Department of Higher Education

UT of Jammu & Kashmir

Information Bulletin

J&K Common Seat Allocation System (JKCSAS)

for

Admission to Undergraduate Programs of Affiliated, Constituent and

Autonomous Colleges of J&K

Academic Session 2024-25

"Success embraces those who strive with unwavering dedication, even when the path may seem challenging. Remember, your journey is unique, and greatness can be achieved through perseverance and hard work in all aspects of life."

Principal Secretary to the Government, Shri Alok Kumar IRS
Higher Education Department, J&K

Disclaimer

1. Participating Universities of the Union Territory of Jammu and Kashmir reserve the right to revise, amend, or delete any part of the **Jammu and Kashmir Common Seat Allocation System-2024** (JKCSAS-2024) without prior notice.

2. Any changes, so made, shall be updated on the website of the participating of the respective Universities / Colleges.

3. Any changes in the allocation rules following the release of the JKCSAS-2024 document shall come into effect from the date of posting on the admission website: **https://jkadmission.samarth.ac.in.**

4. The Higher Education Department, Jammu and Kashmir, disclaims any liability towards any individual for any loss or damage caused to him/her arising out of any action taken on the basis of the provided information. Any error on the admission website, Undergraduate Brochure of Information-2024 of Universities/Autonomous Colleges and JKCSAS-2024 document may be due to inadvertent omissions and/or any other reason.

5. This disclaimer applies to all parts of the JKCSAS-2024, including notifications, corrigendum,
   amendments, addendums, and regulations.

6. Candidates are responsible for regularly checking the admission website of the Higher Education Department, Universities, and Colleges for updates, guidelines, schedules, and admission-related policies.

Note: **For notifications and updates regarding Under-Graduate (UG) admissions-2024, please visit: (https://jkadmission.samarth.ac.in)** and websites of respective Universities and Autonomous Colleges.

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1. General Information

Under-Graduate (UG) Programs are offered by the colleges affiliated to University of Jammu, University of Kashmir, Constituent Colleges of Cluster University of Jammu and Cluster University of Srinagar, and three Autonomous Colleges namely Government Women College Parade Ground, Jammu, Government Degree College Baramulla and Islamia College of Science and Commerce, Srinagar in various streams of studies under different faculties namely Arts, Applied Social Sciences & Humanities, Education, Interdisciplinary & Applied Sciences, Music, Commerce & Business Studies, Mathematical Sciences, Sciences, Social Sciences, etc.

1.1 CUET/NON-CUET UG-2024

For the academic year 2024-25, admission to all UG Programs of Government Degree Colleges of UT of J&K will be offered to both CUET and NON-CUET candidates. Admission in the colleges notified under CUET mode of admission will be done on the basis of Common University Entrance Test- Under-Graduate- 2024 (CUET-UG– 2024) conducted by the National Testing Agency (NTA). The candidate may note that the role of NTA is limited to the conduct of CUET (UG) - 2024, declaration of results, and handling of queries related to the entrance examination. The admission in the Government Degree Colleges exempted from CUET notified under Notification No 01-JK(HE) of 2024 dated 12-04-2024, shall be done on the merit basis of score in the 12th class and as per university eligibility rules.

Simply appearing in CUET (UG) - 2024 will not be a sufficient condition to secure a seat in Government Degree Colleges, J&K. For admission to the Government Degree Colleges of J&K UG Programs, candidates have to apply on the Common Admission portal: https://jkadmission.samarth.ac.in.

1.2 Eligibility & Admission Process

Admissions to Government Degree Colleges of J&K for UG Programs are based on the eligibility requirements, criteria, and procedures specified in the University/ Autonomous Colleges specific U.G BoI-2024, which includes Common Minimum Eligibility criteria, Program-Specific Eligibility, reservation, and supernumerary quota criteria available on the University's/College's official website. **Candidates are advised to apply for CUET/NON-CUET colleges with maximum preferences/choices.** Additionally, students can also apply for the Mop-up/Late Entry Round of admission for left over seats in colleges offering CUET-based admission. For more information on *Mop-up/Late Entry round/s* please refer to section (Mop-up/Late Entry) of the document.

The eligibility criteria for every program offered at the UG level has been published in the UG Bulletin of Information-2024 (UG BoI-2024) available on the website of the Universities/Colleges and on the NTA website. Candidates must check the eligibility criteria carefully of the Universities as well as the Autonomous Colleges.

It is mandatory for the candidate to apply online and fill preferences/choices on the admission portal, i.e., Common Seat Allotment System (CSAS). Application submitted through any other mode will not be accepted under any circumstances. Seat allocation to all UG Programs will be based solely on the scores obtained in CUET (UG) - 2024 for colleges notified under CUET mode of admission. Admission in colleges notified under NON-CUET will be based on 12th merit and as per university eligibility rules. For Mop-Up/Late entry round, merit of 12th class will be considered for seat allocation.

