



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

**ADMISSION NOTICE FOR UNDERGRADUATE DEGREE PROGRAMMES, 2023-24**

It is hereby notified for information of all the concerned that the admission to Undergraduate Degree Programmes for 1<sup>st</sup> Semester of B.A/B.Sc/B.Com/ BBA/BCA in all the Government Degree Colleges (Summer/Winter Zone) of UT of J&K affiliated to the University of Jammu/ Kashmir, constituent colleges of Cluster University of Jammu/ Srinagar, as well as autonomous colleges viz. Govt. College for Women, Parade Ground Jammu, Islamia College of Science and Commerce, Srinagar and Govt. Degree College, Baramulla will be done online through Samarth portal (<https://jkadmission.samarth.ac.in>) an e-Gov Suite.

Details of eligibility, admission procedure, important dates, participating HEIs and other instructions are available on the admission website. The aforementioned admission portal shall open on 27-07-2023.

(Dr. R.S.Sharma) JKAS  
Special Secretary to the Government  
Higher Education Department

No: HED-Gen/89/2023-04

Dated: 26 -07-2023

Participating Universities / Higher Education Institutes of J&K



University of  
Jammu



University of  
Kashmir



Cluster  
University  
Jammu



Cluster  
University  
Srinagar



GCW,  
Parade  
Ground,  
Jammu



Islamia  
College of  
Science and  
Commerce



Govt.  
Degree  
College,  
Baramulla



**Department of Higher Education, 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 2023-24**



“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-2023** (JKCSAS-2023) without prior notice.
2. Any changes, so made, shall be updated on the Admission website of the participating Universities / Colleges.
3. Any changes in the allocation rules following the release of the JKCSAS-2023 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-2023 and JKCSAS-2023 document may be due to inadvertent omissions and/or any other reason.
5. This disclaimer applies to all parts of the JKCSAS-2023, 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-2023, please visit: (<https://jkadmission.samarth.ac.in>)** and websites of respective Universities and Autonomous colleges.

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# General Information

## 1.1 CUET-UG-2023

1.1.1 Under-Graduate (UG) Programs are offered by the colleges affiliated to University of Jammu, University of Kashmir, constituent colleges of Cluster University of Jammu, Cluster University of Srinagar and three autonomous colleges namely Women College Parade Ground, Jammu, Govt. Degree College Baramulla and Islamia College 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.

1.1.2 **For the academic year 2023-24, admission to all UG Programs of Government Degree Colleges of UT of J&K will be done on the basis of Common University Entrance Test- Under-Graduate-2023 (CUET-UG- 2023)** conducted by the National Testing Agency (NTA) and also 12<sup>th</sup> Class results (Non-CUET). The candidate may note that the role of NTA is limited to the conduct of CUET (UG) - 2023, declaration of results, and handling of queries related to the entrance examination.

1.1.3 **Simply appearing in CUET (UG) - 2023 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 portal :** <https://jkadmission.samarth.ac.in>.

## 1.2 Eligibility & Admission Process

1.2.1 **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 college specific U.G BoI-2023**, which includes Common Minimum Eligibility criteria, Program-Specific Eligibility, reservation, and supernumerary quota criteria available on the University's official website. **Candidates who did not apply for CUET 2023 can apply in non-CUET category in the Late Entry Round of the admission for left over seats.** For more information on Late Entry round/s please refer to section (Late Entry) of the document.

1.2.2 The eligibility criteria for every program offered at the UG level has been published in the UG Bulletin of Information-2023 (UG BoI-2023) available on the website of the Universities/Colleges. Candidates must check the eligibility criteria carefully from UG BoI-2023 of Universities as well as Colleges

and the Samarth Portal. There are no additional eligibility criteria besides the ones stipulated by the University through its website, UG BoI- 2023. Before initiating the application process, the candidate is advised to read the contents of this document and UG BoI-2023 carefully.

**1.2.3 It is mandatory for the candidate to apply and fill preferences online 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) - 2023. **For Late entry round merit obtained in 12th class will be considered.**

1.2.4 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 of J&K. Themerit lists published on the Admission website shall be adhered to by all Colleges of J&K.

### **1.3 Supernumerary Quota**

1.3.1 For seat allocation in **Supernumerary Quotas**, a combined score of CUET (UG) - 2023 and supernumerary category score (in achievement category) will be considered (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 after Spot Round for Late Entrant 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**

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

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

1.4.3 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.

1.4.4 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.

