



**OFFICE OF THE DEAN ACADEMIC AFFAIRS  
UNIVERSITY OF JAMMU, JAMMU**

(NAAC Accredited 'A+' University)

website: <http://jammuuniversity.ac.in>

**PG- ADMISSION NOTIFICATION - 07**

**ADMISSION SCHEDULE (2023-24) & GUIDELINES FOR SEAT ALLOTMENT, ADMISSION**

**Common Schedule for Admission to Post-Graduate Programmes**

TITLE	TASK	DATES & TIME			
<b>FIRST ROUND OF ALLOCATION AND ADMISSIONS</b>	Declaration of <b>First Allocation</b> List	06-10-2023 at 11.00 AM			
	Candidates to "FREEZ/ UPGRADE" the Allocated seat	07-10-2023 from 10.00 AM to 08-10-2023 before 07.00 PM			
	Physical Documents Verification by the Department/ Nodal Department as per the schedule notified by the concerned Department/Nodal Department. Allotment of subject, fee link generation and fee payment by the Candidate	09-10-2023 from 10.00 AM to 11-10-2023 upto 05.00 PM			
	Last date of Online payment of admission fees by the Candidate	Upto 11-10-2023 till 05.00 PM			
<b>SECOND ROUND OF ALLOCATION AND ADMISSIONS</b>	Display of vacant seats	14-10-2023 (11:00 AM)			
	Declaration of <b>Second Allocation</b> List	16-10-2023 (11:00 AM)			
	Candidates to "ACCEPT" the Allocated seat	17-10-2023 from 10.00 AM to 18-10-2023 before 07.00 PM			
	Physical Documents Verification by the Department/ Nodal Department as per the schedule notified by the concerned Department/Nodal Department. Allotment of subject, fee link generation and fee payment by the Candidate	19-10-2023 from 10.00 AM to 21-10-2023 upto 05:00 PM			
	Last date of Online payment of admission fees by the Candidates	Upto 24-10-2023 till 05.00 PM			
<b>SPOT ROUND OF ALLOCATION AND ADMISSIONS</b>	Display of vacant seats	25-10-2023 (11:00 am)			
	Candidates to Apply for <b>Spot Allocation</b> Round and provide their fresh preferences. <b>OLD PREFERENCES WILL BECOME NULL &amp; VOID.</b>	27-10-2023 from 10.00 AM to 28-10-2023 before 7.00 PM			
	Declaration of First Spot Allocation List	30-10-2023			
	Candidates to "ACCEPT" the Allocated seat	31-10-2023			
	Physical Documents Verification by the Department/ Nodal Department as per the schedule notified by the concerned Department/Nodal Department. Allotment of subject, fee link generation and fee payment by the Candidate	02-11-2023 from 10:00 am to 04-11-2023 before 7.00 PM			
	Last date of Online payment of admission fees by the Candidates	05-11-2023 till 05.00 PM			
	Display of <b>Self-Finance Allocation</b> List	06-11-2023 (11:00 AM)			
<b>IMPORTANT INFORMATION FOR APPLICANTS</b>					
<b>B.P.Ed &amp; M.P.Ed ADMISSIONS &amp; CANADIAN TEST</b>	The Persons with Disabilities (PwD) are not eligible for admission to the programme. The candidates seeking admission for the Physical Education (B.P.Ed or M.P.Ed) shall also have to appear in the Canadian Test to be conducted by the Directorate of the Physical Education, University of Jammu as per below:				
	<table border="1"> <thead> <tr> <th>Date &amp; Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>3<sup>rd</sup> and 4<sup>th</sup> October, 2023 at 08:30 am sharp</td> <td>Sports Ground, in front of the Department of the Sports and Physical Education, University of Jammu, Jammu</td> </tr> </tbody> </table>	Date & Time	Venue	3 <sup>rd</sup> and 4 <sup>th</sup> October, 2023 at 08:30 am sharp	Sports Ground, in front of the Department of the Sports and Physical Education, University of Jammu, Jammu
Date & Time	Venue				
3 <sup>rd</sup> and 4 <sup>th</sup> October, 2023 at 08:30 am sharp	Sports Ground, in front of the Department of the Sports and Physical Education, University of Jammu, Jammu				
<b>MBA ADMISSIONS &amp; GROUP DISCUSSION (GD) / PERSONNEL INTERVIEW (PI)</b>	The students seeking admission in MBA Programme, are advised to reserve a seat in other opted courses also as the <b>MBA ADMISSIONS SHALL BE DELINKED</b> and final lists shall be issued separately. The fee deposited shall be refunded, as per statutes, in case of cancellation of admission. The applicants have to appear in the <b>Group Discussion (GD) &amp; Personnel Interview (PI)</b> which shall be conducted as per below dates. Refer <b>MBA Admission Notification-01</b> for more details:				
	<table border="1"> <thead> <tr> <th>Date &amp; Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>4<sup>th</sup> and 5<sup>th</sup> October, 2023 (Refer MBA Admission Notification-01 for details)</td> <td>School of Hospitality &amp; Tourism Management (SHTM), University of Jammu, Jammu</td> </tr> </tbody> </table>	Date & Time	Venue	4 <sup>th</sup> and 5 <sup>th</sup> October, 2023 (Refer MBA Admission Notification-01 for details)	School of Hospitality & Tourism Management (SHTM), University of Jammu, Jammu
Date & Time	Venue				
4 <sup>th</sup> and 5 <sup>th</sup> October, 2023 (Refer MBA Admission Notification-01 for details)	School of Hospitality & Tourism Management (SHTM), University of Jammu, Jammu				