The candidate must refer to the list of Programs, Program-Specific Eligibility Criteria, fee structure and other relevant information published on the website of the Universities / colleges. Determination of eligibility and verification of documents for admission to Government Degree Colleges of J&K, will be the sole purview of affiliating Universities/Colleges of J&K. The merit lists published on the Admission website shall be adhered to by all Colleges of J&K.

1.3   Supernumerary Quota

In colleges notified under CUET mode of admission seat allocation in **Supernumerary Quotas** will be on merit based on the combined score of CUET (UG) - 2024 and supernumerary category (in achievement category) score (Depending upon Supernumerary quota devised/adopted by University/Autonomous College). For the information regarding supernumerary quota visit the Website of Information Brochure of the University/Autonomous College. Leftover supernumerary seat, if any , will be filled depending upon the Supernumerary quota devised/adopted by University/Autonomous College.

Supernumerary seats in the colleges notified under NON-CUET mode of admission will be filled on the basis of combined score of 12th merit and supernumerary category score (in achievement category). (Depending upon Supernumerary quota devised/adopted by University/Autonomous College).

1.4 Admission updates

a. **Candidates are advised to check their dashboard, email, and admission website for all communications and updates related to admissions.**

b. The candidate will be required to appear in person to verify the original documents as and when notified by the University/College.

c. 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. 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. It is the sole responsibility of the candidate to prove

his/her eligibility for claiming reservation under any of the reserved categories, and will be required to upload the certificates/documents of the respective reserved category/sub-category issued by the Competent Issuing Authority. The University /College reserves the right to cancel the admission of any candidate who violates the rules and regulations laid down by them. 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.

d. Universities/ Government Degree Colleges of UT of J&K will not be responsible for a candidate's lack of awareness of the admission guidelines, schedule, eligibility criteria, and rules defined in this document. It is the sole responsibility of the candidate to keep checking the dashboard, email and admission website and websites of Universities as well as Government Degree Colleges of J&K regularly.

e. **University /College will not refund Admission Fee in case any candidate is found ineligible at a later stage.**

1.5 Information on Common Seat Allocation System (CSAS)

1.5.1 Online Portal

1.5.1.1 Admission to all UG Programs of Government Degree Colleges of J&K for the Academic Session 2024-25 will be through online admission portal **(https://jkadmission.samarth.ac.in)**, based on the eligibility requirements stated in UG BoI-2024 of Universities/Colleges and other rules as published by the University/Autonomous College on its website.

1.5.1.2 The online platform will be made available for seeking admission, and candidates seeking admission to Government Degree Colleges of J&K **must fill the application form online through this platform only**. There will be **no offline filling of the application form for both CUET and Non-CUET based colleges. CUET appeared candidates as well as Non-CUET candidates have to fill the online form.**

1.5.1.3 There will be **No Application fee** for applying through the online admission portal.

1.5.2 Non-CUET

1.5.2.1 All NON-CUET candidates must fill the application form using the online admission portal. Students, who did not appear in CUET, also have to **register themselves on the same portal by filling the application form on the admission website. These candidates can apply in colleges notified in NON-CUET mode of admission and for Mop-Up/Late Entry round in colleges notified in CUET mode of admission** (A fair opportunity to candidates will be provided after admission of CUET candidates is closed. Such candidates will be able to apply in programs in colleges of their choice based on availability of the seats. Please refer to Section Mop-up round/Late Entry of the document).

1.5.3 Admissions

1.5.3.1 If a candidate has applied for admission but doesn't fulfill the eligibility criteria of any program offered by Government Degree Colleges of J&K, his/her candidature will not be considered.

1.5.3.2 If all the documents are found to be in order and the eligibility criteria are met by the candidate, the College will provisionally approve the Allocated Seat. In that case, the candidate will have to take the admission on the approved allocated seat by paying the admission fee within the stipulated time.

1.5.3.3 The candidates are advised to keep the login credentials, i.e., login Id and password, strictly confidential to avoid misuse. **The login credentials, once created, cannot be changed/edited under any circumstances.**

1.5.3.4 The candidate must adhere to the stipulated timelines of all allocation and admission rounds.

1.5.3.5

a) **For CUET Candidates**
The Common Seat Allocation System 2024 is divided in three Phases:

