

**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 Canadian Test to be conducted by the Directorate of the Physical Education, University of Jammu. The number of candidates to be invited for appearing in the AAPHER 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 AAPHER 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)

