

## **User Guide for Non-CUET Applicants**

# **Jammu and Kashmir (UT) Higher Education Department Under Graduate Admission Portal**

**2023-24**

A comprehensive user guide for students for J&K (UT) Higher Education Department UG admission process.

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# Introduction

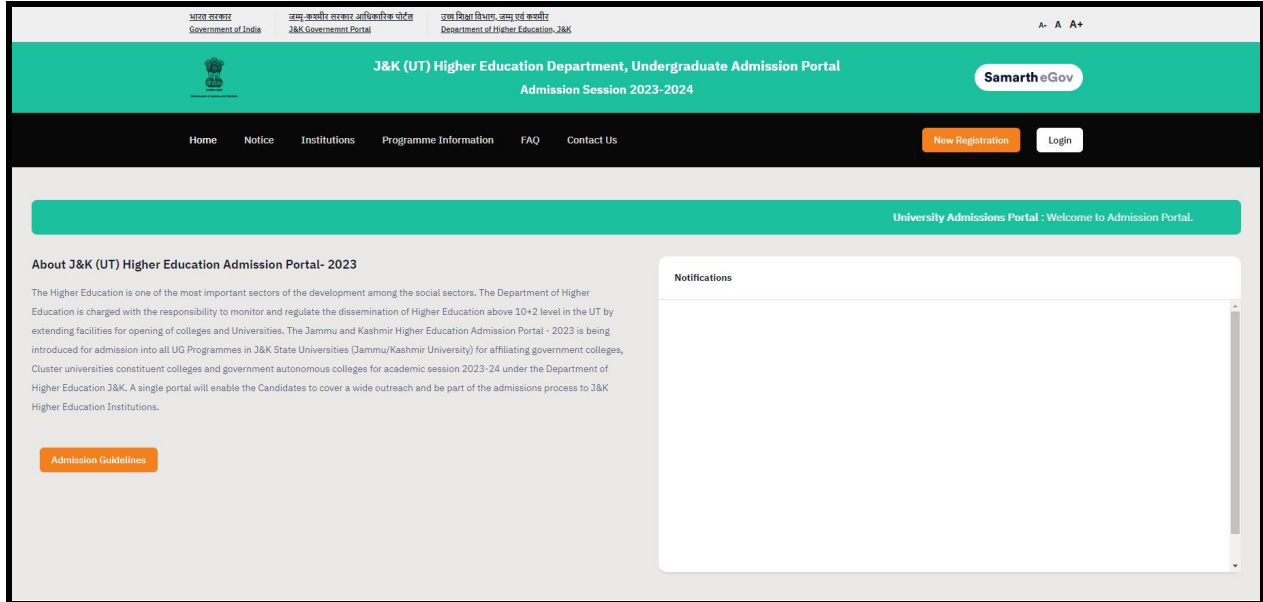
## Website Walkthrough

The admission portal for Jammu and Kashmir Higher Education Department. Menu items in the admission portal are as follows:

- **Home**
- **Admission Guidelines**
- **Notifications**
- **Institutions**
- **Programme Information**
- **FAQ**
- **Contact Us**
- **New Registration**
- **Login**