PHASE I	Applying to admission portal https://jkadmission.samarth.ac.in
PHASE II	Filling the preferences for programs and colleges.
PHASE III	Allocation cum Admission
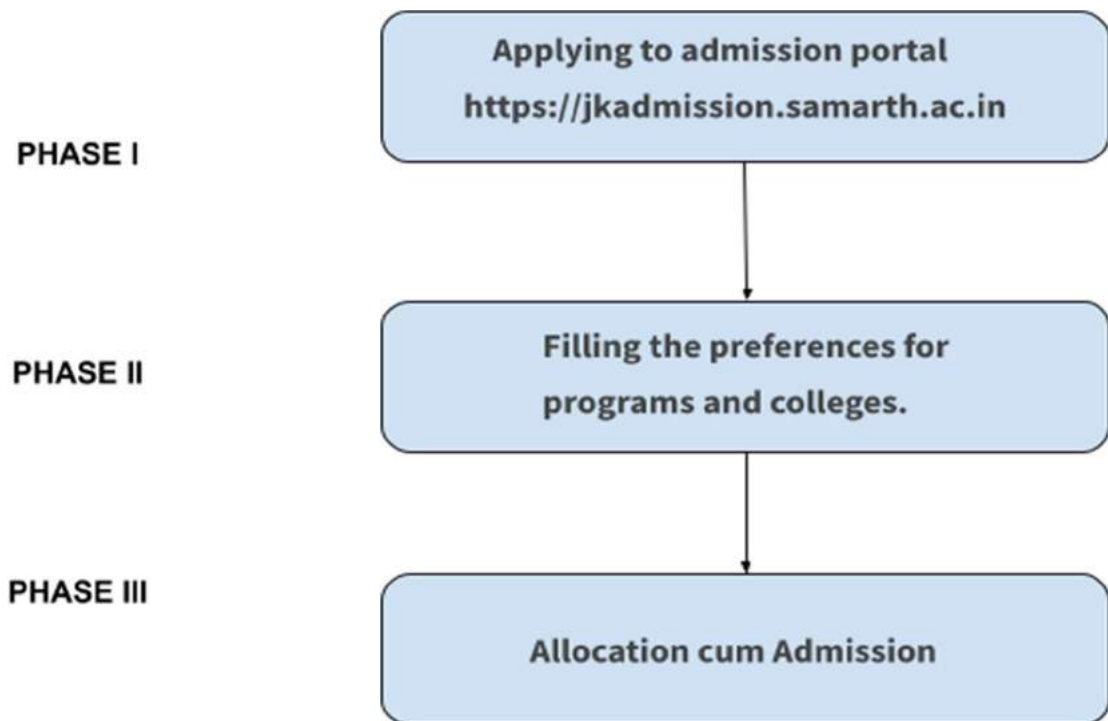
** CUET Candidates can also apply for the admission in the colleges notified under Non-CUET mode. The option to apply such colleges is provided within the same dashboard using the link "**Apply for Non-CUET Admissions**".

b) **For NON-CUET Candidates**

PHASE i — Applying to admission portal https://jkadmission.samarth.ac.in

PHASE ii — Filling the choices for programs and colleges

PHASE iii — Admission
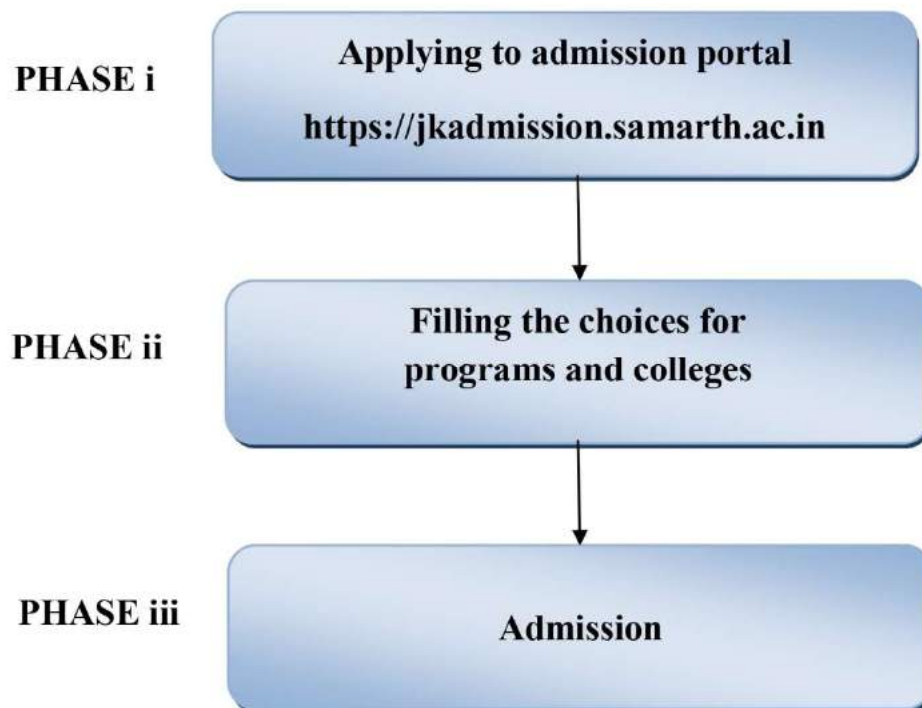
Note:

a. For admission to Government Degree Colleges of J&K, candidates will have to successfully complete all the three phases within the stipulated time.

b. A Calendar of events will be published by the colleges on the Admission Portal/College Website.

c. Non-CUET candidates can also apply for the courses offered by CUET based colleges, although their choice in CUET based colleges will be considered for the left-over seats after the Spot Round.