### **1.4.5 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 2023-24 will be through online admission portal (<https://jkadmission.samarth.ac.in>), based on the eligibility requirements stated in UG BoI-2023 and other rules as published by the University on its website.

1.5.1.2 The online platform at 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. CUET appeared candidates as well as Non-CUET candidates have to fill this 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 Candidate applying for admission must have appeared in CUET (UG) - 2023, conducted by NTA. For students who did not appear in CUET, they have to **register themselves on the same portal by filling the application form on the admission website**. 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 [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.

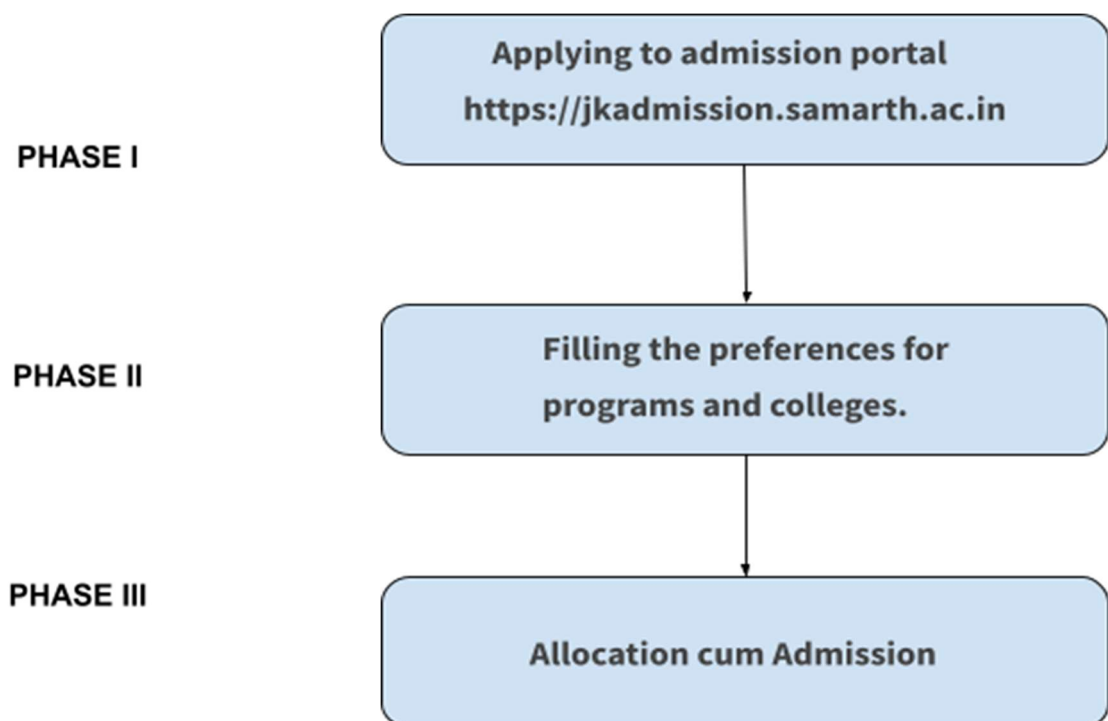
1.5.3.2 If all the documents are found to be in order and the eligibility criteria are met by the candidate, the College will provisionally approve the Allocated Seat. In that case, the candidate will have to take the admission on the approved allocated seat by paying the

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 The Common Seat Allocation System 2023 is divided in three Phases:**



**Note:**

- 1) For admission to Government Degree Colleges of J&K, candidates will have to successfully complete all the three phases within the stipulated time.
- 2) A Calendar of events will be published on the Admission Website

## 2. Eligibility Criteria

### 2.1 For CUET applicants

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

2.1.2 Candidates must have appeared in the CUET (UG) - 2023 examination.

### 2.2 For Non-CUET applicants

2.2.1 Students who did not appear in CUET should register themselves on the same portal by filling out the application form on the admission website.

2.2.2 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.