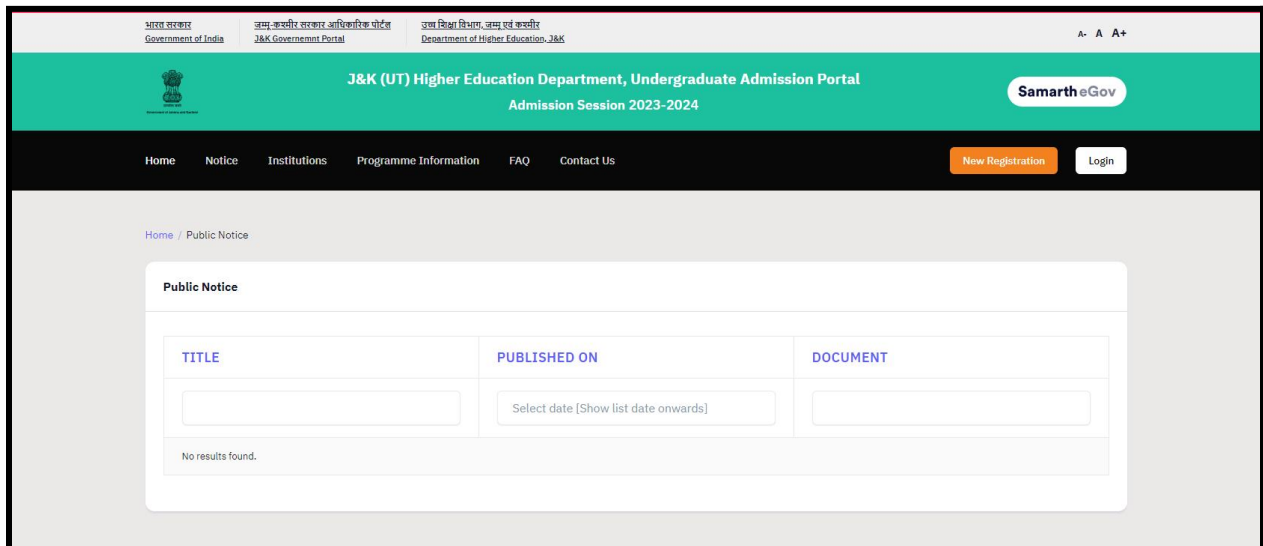
### Home

The home button takes the user back to the home page. It is the landing page of the portal. The home button is useful for applicants who want to quickly return to the home page while navigating to other pages in the portal.



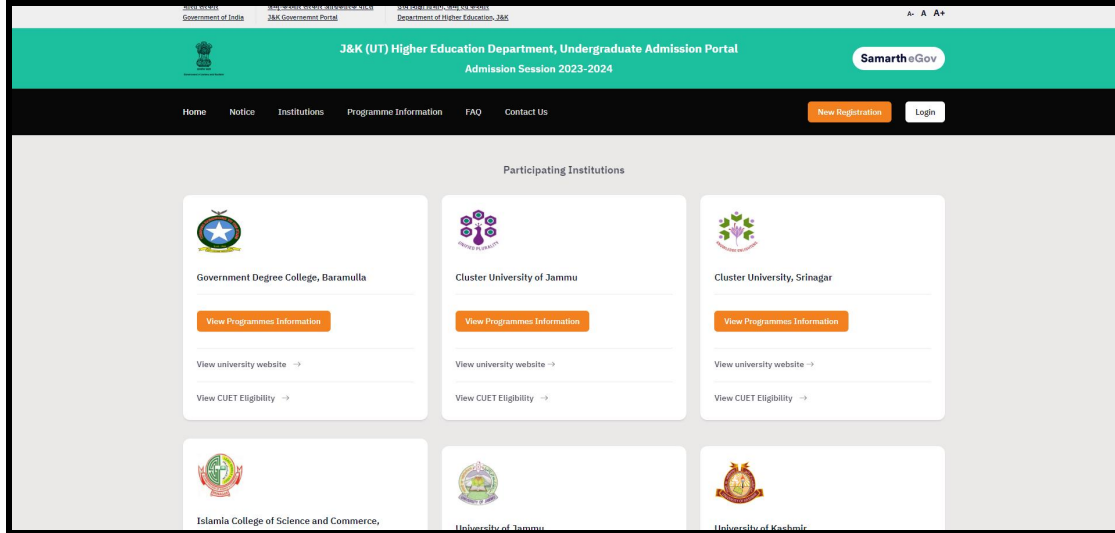
## Notice

Notices are announcements that are made about upcoming events or changes in laws or regulations. They are important for applicants to be aware of. It typically includes notices, ordinances, permits, and other important announcements.