2.   Eligibility Criteria

2.1 For CUET applicants

2.1.1 Candidates must have successfully completed Class XII or its equivalent from a recognized board.

2.1.2 Candidates must have appeared in the CUET (UG) - 2024 examination.

2.1.3 Students having CUET scores of zero or lower will not be given admission consideration.

2.2   For Non-CUET applicants

2.2.1 Students who did not appear in CUET should register themselves on the JKCSAS-2024 portal by completing the online application form on the admission website.

2.2.2 **Non-CUET candidates can apply in colleges notified under NON-CUET mode of admission as well as for Mop-Up/Late Entry round in colleges notified under CUET mode of admission.**

2.2.3 **Admission of NON-CUET candidates will be** merit based on the score in the 12th class and as per university eligibility rules.

2.2.4 In Mop-up/Late Entry round, after the admission process for CUET candidates is completed, non-CUET candidates will have a fair opportunity to apply for programs in colleges of their choice based on seat availability.

2.2.5 For more information, please refer to the "Mop-up round/<u>Late Entry</u>" section of the document.

3. Application Process (CUET)

3.1 For CUET & NON-CUET Applicants:

Application Process	CUET candidates - The CUET (UG)–2024 Application Number is mandatory for filling the application form. - The candidate's name, signature, and photograph will be automatically integrated from CUET (UG)–2024 portal, and **these fields will be non-editable.** **All Candidates** (a) Choose the category/sub-category/caste option carefully for those opting for a category. (b) Ensure that the entered details match the particulars mentioned in the certificates/documents. (c) **Once the form is submitted, the following personal details will not be changed- Parent's Name, Category/Sub-Category/Caste, Gender, Email ID, Mobile No.** **Note**: Candidates must ensure that email and phone number filled are valid and belong to the candidate or immediate family members. The details entered must match with the particulars mentioned in the certificates/documents of the candidate. Mismatches/discrepancies may lead to the rejection of the application form at any stage.
Payment Details	- Provide valid Bank Account details for refunds and note that changes to the Bank Account details are not allowed during the admission process. **Note:** Verify that the Bank Account details entered are valid and belong to the candidate or immediate family members. Refunds, if applicable, will be made to this account only. **Note that changing the Bank Account details during the admission process is not permitted.**
Submit Application	- After filling all details and uploading clear readable documents, submit the form. **Note:** Candidates must ensure that clear readable documents are uploaded, the candidate must submit the form after filling complete details. A candidate whose documents are found to be invalid owing to willful forgery/act of cheating will be debarred from the admission process.

4. College & Program Preference Filling

4.1 Program Selection Process

Login to the user account dashboard → Navigate to the Program Section → Select

UG programs → Fill College + Program combinations preferences

4.2 Steps to selecting College + Program Preferences

(a) Login to the dashboard and go to the Program-Section

(b) Select the UG programs candidate is interested in.

- **It is in the interest of the candidate to choose as many programs as he/she wishes to join, provided he/she fulfills the Program-Specific eligibility of the selected programs.** Carefully consider the **order of selection** as it **determines the preference order for allocation.** Only the Programs selected by the candidate during the Preference-Filling phase will be considered for allocations and upgrades (if any).

4.3 Confirm Program-Specific CUET merit score

The candidate must confirm the **Program-Specific CUET score for all the programs selected by him/her,** if eligible.

4.4 College + Program Combinations

(a) Against the programs with confirmed CUET scores, choose the desired **'College + Program Combinations'**.

(b) **Multiple combinations can be selected.**

(c) Reorder the preferences, if needed, to prioritize the desired combinations as t**he submitted preference order will determine the allocation of seat.**

4.5   Confirming the Preferences

- Review and confirm the order of preferences for the College + Program combinations.

- Click on '**Submit**' on/before the last day of Preference-Filling phase. **Reordering** of preference of combinations, if needed, should be done before the deadline of the Preference-Filling phase.

- **Note that editing or changing preferences after the deadline is <u>NOT</u> allowed.**

- If preferences are not submitted, **the last saved preference order will be locked automatically** and used for seat allocation upon reaching the deadline of the

  Preference-Filling Phase. These locked preferences will become the basis for allocating seats.

5.   Allocation Procedure

5.1 Document Verification

5.1.1 Online Document verification will be done for candidates before the allocation round/admission. Candidates with no document deficiencies will receive allocation approval from the respective college.

5.1.2 The College will verify the validity and authenticity of documents/certificates submitted by the candidate within the stipulated timeline.

5.1.3 During the online approval process, if a college seeks more clarity/information from the candidate, it may raise a query to the candidate.

5.1.4 **After verification, the College will either 'Approve' or 'Reject' application form of the candidate.** No application will be left unattended by the Colleges.

5.1.5 At time of online verification, if an application gets rejected, the College will state the

reason for rejection. For rejecting an application, College will indicate any of the following reason/s:

    (a) Invalid documents/certificates submitted by the candidate

    (b) Failure to respond to the query(ies) raised by the College within the stipulated time

5.1.6 During the online approval process, if a college raises a query (or queries), the candidate must respond through their dashboard or visit the college 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 JKCSAS-2024.