2.2.3 For more information, please refer to the "[Late Entry](#)" section of the document.

## 3. Application Process (CUET)

### 3.1 For CUET applicants:

<b>Read Guidelines &amp; Prepare Documents</b>	<ul style="list-style-type: none"><li>• Read information brochures published by universities &amp; guidelines in the document before filling the application form</li><li>• Scan and keep soft copies of all the required documents and certificates on your laptop/desktop ready.</li></ul>
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<p><b>Application Process</b></p>	<ul style="list-style-type: none"> <li>● The CUET (UG)–2023 Application Number is mandatory for filling the application form.</li> <li>● The candidate's name, signature, and photograph will be automatically integrated from CUET (UG)–2023 portal, and <b>these fields will be non-editable.</b></li> </ul> <p>(a) Choose the category/sub-category/caste option carefully for those opting for a category.</p> <p>(b) Ensure that the entered details match the particulars mentioned in the certificates/documents.</p> <p><b>(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.</b></p> <p><b>Note:</b> Candidates must ensure that email and phone number filled are valid and belong to the candidate or immediate family members.</p> <p>The details entered must match with the particulars mentioned in the certificates/documents of the candidate.</p> <p>Mismatches/discrepancies may lead to the rejection of the application form at any stage.</p>
<p><b>Payment Details</b></p>	<ul style="list-style-type: none"> <li>● Provide valid Bank Account details for refunds and note that changes to the Bank Account details are not allowed during the admission process.</li> </ul> <p><b>Note:</b> 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. <b>Note that changing the Bank Account details during the admission process is not permitted.</b></p>

<p><b>Submit Application</b></p>	<ul style="list-style-type: none"> <li>• After filling all details and uploading clear readable documents, submit the form.</li> </ul> <p><b>Note:</b> Candidates must ensure that clear readable documents are uploaded, the candidate must submit the form after filling complete details.</p> <p>A candidate whose documents are found to be invalid owing to willful forgery/act of cheating will be debarred from the admission process.</p>
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### 3.2 For Non-CUET applicants:

3.2.1 Students who did not appear in **CUET, have to register themselves on the admissions portal by filling the application form on the admission website.**

3.2.2 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 [Late Entry](#) of the document)

## 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 **the 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 NOT 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. 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-2023.

### 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 eg, 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 – 2023, 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 exhausts, 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-2023 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-2023.

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 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/adjustable token fee deposit of INR 2000. This deposit is a one-time payment for potential upgradation in subsequent rounds. This fee will be adjustable in the final fee when the candidate is finally admitted in the college.
- 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.**

**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 / 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 number 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-2023.
- 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.
- 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. For those candidates who proceed for final admission and have already paid Rs 2000 as a token money, they have to pay the balance amount of the fee.
- 12.3 Refund Process:
  - 12.3.1 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.

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. 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.

(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:** jkbcustomer@jkbmail.com

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

Candidate name	Applica tion No.	Date of Transactio n	Transactio n No./ID	Course applied to	Email ID	Mobile no. Entered in admission application	Nature of Query
####	####	DD.MM.YYY Y	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:

- Candidates who did not register for admission through the online mode would be given a final opportunity to register.
- 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.
- 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) 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-2023, UG BoI – 2023, 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 2023 and will not be considered for any subsequent round (if any).

## 14. Late Entry

Candidates can participate through the Late-Entry window for leftover seats.

### 14.1 Who can Apply?

- 14.1.1 Candidates who have not filled the 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.
- 14.1.5 The seat allocated in a particular allocation round will be final and will not be upgraded in any subsequent allocation round.

### 14.2 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 Late-Entry will be considered for allocation only when the CUET-based admission process is completed and seats are left vacant after all spot rounds are over.
- 14.2.3 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 provided to colleges.
- 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 online 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 allocated seat if offered.**
- 14.3.2 Failure to accept allocated 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 **Late-Entry** may be considered for allocation 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-2023.**

## 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-2023, 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 2023-24.

## 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-2023 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 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.

Basic steps to be followed by all the desirous students who wants to seek admission in Four Year Under-Graduate Programme (FYUGP) in various Degree Colleges of UT of J&K for the session 2023-24:

## Step 01 Profile Creation

### Part-1 Account Registration Process/Sign-Up:

1. For applying to various FYUGP; CUET as well as Non-CUET Candidates should visit the admission portal: <https://jkadmission.samarth.ac.in>
2. Every candidate should select **New Registration** for creating account on admission portal.
3. Candidates who have appeared in CUET-2023 Examination are advised to select the option CUET Registration Number as : Yes
4. Candidates who have **not appeared** in CUET-2023 Examination are advised to select the option CUET Registration Number as : No
5. CUET candidates can register with CUET Application Number and Date of Birth as per NTA site and can create their password during the registration process.
6. Non-CUET candidates can register with their Name, Date of Birth, Valid Email and Mobile Number and can create their password.
7. Account confirmation email/SMS will be sent to the successfully registered candidates.
8. Students are advised to provide their correct email and mobile number which can further be used to send admission related notifications.