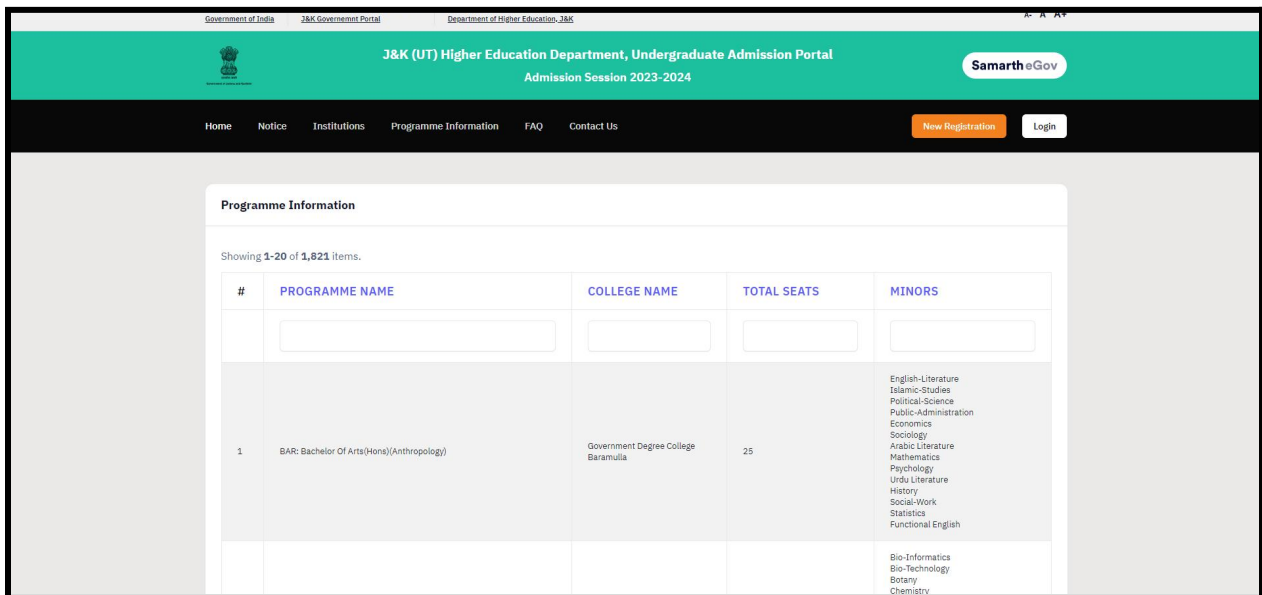
## Institutions

The 'Institutions' section provides detailed information about the participating Institutions. Applicants can access the page to view and read the Information Bulletin of the Colleges.



## Programme Information

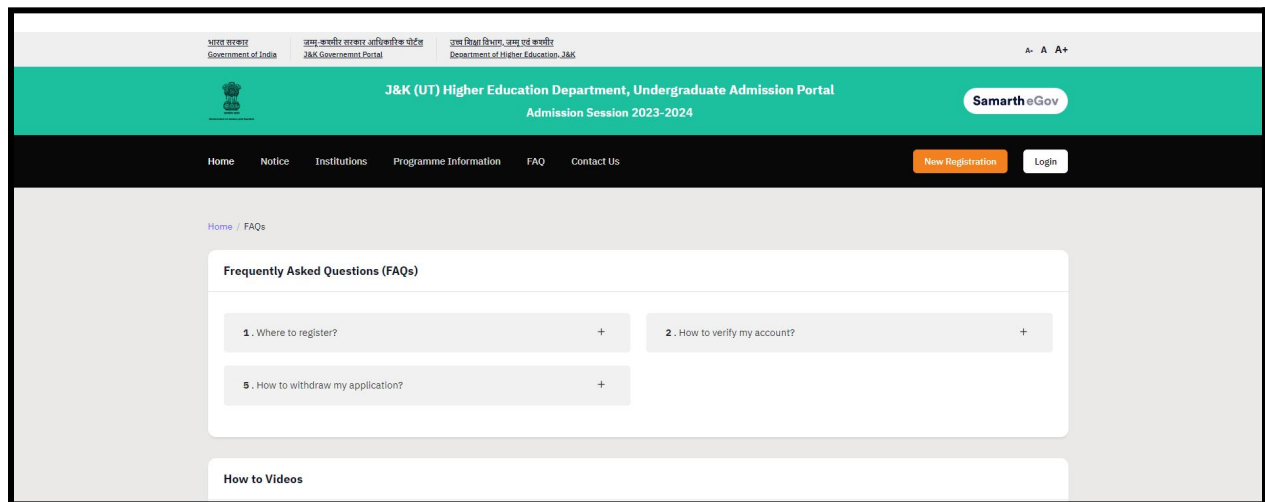
The programme information section displays a comprehensive list of admission registration programs. In this section, the applicant can check the programmes available for admission at universities/colleges, Minor subjects available and the total seats available.