5.2   Allocation Process

5.2.1 In the context of provisional seat allocation, '**Allocated Seat**' refers to a unique combination of Program+ College. For e.g, B.A (Hons.) in Psychology at College X is referred to as an 'Allocated Seat'.

5.2.2   The **Highest Possible Preference** will be provisionally allocated to a candidate considering the following criteria:

    (a) Program-merit list

    (b) Category

    (c) Availability of seats

    (d) Any other allocation rules, policies, or criteria as mentioned in this document, University/Autonomous College UG BoI–2024, or published on the admission website of Government Degree Colleges of J&K.

5.3   Merit List

5.3.1. The merit list for the Un-Reserved (UR) category seats will comprise all candidates in order of merit. No one will be excluded from the same. In other words, the merit list for the Un- Reserved (UR) category will also include candidates of other reserved categories, if they meet the criterion of merit for the UR category.

5.3.2 If candidates belonging to reserved category 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.

5.3.3 If the total number of eligible reserved category candidates who have applied for a particular Program exhaust, then the remaining seats under this category for that particular Program will be converted as per University norms for all convertible seats.

6.   Seat Allocation

6.1 On declaration of the allocation list/s, the candidate must check the lists carefully and log on to his/her JKCSAS-2024 dashboard for acceptance of the allocated seat, if offered.

6.2 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.**

6.3 Acceptance of the Provisionally allocated seat:

(a)   Once a seat has been allocated in a particular round, the candidate must **'Accept'** the Allocated Seat and visit the college for seeking admission as per counseling schedule.

(b)   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.

6.4 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 JKCSAS-2024.

6.5 Admission to the Provisionally allocated seat:

(a) After the online document verification and college approval, the allocation round will start and the candidate will have to appear in the counseling process.

(b) The schedule of counseling will be published on the admission/college website.

7.   Seat Confirmation Options

7.1 **Freeze**: This option is applicable when the candidate is allocated their first preferred seat or when the candidate wishes to freeze the allocated seat and does not want to further participate in the process.

7.2 **Upgrade**: This option is visible only if the candidate is allocated a seat other than their first choice. It allows the candidate to participate in the next round for possible upgradation to a higher preference.

8.   Upgradation Process

8.1 This "**Upgrade**" option will be available if a student has been allocated a seat other than their 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.

8.2 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 is refundable and the candidate has to apply through the portal for refund.

8.3 Upon payment, the candidate's seat will be reserved, and they will be considered as a participant for the next round.

8.4 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 their claim for the previously allocated seat.

8.5 If the candidate does not get upgraded in subsequent rounds, they can accept the already allocated seat and proceed with final admission.

9.   Final Admission and Document Verification

9.1 After allocation of preferred seats, students have to visit the allotted college 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).

9.2 During the physical document verification, the college will verify the following within the stipulated timeline:

    a.   Minimum eligibility of the candidate.

    b.   Program-specific eligibility of the candidate.

    c.   Validity and authenticity of the documents/certificates submitted by the candidate.

9.3 **If the college 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.**

9.4 After the physical verification, the college will either **'Approve' or 'Reject'** the provisionally allocated seat of the candidate.

9.5 For **approved candidates, the payment link on the student dashboard will become active. The student must pay the admission fees within the desired time (usually within 72 hours).**

9.6 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. Candidates are required to check the Payment Status in the dashboard after the payment made for the allocated seat. Payment Status "Successful" shall be considered as provisional admission to the specific course.**

9.7 **If a candidate fails to pay the admission fee within the stipulated time, it will be considered as a 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 /Mop-up round/ late entry round.**

10. Admission Process Flow

10.1 Number of Rounds:

a) 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 numbers of rounds are subject to real time analysis of applications received as well as outcome of the allocation round.

10.2 CASE I: If first choice/preference is allotted to the student.

10.2.1 On the declaration of the counseling date (as per the counseling schedule), candidates who are allocated the seat of their first choice/preference must **'Freeze'** the allocated seat on the **same day and get themselves admitted to the college within the given timeline.**

10.2.2 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 student does not seek admission against the best seat allocated to them, their claim for the seat will be withdrawn.

10.2.3 Candidates who receive their first preferred seat will not be eligible for upgrades.

10.3 CASE II: If the allotted seat is other than first preference.

10.3.1 Candidates who are allocated seats other than their first preference have the following options:

(a) **Freeze Option:** By choosing Freeze, the candidate can proceed with the final admission process and seek admission within the given timeline.

(b) **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.

10.3 In both the cases (Case I and Case II),

10.4.1 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.

10.4.2 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.

10.4.3 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.

10.5 CASE III: If case of No-Show /No-Activity (Candidate does not Accept / Freeze / Upgrade)

10.5.1 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:

10.5.1.1 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.

10.5.1.2 Such candidates may have the opportunity to appear in the spot round of admission when announced, depending upon the availability of seats.

