. If a candidate fails to pay the admission fee within the stipulated time, it will be considered as cancellation of the provisionally allocated seat. The allocated seat will be forfeited, and the candidate will not be considered for any subsequent allocation rounds. The candidate will lose all rights to the allocated seat and will not be eligible for any future allocation rounds. However, the candidate may have the option to apply for the spot round / late entry round, **if any**.

#### 8. Admission Process Flow

- a. **Number of Rounds:** The admission process will typically consist of two to three rounds of allocation and a spot round, **if required**.
- b. Additional spot rounds may be conducted based on seat availability.
- c. The number of rounds are subject to real time analysis of applications received as well as outcome of the allocation round.
- d. **CASE I: If first choice/preference is allotted to the student.**
  - i. The provision for accepting a particular allocated seat is valid only for the round in which the seat was allocated to the candidate. If a candidate does not seek admission against the allocated seat his/ her claim for the said seat will be withdrawn.
  - ii. Candidates who receive their first preferred seat will not be eligible for upgrades and will not be considered in programs in subsequent rounds of allocation.
- e. **CASE II: If the allotted seat is other than first preference.** Candidates who are allocated seats other than their first preference have the following options:
  - i. **Freeze Option:** By choosing Freeze, the candidate can proceed with the final admission process and seek admission within the given timeline.

- ii. **Upgrade Option:** By choosing Upgrade, the candidature will be considered for the next subsequent allocation round. If the candidate gets upgraded to a higher preference in the next subsequent round, he/she must freeze the newly allocated seat and proceed with the final admission. His/Her claim for previously allocated seat will be withdrawn thereafter. If the candidate does not get upgraded to a higher preference, he/she have to freeze the already allocated seat (from the previous round) and proceed with the final admission.
- f. In both the cases (Case I and Case II), If a candidate accepts the seat but does not take admission, his/her claim for the seat will be withdrawn. As a result, he/she will not be allowed to participate in subsequent rounds of admission.
- g. If a candidate shows no activity (i.e., does not accept the seat), his/her claim for the seat will be withdrawn, and he/she will not be allowed to participate in subsequent rounds of admission. However, it's important to mention that such candidates may have the opportunity to appear in the spot round of admission when announced, depending upon the availability of seats and such candidates shall not be allowed for late entry under any circumstances.
- h. CASE III: In case of No-Activity (Candidate does not Accept/Freeze/Upgrade)**  
If a seat is allocated to a candidate and he/she does not opt for Accept, Freeze, or Upgrade before the last date/time specified for the given allocation round for any reason:
  - i. No activity will be treated as a decline to the provisionally allocated seat and such candidates will no longer be able to participate in subsequent rounds of admission.
  - ii. Such candidates may have the opportunity to appear in the spot round of admission when announced, depending upon the availability of seats.
  - iii. Such candidates shall not be allowed for late entry under any circumstances.

#### **9. SEAT CANCELLATION**

- a. Failure to 'ACCEPT' or 'FREEZE' the provisionally Allocated Seat within the stipulated timeline will lead to the cancellation of the Allocated Seat.
- b. The provisionally Allocated Seat will be cancelled if a candidate fails to pay the Admission fee within the stipulated time.
- c. The provisionally Allocated Seat/Admission will be cancelled if, at any time, any of the document(s)/certificate(s) is/are found to be invalid/fraudulent.**
- d. The provisionally Allocated Seat/Admission will be cancelled if, at any time, it is found that a candidate does not meet the Minimum Eligibility Criteria as laid down by the University.
- e. A candidate whose provisionally allocated seat/admission is cancelled due to the above - mentioned reasons will forfeit the right to seek admission.
- f. Candidate who is already admitted in a particular Programme and wish to cancel the seat to appear in Spot round for any reason, have to cancel his/her admission by visiting the Nodal Department before the start of the SPOT Round.
- g. There will be no option to withdraw the admission once the Spot Admission round is announced.