### Part-2 Sign-In to the admission portal:

- A. Registered CUET/Non-CUET candidate can login to the portal using CUET Application Number/Application Registration Number/Registered Email and the Password set by the candidate during Account Registration Process.
- B. Candidates are advised not to share their password with anyone.

### Part-3 Profile Creation:

1. Successfully Registered CUET/Non-CUET candidates are required to create their profile by providing the correct details.
2. Students are required to select the social category and reservation category carefully. Admission reservation category is one in which student can claim benefit as per reservation policy.
3. To avail the benefits under any reservation category, candidate should possess the required valid certificate.
4. Candidates are advised to carefully fill all the details during profile creation.
5. Candidate can update the profile before the last date of registration on the portal.

#### **Part-4 Achievement Details:**

- 1. Candidates seeking claim under NCC, NSS/Bharat Scout Guide, Sports, Extra-Curricular Activities/Cultural and Literary (ECA) shall provide the required information and upload the valid certificates.**
- 2. Candidates who are not seeking any claim under achievement category can skip this section by clicking the link [Skip to Next](#).**

#### **Part-5 Academic Details:**

- 1. Candidates are advised to provide the correct academic details of 10<sup>th</sup> and 10+2 which will include Board, Roll No, Registration Number, Stream, Passing Year.**
- 2. The 10+2 marks of the candidates can be automatically fetched from the CBSE/JKBOSE based on the above information provided by the candidate.**
- 3. If the information is not automatically fetched, candidate can select Refetch option to fetch the academic details again.**
- 4. If the information of the candidate is not fetched automatically; candidate will be required to enter the marks of the every subject written on the marksheet of 10+2 manually.**
- 5. Candidate are required provide the correct information. If at any stage the information is found to be incorrect, the candidate may be disqualified.**

#### **Part-6 Eligibility Display:**

- 1. Candidates can check the eligibility in various programmes as per the information submitted by the candidate.**
- 2. Candidates are advised to check their eligibility carefully.**

#### **Part-7 Document Uploading:**

- 1. Candidates are required to upload their documents as per the options selected by the candidate.**
- 2. Candidates are advised to clearly scan the document which should properly readable. The uploaded documents can be used for the online document verification committee members of the various colleges.**
- 3. Candidates are advised not to upload any fake/forged document; otherwise their admission form will be cancelled.**

**Part-8 Confirm and submit:**

1. After uploading all the necessary documents candidate should press the submit option so that Step 01 of admission will be completed.

## **Step 02 Preference Selection**

**Part-A Program Preference Selection:**

1. For seeking the admissions to various UG programs, registered candidates are required to select the Programs in which they are eligible.
2. Candidate who has appeared for CUET exam are advised to select the CUET based preferences.
  - a) For CUET candidate; the system will display the CUET score and the various programs in which the candidate is eligible to apply.
  - b) The candidate can now click the Proceed to Preference Selection Option.
  - c) The system will display all the preferences in which the candidate is eligible to apply for admission.
  - d) Candidates are advised to use the filters like District, University, Programme, College to view the various preferences in which the candidate can apply.
  - e) After selecting the various preferences, candidate can arrange the preference according to their best choices.
  - f) Candidates are advised to carefully select and arrange their preferences.
  - g) If the CUET candidate is not finding any suitable preference under CUET preference option, the candidate can select the preference under Non-CUET preference option.
  - h) Candidates with CUET preferences option shall be given more priority over Non-CUET preference option during the admission process.
  - i) Candidate can also preview the preferences selected and arranged during the preference selection process.
  - j) After satisfied by the preferences selected by the candidate, full profile of the candidate will be displayed.
3. Candidate who has not appeared for CUET exam can only select the Non-CUET based preferences selection option.
  - a) Candidates can apply for the subject in which the candidate is eligible based on the eligibility criterion laid by the various HEI's.
  - b) Candidate can select multiple subjects and multiple colleges according to the preference.
  - c) Candidate should separately submit every preference if multiple preferences selected from the same registered account.



## **Step 03 Application Submission**

1. Candidates should select the various agreed checkboxes after carefully reading all the options.
2. Candidate should finally submit the application form.

### **\*\* Note:**

- a) Candidates are informed that merely submission of the application form is not the confirmation of seat.
- b) Admission of the candidate is only confirmed once the :
  - i. Candidate is shortlisted in some programme during the seat allocation round.
  - ii. Acceptance of the allocated seat by the candidate within the stipulated time period.
  - iii. Physical document verification by the committee members of the allocated HEI.
  - iv. Successful payment of Admission Fee.