10.5.1.3 Such candidates shall not be allowed for late entry under any circumstances.

11. Seat Cancellation

11.1 Failure to '**Accept' or 'Freeze'** the provisionally Allocated Seat within the stipulated timeline will lead to the cancellation of the Allocated Seat.

11.2 The provisionally Allocated Seat will be canceled if a candidate fails to pay the Admission

fees within the stipulated time.

11.3 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.

11.4 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 concerned university.

11.5 A candidate whose provisionally allocated seat/admission is canceled due to the above - mentioned reasons will forfeit the right to seek admission to Government Degree Colleges of J&K through JKCSAS-2024.

11.6 Candidates who are already admitted in a particular college and wish to cancel the seat to appear in Spot round for any reason, have to cancel his/her admission by visiting the college authorities before the start of the SPOT Round.

11.7 There will be no option to withdraw the admission once the Spot Admission round is announced.

12. Fee Payment Process

12.1 Admission of a candidate will be deemed confirmed only after the successful realization 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 Card / Credit Card/ UPI. *Candidate are advised to check the payment status on their dashboard.*

12.2 Once the college 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.

12.3 Refund Process:

12.3.1 Candidates who have paid Rs 2000 as a token/upgrade money and have not taken admission or did not get admission till the last round of admission, can apply for a refund through the admission portal. A separate notification for this kind of refund will be issued on the admission website.

12.3.2 For those candidates who have already been admitted to a particular college and want to cancel the admission, the refund process will be handled by the college/university. All refunds of any kind will be processed once the admission process is completed, as per the laid down rules and regulations.

12.3 Payment Making Guidelines:

12.3.1 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.

12.3.2 Candidates must use the correct credentials to ensure a successful payment.

12.3.3 It is advisable to avoid the last-hour rush and make the payment well before the deadline.

12.3.4 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.

12.3.5 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, UPI, and their respective terms and conditions.

12.3.6 Contact Payment Gateway Helpline:

(a) 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/College Admission Coordinator.

(b) The helpline operates between 10:00 a.m. to 05:00 p.m., Monday to Saturday (except second and fourth Saturdays).

(c) Details are as specified:

Toll Free Number: 1800-890-2122

Email Address: jkbcustomercare@jkbmail.com

For queries related to payment, please use the standard format given below:

Candidate name	Application No.	Date of Transaction	Transactio n No./ID	Course applied to	Email ID	Mobile no. Entered in admission applicatio n	Nature of Query
####	####	DD.MM.YYYY	2## ### ###	e.g.,B. A. (Hon.) Hindi	Registered Email ID of Candidate	Registered Candidate Mobile no.	#####

13. Spot Admission

After the completion of regular admission rounds, if seats remain vacant, Spot round/s of admissions will be announced. To be considered in a Spot Admission round, the candidate must opt for 'Spot Admission' through their dashboard. On the announcement of Spot Admission, the admission of all already admitted candidates will be locked, and they will not be considered for upgradation.

13.1   Who Can Apply:

a) CUET Candidates who did not register for admission through the online mode would be given a final opportunity to register.

b) Candidates who appeared in CUET and applied for admission but were not admitted to any college on the date of declaration of Spot Admission round can participate.

c) Candidates who have appeared in the CUET and did not apply for admission can also participate in Spot Admissions by applying on the portal.

d) CUET Candidates whose admission was canceled for any reason in the

previous rounds of allocation can also participate in Spot Admissions.

13.2   Selection Procedure:

a) Vacant seats for each program will be displayed for every Spot Admission round.

b) A candidate can select ONLY ONE program.

c) There will be no option for 'Upgrade' and 'Withdraw' during the Spot Admission rounds.

d) The seat allocated in a particular Spot Admission round will be final.

e) The allocation in Spot Admissions will be based on the following criteria:

- i.   Availability of seats
- ii.   Program-specific merit
- iii.   Order of preference of college
- iv.   Category

Any other allocation rules, policies, or criteria as mentioned in JKCSAS-2024, UG BoI-2024 or published on the admission website of universities and autonomous colleges.

13.3   Forfeiture of Admission Eligibility:

a) It is mandatory for the candidate to accept the allocated seat in the Spot Admission round.

b) Failure to accept the allocated seat in the Spot Admission round will forfeit the candidate's eligibility for admission to Government Degree Colleges of J&K.

c) The candidate will be out of JKCSAS 2024 and will not be considered for any subsequent round (if any).

14. Mop-up round/Late Entry

Mop-up round of admissions typically refers to a final phase of admissions where colleges fill any remaining vacant seats after previous rounds of admissions. This round usually occurs after the main admission process has concluded, and it's often for candidates who were not allotted seats in earlier rounds, or for colleges that still have vacancies.

Candidates can participate through the Mop-up/Late-Entry round for leftover seats if any.