## FAQ

The FAQ (Frequently Asked Questions) section is a helpful resource that provides answers to commonly asked questions regarding a particular topic or subject. It is designed to address the most common queries or concerns that applicants may have, offering clear and concise

explanations. The FAQ section aims to provide applicants with quick access to relevant information, saving them time and effort in searching for answers.



## Contact Us

The Contact Us section provides University/College contact details, which applicants can visit if they have any queries relevant to those Universities/Colleges.

## The Admission Process

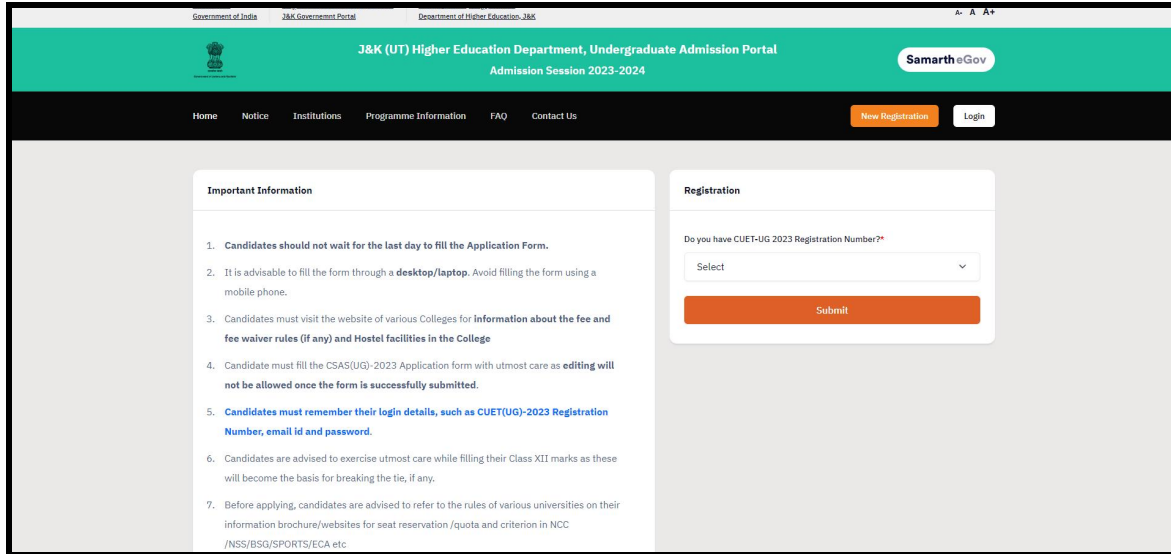
The admission process is divided into 4 steps. The applicant is required to register in the portal and complete all the steps as follows:

1. Complete their profile,
2. Confirm and lock profile and
3. Apply to college

To start the admission process, the applicant needs to register and log in to the portal. Registration for admission is a one-time process and every applicant needs to register. The registration process is mentioned below:

## Registration

Applicants who are new to the portal need to register to process their application for admission. Registration is a must to ensure the portal that applicants want to apply for University programmes. To register yourself as Non-CUET based applicant. Please follow the steps



Non-CUET applicant can register themselves by **Selecting** the **No** option and **Click** on **Submit**. To register as an Non-CUET applicant.