#### **10. Fee Payment Process:**

- a. Admission of a candidate will be deemed confirmed only after the successful reconciliation of the Admission Fee. The admission fee must be paid only through the candidate's dashboard. If the admission fee is not successfully remitted within the stipulated time, the admission will not be considered complete under any circumstances. For all payments, candidates should use any of these payment modes: Net Banking / Debit/Credit Card/ UPI etc.
- b. Once the Nodal Department gives the approval for admission to the candidate after document verification, the fee payment link will be activated and will be shown to the candidate in his/her user account. Candidate has to pay the full fee online through his/her dashboard.

#### **11. Refund Process:**

- a. Those candidates who proceed for final admission and have already paid Rs 2000 as a token money can apply to the Department / Nodal Department for refund through e-NEFT Application Form.



- b. Candidates who have paid Rs 2000 as a token money and have not taken admission or did not get admission till the last round of admission, can apply for a refund. A separate notification for this kind of refund will be issued on the admission website/ public media.
- c. For those candidates who have already been admitted to a particular programme and want to cancel the admission, the refund process will be handled as per University norms. Refund of any kind will be processed once the admission process is completed, as per the laid down rules and regulations of the University.

## 12. Payment Making Guidelines:

- a. If the amount is not deducted while making an online payment, the candidate should wait for a while and should not attempt to pay again before the payment deadline. It is important to ensure a stable internet connection while making the online payment.
- b. Candidates must use the correct credentials to ensure a successful payment.
- c. It is advisable to avoid the last-hour rush and make the payment well before the deadline.
- d. If the amount is deducted but a notification is not received, the candidate should seek confirmation from their source bank/ Centre for IT Enabled Services & Management, University of Jammu. In such cases, the candidate should not attempt another payment for the next 45 minutes.
- e. Before making online fee payment, candidates should ensure that Net Banking (Online Transaction) is enabled on their credit/debit card. Candidates and their parents/guardians should be familiar with other online payment methods like e-Banking, Debit / Credit Card, UPI, and their respective terms and conditions.
- f. **Contact Payment Gateway Helpline:** If a successful transaction is confirmed from the source bank but the payment failure continues to be reflected on the dashboard, the candidate may contact the Payment Gateway Helpline.

## 13. Time Line for Single Round of Online Admission:

S.No	Title	Count of Days
1.	Declaration of Online Selection List for Both Open & Reserved Categories	Day 01
2.	Seat UPGRADE / FREEZE by the applicant	Day 01 to 03
3.	Physical Verification of Documents & Online Fee Deposit	Day 01 to 03
4.	Payment of Admission Fee	Day 01 to 04
<b>Break of Two Days will be given after last date of fee Deposit, so that Failed fee transaction can be-Consolidated. (Payment Gate Problems etc.)</b>		

## 14. There shall be a provision for Mid Entry Admission (if need arises).

- a) Candidates who failed to apply for CSAS-PG-2024 within the stipulated time and are desirous of participating in CSAS-PG-2024 can participate through the Mid-Entry window (whenever University announces for vacant seats), by paying a **MID-ENTRY FEE of Rs. 1000.00 (non-refundable)**.
- b) **A candidate who applies to CSAS-PG-2024 mid-way will not hold any right to claim the seats allocated to candidates who had applied to CSAS-PG-2024 during the initial Application Phase. Allocation of seats to such candidates may be considered for subsequent rounds (if any), subject to fulfillment of eligibility criteria, availability of seats, and other CSAS-PG-2024 rules.**
- c) Once the seat has been allocated to the candidate who has applied to CSAS-PG-2024 mid-way, it will be mandatory for him/her to take admission on the allocated seat. Failure to accept the allocated seat will forfeit the candidate's right to seek admission to the course. The seat allocated in a particular allocation round will be final and will not be upgraded in any subsequent allocation round.
- d) Mid-Entry will only be considered after successful remittance of the Mid-Entry fee.
- e) Merely applying through Mid-Entry does not guarantee a seat through CSAS(PG)-2024.
- f) **This may include the NON-CUET candidates along with CUET-PG-24 candidates to apply also, if necessary.**