14.1 Who can Apply?

14.1.1   Candidates who have not filled the CUET/Non-CUET application form.

14.1.2   Candidates who did not appear in the CUET.

14.1.3   Candidates who appeared in the CUET but did not get admission in any college.

14.1.4   There will be **no option for 'Upgrade'** during the Late-Entry process.

14.2 Mop-up round/Late-Entry Process:

14.2.1   Merit will be based on the score in the 12th class and as per university eligibility rules.

14.2.2   Candidates opting for Mop-up round/Late-Entry will be considered for admission only when the CUET-based admission process is completed and seats are left vacant after all spot rounds are over.

14.2.3   Mop-up/Late Entrant candidates will have the option to select multiple programs + colleges based on seat availability.

14.2.4   The choices (program+college) filled by the candidate will be recorded on the admission portal, and the merit list and schedule of admission will be prepared and uploaded by the respective colleges on the website/notice board.

14.2.5   Students will have to visit the college as per the merit list published by the respective college and complete the process of document verification and fee payment.

14.2.6   The calendar of events will be published on the Admission Website.

14.3 **Forfeiture of Admission Eligibility:**

14.3.1 It will be **mandatory for the Late-Entrant to accept the seat, if offered.**

14.3.2 Failure to accept the seat, absence in counseling schedule, or being declared ineligible after document verification will forfeit candidate's admission to Govt. Degree Colleges of J&K.

Note:

1. A candidate who makes a **Mop-Up/Late-Entry may be considered for admission only when CUET Based admission process is completed and (only in those programs where) seats are left vacant after all spot rounds are over.**

2. **Merely applying through Late-Entry does not guarantee a seat through JKCSAS-2024.**

15. Tie-Breaking Rules

In the event of a tie, where two or more candidates have the same merit score for a College +Program Combination, the following rules will be applied in the stated order to break the tie:

15.1 Aggregate composite score of 12th class.

15.2 Aggregate composite score of 10th class.

15.3 Age of the candidate; preference will be given to the candidate having an earlier date of birth(as mentioned in the Class X certificate).

16. Physical Verification of Original Documents

16.1 Allocation of seats to a candidate is purely provisional and is subject to verification of original documents by the respective college.

16.2 At the conclusion of JKCSAS-2024, all candidates allocated with provisional seat would have to report to the allotted College and complete all the admission formalities specified by the College including submitting the required original documents and certificates for verification.

16.3 The College will carefully examine the submitted documents during the physical verification process. If any document is found inadequate, insufficient, or inappropriate,

it may lead to the cancellation of your admission, ipso facto. Further, such a candidate will forfeit the opportunity for admission in any UG Program offered by the Government Degree Colleges of J&K for the Academic Session 2024-25.

17. Change of Class-XII Passing Status

The Class XII passing status of a candidate may change (due to re-totaling, re-evaluation, etc.) by the examination board after the closure of JKCSAS-2024 Application form. The following shall apply consequently to such a revision of passing status only during the seat allocation period:

17.1 Due to revision of Class XIIth passing status, a candidate may become ineligible because of not fulfilling the 'Minimum Common Eligibility' (i.e., the Candidate must have passed Class XII or its equivalent from a single recognized board) criteria. In such a case, the candidate will be ineligible at any stage of seat allocation/acceptance/document verification or even at a later stage. The admission of such candidates will stand canceled without any prior notice in this regard.

17.2 Due to revision of Class XIIth passing status, if a candidate fulfills the 'Minimum Common Eligibility' (i.e. the Candidate must have passed Class XII or its equivalent from a single recognized board) criteria and becomes eligible for admission, then such a candidate may apply to admission through Late-Entry for remaining vacant seats. The decision of the University shall be final and binding in all such cases.

18. Admission Grievance Redressal

18.1. College Grievance Redressal Committee

Every College will establish a Grievance Redressal Committee to redress grievances that may arise during admission. The details of the College Grievance Redressal Committee and the Sub-Committee will be displayed on the website of the College to facilitate and address the needs/queries of candidates within the stipulated time. Candidates having grievances about admission should first approach the Grievance Redressal Committee of the concerned College.

18.2 Central Grievance Redressal Committee

If grievance/s is/are not resolved within a reasonable time by the College, then candidates may

approach the Central Grievance Redressal Committee of University This Committee will resolve allocation and admission- related issues of candidates. The details of the Central Grievance Redressal Committee will be displayed on the websites of Universities /Autonomous colleges of J&K.

19. Admission against Payment Seat

19.1 Admission in the payment seat category starts after completion of CUET and Mop-up/late entry rounds.

19.2 Students must apply for a payment seat through the portal and meet the eligibility criteria of the respective University/College. Seat allotment is done in two phases:

Phase 1: Allocation for CUET candidates based on their CUET score and minimum eligibility criteria.

Phase 2: Allocation of payment seats for late entry students based on 12th standard marks' merit and minimum eligibility criteria.

19.3 This process applies to Cluster University of Jammu for BBA and BCA, as well as Islamia College of Science and Commerce (all courses).

19.4 For more information, students should refer to the official website of the respective University/Autonomous College.

20. Government Colleges Exempted from the CUET Score

C.No. 7432611

Government of Jammu and Kashmir
Higher Education Department
Civil Secretariat, J & K.