Mobile Number \*

10 Digit Mobile Number

Re-Enter Mobile Number \*

10 Digit Mobile Number

Captcha Verification (Type the text shown in the image)

**1713868**

\* Click on the text to change

[Resend Account Verification Code](#)

[Register](#)

To register on the admission portal:

**Click on the New Registration tab.**

There are two sections on the '**New Registration**' page.

**Read the Important Instruction section** before registering on the portal

**The student registration form requires correct details.**

**Add the Full Name of the Applicant** in the Applicant's Full Name

**Add Date of Birth in the format of Day, Month, and Year**

**Mobile Number of Applicant** in Enter Mobile Number

**Set your account password** in Enter Password

**Enter Captcha for verification**

**Click on Register**

**An OTP will be sent to the registered mobile number. Enter the OTP.**

**After this the account has been successfully registered.**

## **Applicant Dashboard**

The applicant dashboard gives the applicant a personalized space to check their application status, edit/update their profile and apply to multiple programmes added by the University. This makes it easier to manage multiple applications in one place.

To access the dashboard, the applicant needs to complete the registration process and login to the portal.

### **Login**

The 'Login' section is the starting point for applicants to apply for the programme.



To login into the portal, the applicant needs to click on the login button followed by:

**Enter your registration number.**

**Enter the password**

**Enter the captcha for verification in the type text box.**

**Click on login to enter the portal**

**(Note: if you forget your password click on the 'forget password' link which will redirect the applicant to the Request Password Page, for which the applicant needs to add the registered Email id. Enter the Captcha for verification and click send. A new password will be sent to the applicant's registered email id).**

After successful login, the applicant can start their application process for admission. **Profile Details**

Applicants are required to fill in their profile details in the profile section. To complete the profile, click on the **Profile** button in the dashboard. The profile section is divided into five sections:

- **Personal Details**
- **Family Details**
- **Have you enrolled in any University of J&K HED Before?**
- **Other Category/Quota**
- **Address**

### Personal Details

Full Name of the Applicant \*

XXXXXXXXXX

Applicant's Gender \*

Male

Applicant's Date of Birth

18 March 2013

Applicant's Age

Age as on Jul 1, 2023 \*

10 Years 3 Month 14 Days

Category Selection Info

Social Category \*

General

Reservation Category for Seat Allocation \*

General

Applicant's Registered Email \*

XXXXXXXXXX@gmail.com

Alternate Email

Registered Mobile Number \*

XXXXXXXXXX

Alternate Mobile Number (Parent's/Guardian's) \*

XXXXXXXXXX

Applicant's Registered Email \*

XXXXXXXXXX@gmail.com

Alternate Email

Registered Mobile Number \*

XXXXXXXXXX

Alternate Mobile Number (Parent's/Guardian's) \*

XXXXXXXXXX

Blood Group \*

O+

Religion \*

Hinduism

Are you citizen of India ? \*

Yes

Do you have a domicile of J&K(UT)? \*

Yes

District

JAMMU

**Family Details**

Mother's Name \*

Mother's Occupation

Mother's Qualification

Mother's Office Address

Mother's Mobile Number

Father's Name \*

Father's Occupation

Father's Qualification

Father's Office Address

Father Mobile Number

Emergency Contact Number \*

Combined Family Income \*

**Have you enrolled in any university of J&K HED before? \***

Have you enrolled in any university of J&K HED before? \*

**Other Category/Quota**

Person with Benchmark Disabilities (PwBD) Category \*

Kashmiri Migrant \*

Are you Single Girl Child? \*

**Address**

**Correspondence Address**

Address Line 1 \*  Address Line 2 \*

Country \*  x v State \*  x v

District \*  x v City \*

Pincode \*

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**Permanent Address**  Click if Same As Correspondence Address

Address Line 1 \*  Address Line 1 \*

Country \*  x v State \*  x v

District \*  x v City \*

Pin Code \*

**Permanent Address**  Click if Same As Correspondence Address

Address Line 1 \*  Address Line 1 \*

Country \*  x v State \*  x v

District \*  x v City \*

Pin Code \*

After filling all the given details, click on **Save and Next** button to proceed to the next section. The applicant is required to verify all details for which the portal provides a preview page before the applicant starts filling the '**Achievement Details**' section. If the applicant finds any wrong input or any issues in the form, they can easily edit or update their profile section before proceeding to the next section.