## SPOT / MOP UP COUNSELLING FOR ADMISSION (IF REQUIRED)

### 15. SPOT/ MOP UP COUNSELLING FOR ADMISSION (To be held in Offline Mode):

After Final Round of Allocation vacant seat/s, if any, shall be filled up by the Nodal Department / Affiliated Colleges through the **Mop-Up / Spot Round to be held in OFFLINE MODE** as per the schedule notified:

- a) All the candidates desirous for admission shall report at the concerned Departments/ Nodal Departments / Centers of UoJ and B.Ed Colleges along with the **Online Admission Form already filled** by them and original/photocopies of all the documents and the Affidavits as required.
- b) **Eligibility & ORDER OF ADMISSION for OFFLINE Admission** will be as under:
  - i. The candidates who have already applied and filled online admission form but not admitted in any of the previous allocated round shall be given preference. Such applicants may edit their online application form for giving FRESH PREFERENCES for the Campus/ Colleges.
  - ii. In case the seats remain vacant after exhausting all the above applicants, only then, the FRESH candidates will be considered for admission. Fresh candidates should bring photocopies of all the requisite documents along with the original as required for admission.
- c) **Fresh Candidates (with CUET / Non CUET) who could not apply for admission earlier** will not hold any right to claim the seats allocated to the candidates during the previous round of admission even if their merit is higher than those admitted earlier. However, FRESH applicants have to fill online application form and have to pay requisite application fee through ONLINE MODE ONLY and bring photocopies of all the requisite documents along with the original as required for admission during the notified dates.
- d) The Departments/ Nodal Departments / Centers of UoJ and B.Ed Colleges **shall ACCEPT/ REJECT the admissions through “SPOT / MOP-UP ADMISSION REPORTING” button/icon available on the Home page of the Nodal Deptt. /College.**
- e) Provisional admissions shall be made purely on the basis of the Merit/ Preferences of the applicants who present themselves on the day of the counselling. Candidates failing to report for the Counselling shall not be considered for Admission.

### 16. Admission to performance based programs [B.P.Ed. M.P.Ed, MBA (Offsite Campuses/Pvt. Colleges), MBA(IB), MBA (TTM)]

- a) **B.P.Ed/ M.P.Ed:** The persons with disabilities are not eligible for admission to the programme. The candidates shall also have to further appear in the Physical Fitness Test (AAPER) to be conducted by the Directorate of the Physical Education, University of Jammu. The number of candidates to be invited for appearing in the AAPER Physical Fitness Test shall not exceed three (3) times the number of seats available in the Directorate. Only those candidates shall be considered for allocation of seats who qualify AAPER Physical Fitness Test.
- b) **MBA/ MBA (IB)/ MBA (TTM):** Admission to the Programme shall be made on the basis of :
  - (a) CAT-2023/ AIMA-MAT (September 2023 onwards)/ CUET-PG-2024;
  - (b) Weightage of the Academic Record; and
  - (c) Group Discussion and Personal Interview to be conducted by the Admission Committee.

**The evaluation criteria and weightage thereof for the purpose of selection to the MBA/ MBA (IB) course shall be:**

1.	Marks secured in the Entrance Test	70%
2.	Personal Interview	10%
3.	Group Discussion	10%
4.	Academic Record	10%

**For MBA (TTM) the evaluation criteria and weightage thereof for the purpose of selection shall be:**

1.	Marks secured in the Entrance Test	80%
2.	Personal Interview	10%
3.	Group Discussion	10%

## FLOW CHART (CSAS-JU-2024)

### 17. Flow Chart (Various Steps for CSAS-JU-2024)