Subject:- List of the Government Colleges exempted from the CUET Score for making admissions during the Academic Session 2024-25 .

Notification No.:- 01 - JK(HE) of 2024
Dated:- 12 -04-2024

The Common University Entrance Test (CUET)-2024 is scheduled to be held from 15.05.2024 to 31.05.2024 in 13 mediums across India for the evaluation of candidates desirous of seeking admissions to various undergraduate programs.
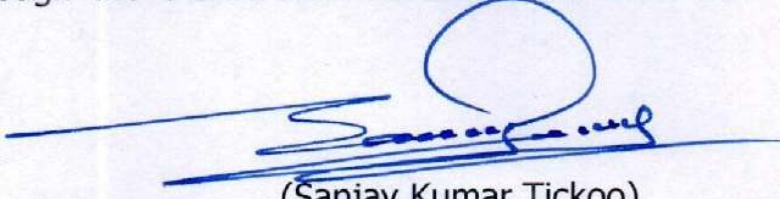
In view of very low CUET based admissions in some Government Degree Colleges during last year admissions, the situation was revisited this year after discussions with all the stakeholders and it was decided to identify the colleges where the students did not prefer to seek admission through the CUET mode keeping in view their geographical locations/topography, availability of the infrastructure etc. and where the CUET based admissions were very low during last year. It has been observed that CUET based admissions in far off colleges located at Marwah, Tangdhar, Gurez, Mahore etc. puts the students in undue disadvantageous situation.

The Nodal Principals, Jammu & Srinagar have furnished the lists of 35 Government Colleges of Jammu Division and 29 Government Colleges of Kashmir Division, on the basis of the available data and locations of the Colleges for exemption of these Government colleges for making admissions through CUET and allow them to make admissions during the Academic Session 2024-24 without CUET score.

In light of the above circumstances, and in the interest of the aspiring students, the undersigned is directed to convey that Colleges of the UT of

J&K as mentioned in **Annexure A & B** belonging to the Jammu and Kashmir Divisions respectively, are exempted for making admissions in these respective colleges on the basis of CUET score for the Academic Session 2024-25, however, the admissions in these Colleges shall be done in a centralized manner through the e-SAMARTH Portal on the basis of 12th class marks,

(Sanjay Kumar Tickoo)
Under Secretary to the Government

HED-ADM/37/2024-04   Dated:12/04/2024

Copy to the :-
1. Director Colleges, J&K for information.
2. Nodal Principals, Jammu/ Kashmir for information.
3. All Principals of the concerned colleges for information/compliance.
4. Incharge e- SAMARTH Portal J&K for information.
5. Private Secretary to Principal Secretary to the Government, Higher Education Department for information of the Principal Secretary.

Annexure – 'A'

Jammu Division Colleges

S.No	Name of the College
1.	GDC, Jindrah
2.	GDC, Khour
3.	GDC, Jourian
4.	GDC, Purmandal
5.	GDC, Ghagwal
6.	GDC, Ramgarh
7.	GDC, Bani
8.	GDC, Ramkote
9.	GDC, Basholi
10.	GDC, Mahanpur
11.	GDC, Marheen
12.	GDC, Majalta
13.	GDC, Chenani
14.	GDC, Neeli Nallah
15.	GDC, Dudu Bastgarh
16.	GDC, Dharmari
17.	GDC, Saar Bagga Mahore
18.	GDC, Pouni
19.	GDC, Kilhotran
20.	GDC, Thatri
21.	GDC, Kashtigarh
22.	GDC, Chatroo
23.	GDC, Marwah
24.	GDC, Padder
25.	GDC, Gool
26.	GDC, Banihal
27.	GDC, Ukhral
28.	GDC, Batote
29.	GDC, Budhal
30.	GDC, Sunderbani
31.	GDC, Kalakote
32.	GDC, Doongi
33.	GDC, Kotranka
34.	GDC, Darhal
35.	GDC, Mandi

Annexure – 'B'

KashmirDivision Colleges

S.No	Name of the College
1.	GDC, Vailoo Larnoo
2.	GDC, Verinag
3.	GDC, Bomai
4.	GDC, Boniyar
5.	GDC, Dangiwacha
6.	GDC, Hadipora
7.	GDC, Women Sopore
8.	GDC, Thindim Kreeri
9.	GDC, Kralpora
10.	GDC, Langate
11.	GDC, Tangdhar
12.	GDC, Vilgam
13.	GDC, Ajas
14.	GDC, Gurez
15.	GDC, Hajin
16.	GDC, Tulail
17.	GDC, Chadoora
18.	GDC, Soibugh
19.	GDC, Eidgah
20.	GDC, Allochibagh
21.	GDC, Hyderpora
22.	GDC, Frisal
23.	GDC, Qazigund
24.	GDC, Women Kupwara
25.	GDC, Rajpora
26.	GDC, Awantipora
27.	GDC, Kilam
28.	GDC, D. H. Pora
29.	GDC, Zainpora