To edit/update any details:

Click on the **Update Details** button to update.

The applicant's profile will be saved. Before proceeding to the next section, please preview the filled-in details by checking all the form details and click on **Proceed to Next** button to proceed to the next section.

## Achievement Details

**Note:** Applicants are advised to read University Information bulletin for rules and guidelines for applying under Achievement Quota and applicable Event/Activity for specific University.

Applicants are required to fill in this section if they want to apply to the listed university under their specific achievement quota. If the applicant don't want to or don't have any particular achievement details can **Skip this section** and proceed to the next

Click on the **Achievement Details** button after saving profile details at the top section bar or click on **Proceed to Next** button from the preview section.

Note: Applicants are advised to read University Information bulletin for rules and guidelines for applying under Achievement Quota and applicable Event/Activity for specific University.

SKIP to Next Section

NCC (National Cadet Corp) SKIP to Next Section

Event/Activity Participated\* Certificate Number\*

Select Activity Enter Certificate Number

Certificate Date\* Issuing Authority\*

Select Date Enter Issuing Authority

Save

S.no	Certificate Type	Certificate Number	Issuing Authority	Date	Action
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**Certificate Date\***

**Issuing Authority\***

S.no	Certificate Type	Certificate Number	Issuing Authority	Date	Action
<b>NSS/BSG (National Service Scheme/Bharat Scouts and Guide)</b>					

**Event/Activity Participated\***

**Certificate Number\***

**Certificate Date\***

**Issuing Authority\***

S.no	Competition Name	Competition Level	Certificate Level	Issuing Authority Level	Date	Action
<b>Sports</b>						

**Competition Name\***

**Competition Level\***

**Certificate Date\***

**Issuing Authority\***

**Certificate Level\***

## Academic Details

The '**Academic Details**' section asks for the applicants **intermediate or Class XII results information**. Applicant required to mention their class XII results data according to which the admission will be granted. To provide the academic details applicants need to mention.

**Select** class XII boards name

**Select** the status of the result

**Enter** class XII boards roll number

**Enter** class XII passing year

**Enter class XII Stream** (Note: If applicant selecting Science stream here are the codes for the subjects **PCBM: Physics, Chemistry, Biology and Mathematics** \ **PCB: Physics, Chemistry and Biology** \ **PCM: Physics, Chemistry and Mathematics**)

**Academic Details**

Class XII Board name\*

Class XII Result Status\*  Class XII Board Roll Number\*  Class XII Passing Year\*  Class XII Stream\*

PCBM: Physics, Chemistry, Biology and Mathematics  
PCB: Physics, Chemistry and Biology  
PCM: Physics, Chemistry and Mathematics

After filling all the provided details in the Academic details section. Click on **Proceed**.

**(Note: Applicants who have appeared for their XII exams through J&K State Board of School Education or Central Board of Secondary Education (CBSE) system will fetch their marksheet automatically)**

Applicant needs to add class XII subject and mark details in this list.