*Sunil Sharma*

**Deputy Registrar (Academic Affairs)**

No. DAA/23/3390  
Dated: 03-10-2023



## **GUIDELINS FOR SEAT ALLOCATION/ VERIFICATION/ ADMISSION (PG-ADMISSION-2023)**

### **1. Document Verification**

- a. Online verification of the application/documents will be done by the Department/ Nodal Departments for the candidates before the seat allocation round. Candidates with no document deficiencies will receive allocation approval from the respective Department/ Nodal Department.
- b. The Department/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 NOT ACCEPTED under VERIFICATION and raise a query, under REMARKS OPTION, to the candidate.
- e. After verification, the Department / Nodal Department will either select "ACCEPTED", "NOT ACCEPTED" OR "RE-UPLOAD" (if documents required to be re-uploaded) and press UPDATE button of the application form. No application will be left unattended.
- f. In case of re-upload the application is required to upload the document within a stipulated time.
- g. At the time of online verification, if an application is NOT ACCEPTED, the Department / Nodal Department 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-2023.

### **2. 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 of Jammu mentioned in the eligibility /University Information Brochure published on the admission website.

### **3. Merit List:**

- a. The merit list for the Open category seats will comprise of all candidates in order of merit. 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. 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 as per University norms for all convertible seats.

### **4. Seat Allocation**

- a. The candidates will be informed by email/sms regarding declaration of the Allocated Lists.
- b. 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.
- c. 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.



**d. Acceptance of the Provisionally allocated seat:**

- i) Once a seat has been 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.

**e. 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 counselling schedule.
- ii) The counselling schedule will be published on the admission website.

**5. Seat Confirmation 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.
- 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 has been 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 Department/ Nodal Department when the candidate is finally admitted in the respective Department/Campus.
- c. Upon payment, the candidate's seat will be reserved, and they will be considered as a participant for the next round.
- d. If the candidate gets upgraded to a higher preference in the subsequent round, they 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, they 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 Department / 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 document verification, the Nodal Department of the University Main Campus 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 Department/ 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 Department/ Nodal Department will either **"ACCEPT"** or **"REJECT"** the provisionally allocated seat of the candidate.
- d. For accepted candidates, the payment link on the student dashboard will become active. The student must pay the admission fees within the desired time (usually within 48 hours).
- e. 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.**
- f. **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.**

## 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.
- 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.**
- 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, they must freeze the newly allocated seat and proceed with the final admission. Their claim for previously allocated seat will be withdrawn thereafter. If the candidate does not get upgraded to a higher preference, they 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, their claim for the seat will be withdrawn. As a result, they 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), their claim for the seat will be withdrawn, and they 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 they do 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 canceled if a candidate fails to pay the Admission fees within the stipulated time.
- c. The provisionally Allocated Seat/Admission will be canceled 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 canceled 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 canceled due to the above - mentioned reasons will forfeit the right to seek admission.
- f. Candidates who are 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 Department/ 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.
- b. Once the Department/ 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 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. All refunds 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 try paying again before the payment deadline. It is important to ensure a stable internet connection when 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. 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 of the Jammu and Kashmir Bank Ltd.
- g. The Jammu & Kashmir helpline operates between 10:00 a.m. to 05:00 p.m., Monday to Saturday (except second and fourth Saturdays).