Subjects taken in Class XII Board Examination		
SUBJECT NAME AS IN YOUR MARKSHEET	TOTAL MAXIMUM SUBJECT MARKS OF BOARD	TOTAL SUBJECT MARKS OBTAINED BY STUDENT
<input type="text" value="Select"/>	<input type="text" value="Maximum Marks for Subject 1"/>	<input type="text" value="Marks Obtained in Subject 1"/>
<input type="text" value="Select"/>	<input type="text" value="Maximum Marks for Subject 2"/>	<input type="text" value="Marks Obtained in Subject 2"/>
<input type="text" value="Select"/>	<input type="text" value="Maximum Marks for Subject 3"/>	<input type="text" value="Marks Obtained in Subject 3"/>
<input type="text" value="Select"/>	<input type="text" value="Maximum Marks for Subject 4"/>	<input type="text" value="Marks Obtained in Subject 4"/>
<input type="text" value="Select"/>	<input type="text" value="Maximum Marks for Subject 5"/>	<input type="text" value="Marks Obtained in Subject 5"/>
<input type="text" value="Select"/>	<input type="text" value="Maximum Marks for Subject 6"/>	<input type="text" value="Marks Obtained in Subject 6"/>
<input type="text" value="Select"/>	<input type="text" value="Maximum Marks for Subject 7"/>	<input type="text" value="Marks Obtained in Subject 7"/>

After adding Class XII Subject and marks, applicants needs to provide **Class X** and **Class XII** School Details respectively.

### Class X Details

Class X Passing Year*	Type of School/College*
<input type="text" value="Select"/>	<input type="text" value="Select"/>
Qualifying Examination State	Class X Board Name*
<input type="text" value="Select Qualifying Examination State"/>	<input type="text" value="Select"/>
School/College Name and Address*	Class X Roll Number*
<input type="text" value="Enter School/College Name and Address"/>	<input type="text" value="Enter Roll Number"/>
Class X Result Mode*	
<input type="text" value="Select"/>	
Class X Maximum Grade Point	
<input type="text" value="Select"/>	
Class X CGPA Obtained	
<input type="text" value="Enter Obtained CGPA"/>	
CGPA Equivalent Percentage	
<input type="text" value="Enter CGPA Equivalent Percentage"/>	

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### Class XII School Details

Name of School Last Attended*	Type of School*	Medium of Study*
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
School Address*	School State*	District*
<input type="text"/>	<input type="text" value="Select State"/>	<input type="text" value="Select District"/>

After filling all the required academic details, **Click** on **Save and Next** button to proceed to the next section. If the applicant finds any wrong input or any issues in the form, they can easily edit or update their profile section before proceeding to the next section.

To edit/update any details:

**Click** on the **Update Details** button to update.

The applicant's profile will be saved. Before proceeding to the next section, please preview the filled-in details by checking all the form details and click on **Proceed to Next** button to proceed to the next section.



# Eligibility

In this section applicants can check their eligibility for various courses according to the information provided in personal section and academic details section.

**Please note: The Eligibility are subject to the verification of documents of applicant. If any information/particulars/documents is found to be incorrect, your admission will be cancelled and penal action as applicable under the law shall be carried out against you.**

**CUET Programme Score**

**Note:** The Eligibility listed below is based on information provided in Personal Section and Academic Details section. The Eligibility are subject to the verification of documents of applicant. If any information/particulars/documents is found to be incorrect, your admission will be cancelled and penal action as applicable under the law shall be carried out against you.

Applicant Details	
Registration Number	333310000166
Name	Sourabh
Admission Category	General
Division	Jammu
PwBD Category	Not Applicable
Class XII Percentage - Best Five Subjects	87.60
Class XII Stream	SCIENCE-PCM

**Note:** The Eligibility listed below is based on information provided in Personal Section and Academic Details section. The Eligibility are subject to the verification of documents of applicant. If any information/particulars/documents is found to be incorrect, your admission will be cancelled and penal action as applicable under the law shall be carried out against you.

Search to filter...

S.No.	Programme Information	Eligibility Qualified	Remarks
1	CLUS: Bachelor of Science(Botany) CLUS: Cluster University of Srinagar	YES	(10+2) Passout in Science with Biology as one of the subject and, at-least, 45% marks or its equivalent on Grading Scale of respective Boards/Universities (40% marks for Reserved Categories).
2	CLUS: Bachelor of Science(Bio-Chemistry) CLUS: Cluster University of Srinagar	YES	(10+2) Passout in Science with Biology as one of the subject and, at-least, 45% marks or its equivalent on Grading Scale of respective Boards/Universities (40% marks for Reserved Categories).
3	CLUS: Bachelor of Science(Bio-Technology) CLUS: Cluster University of Srinagar	YES	(10+2) Passout in Science with Biology as one of the subject and, at-least, 45% marks or its equivalent on Grading Scale of respective Boards/Universities (40% marks for Reserved Categories).
4	CLUS: Bachelor of Science(Environmental Science) CLUS: Cluster University of Srinagar	YES	(10+2) Passout in Science with Biology as one of the subject and, at-least, 45% marks or its equivalent on Grading Scale of respective Boards/Universities (40% marks for Reserved Categories).
5	CLUS: Bachelor of Science(Zoology) CLUS: Cluster University of Srinagar	YES	(10+2) Passout in Science with Biology as one of the subject and, at-least, 45% marks or its equivalent on Grading Scale of respective Boards/Universities (40% marks for Reserved Categories).
6	JU: Bachelor of Science(Computer Applications) JU: University of Jammu	YES	JU:Candidate should have passed 10+2 Examination or equivalent from a recognised board. Candidates with Computer Science subject shall be preferred.
7	CLUS: Bachelor of Arts(URDU) CLUS: Cluster University of Srinagar	YES	Required any stream with open 45% and CAT 40%
8	CLUS: Bachelor of Arts(ARABIC) CLUS: Cluster University of Srinagar	YES	Required any stream with open 45% and CAT 40%
9	CLUS: Bachelor of Arts(Kashmiri) CLUS: Cluster University of Srinagar	YES	Required any stream with open 45% and CAT 40%
10	CLUS: Bachelor of Education(Education) CLUS: Cluster University of Srinagar	YES	Required any stream with open 45% and CAT 40%
11	CLUS: Bachelor of Arts(History) CLUS: Cluster University of Srinagar	YES	Required any stream with open 45% and CAT 40%
12	CLUS: Bachelor of Arts(Music) CLUS: Cluster University of Srinagar	YES	Required any stream with open 45% and CAT 40%
13	CLUS: Bachelor of Arts(Islamic Studies) CLUS: Cluster University of Srinagar	YES	Required any stream with open 45% and CAT 40%

[Back to Academic Details](#) [Proceed to Next](#)

After checking their eligibility applicant needs to **Click on Proceed to Next Section** button.

## Uploads

The 'Uploads' section asks for relevant documents which have been mentioned by the applicant in their profile and other details.

To upload documents:

Click on the **uploads section** or click on **Proceed to Next** button on the other details page at the bottom.

**(Note: Please read the instruction carefully before uploading your documents)**

### **Instruction for Uploading Image/Photo of Document, Certificate, Marksheet, and Signature**

- Digital photos and signatures are required in .jpg or .jpeg image format.
- File size of the digital photo must be within 10kb to 500.00 KB limit.
- Document/Certificate/Marksheet related size of the digital photo must be within 10kb to 500.00 KB limit.

After uploading the required documentation according to the given format, click on the **Preview Your Profile** button to proceed to the next section.

## Preview

The preview section provides a final reviewing process for the applicant's application form. Here the applicant can check their full application form and verify it before submitting for their admission application.

Applicants can also edit their form by clicking on the **Edit** button if they find any wrong input or issues.

**(Note: After verifying all the details, the applicant needs to check the declaration box proclaiming that all the information given is correct.)**

After checking the box, click the **Confirm and Lock** button to confirm and proceed to the programme selection section.

**(Note: After submitting the profile, the applicant will not be allowed to edit the details further.)**

## Confirmation & Submit Application


On this Page, the applicant needs to verify the details as entered by them by clicking all the checkboxes. After verification, the "Submit Application" Button is activated and the applicants can submit their application for the selected programme.

### Uploads

DOCUMENT	UPLOAD STATUS
Photo	Uploaded
Signature	Uploaded
ID Proof Document	Uploaded
Class X (Scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Scan both marksheet and certificate in a single file and upload)	Uploaded

### Form Declaration

"I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."



[Previous](#) [Submit](#)