UNIVERSITY OF JAMMU
[NAAC ACCREDITED "A+" GRADE UNIVERSITY]
COLLEGE DEVELOPMENT COUNCIL

ADMISSION NOTICE FOR FOUR YEAR UNDERGRADUATE PROGRAMME(FYUGP) IN NON-GOVT COLLEGES (2023-24)

PROCEDURE FOR SUBMISSION OF ON-LINE APPLICATION FORM:

On-line application form is available on websites www.jammuuniversity.ac.in and www.jucdc.co.in. After completing on-line application form, a print-out of the same be taken and application fee as mentioned in the table below be deposited in the Jammu & Kashmir Bank Account No. 10381 maintained by the Directorate of College Development Council through e-banking/debit/credit card by exercising on-line payment option while completing the form. Non-deposit of application fee would render the application form as incomplete leading to cancellation.

IMPORTANT DATES

1	**Date of start of on-line application with application fee Rs.500**	07.08.2023
2	Last date for filling on-line application	17.08.2023
3	**Date of filling on-line application form with fee Rs.800/- (normal fee Rs.500/- + late fee Rs.300/-)**	18.08.2023 to 20.08.2023 21.08.2023
4	Display of 1st Merit list and Allocation of the Stream & College	22.08.2023

Note:
        For subsequent lists and other related issues , please keep a watch on the dash board www.jucdc.co.in, all the information will be placed there only .

1. Eligibility & Admission Process

1.1 Admission to UG Programme run in various Non-Government Colleges affiliated to the University of Jammu for imparting instructions in BA/B.Sc/B.Com/BBA/BCA/ and 5 year LL.B. Courses will be done on the basis of Common University Entrance Test for Under-Graduate courses-2023 (CUET-UG-2023) conducted by the National Testing Agency (NTA) and also on merit basis[Class 12th results (Non-CUET)]. But the admission of Non-CUET candidates will commence once the admission of CUET candidates is over.

1.2 The eligibility criteria for every programme offered at the UG level has already been published in the UG Bulletin of Information-2023 (UG BoI-2023) available on http://www.jammuuniversity.ac.in/node/4981. Candidates must check the eligibility criteria carefully from UG BoI-2023 of the University as well as Samarth Portal. There is 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.

1.3 It is mandatory for the candidate to apply and fill preferences online. Seats allocation to all UG Programs will be based solely on the scores obtained in CUET (UG)-2023 as 1st preference and for lateral entry round merit obtained in 12th class will be considered as 2nd preference.

1.4 The candidates must refer to the list of Programs, Program-Specific Eligibility Criteria and fee structure of each programme available on the website before applying the options. The merit list published on the website shall be adhered to by all Non-Government Colleges affiliated to the University of Jammu.

2. Admission updates:

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

2.2 The candidate will be required to appear in person in the allotted college to verify the original documents as per the dates notified by the concerned college.

2.3 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 cancelled without any prior notice in this regard. If the same discrepancy is found after completing the Program, his/her degree will be revoked and appropriate legal action will be taken against him/her. The University of Jammu reserves the right to cancel the admission of any candidate who violates the rules and regulations laid down by the University.

2.4 University of Jammu 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 website of University regularly.

3. Online Portal

3.1 The online platform at will be made available for seeking admission and candidates seeking admission to Non-Government Colleges affiliated to the University of Jammu **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.**

4. Non-CUET

4.1 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.
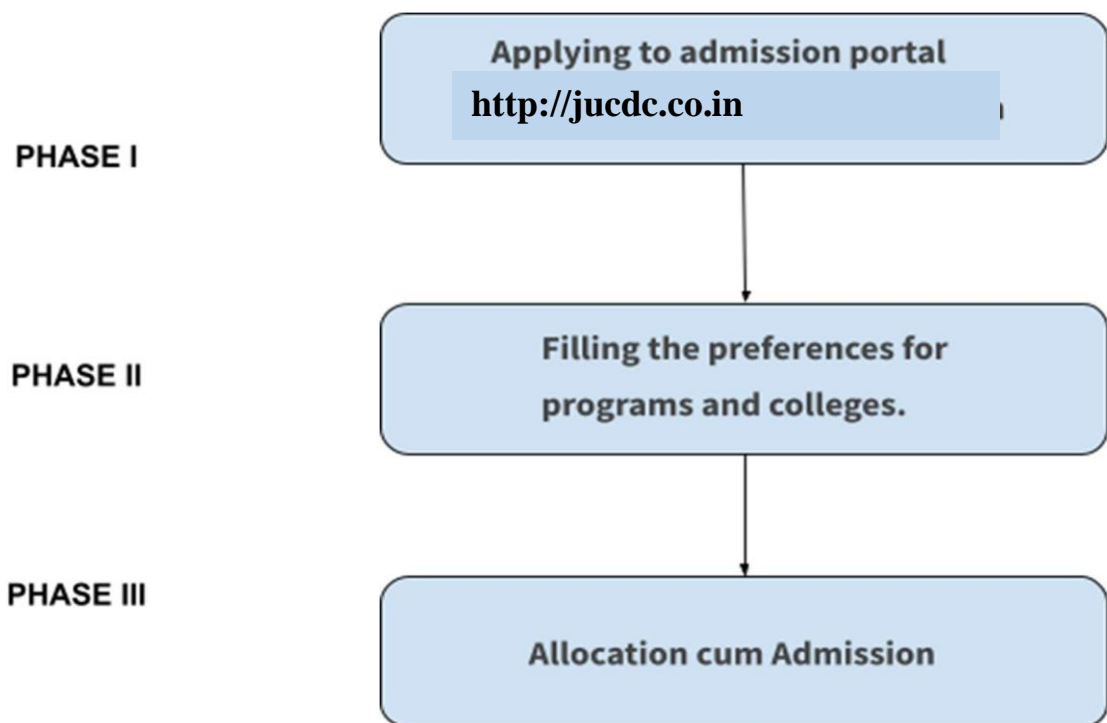
5. Admissions

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

5.2 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 in the concerned college within the stipulated time(72 hours).

5.3 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.**

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

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

PHASE I

Applying to admission portal
http://jucdc.co.in

PHASE II

Filling the preferences for programs and colleges.

PHASE III

Allocation cum Admission

Note:

1) For admission to Non-Government Colleges affiliated to the University of Jammu for imparting instructions in BA/B.Sc./B.Com./BBA/BCA/ and 5 year LLB courses candidates will have to successfully complete all the three phases within the stipulated time.

Eligibility Criteria

7 For CUET applicants

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

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

1. For Non-CUET applicants

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

8.2   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 the availability of seats.

Application Process (CUET)

For CUET applicants:

Application Process	- The CUET (UG)–2023 Application Number is mandatory for filling the application form. - The candidate's name, signature, and photograph will be automatically integrated from CUET (UG)–2023 portal, and **these fields will be non-editable.** **(a) Once the form is submitted, the following personal details will not be changed- Parent's Name, Category/Sub-Category/Caste, Gender, Email ID, Mobile No.** **Note**: Candidates must ensure that email and phone number filled are valid and belong to the candidate or immediate family members. The details entered must match with the particulars mentioned in the certificates/documents of the candidate. Mismatches/discrepancies may lead to the rejection of the application form at any stage.
Submit Application	- After filling all details and uploading clear readable documents, submit the form. **Note:** Candidates must ensure that clear readable documents are uploaded, the candidate must submit the form after filling complete details. - A candidate whose documents are found to be invalid owing to willful forgery/act of cheating will be debarred from the admission process.

2. For Non-CUET applicants:

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

    9.2 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.

3. College + Program Combinations

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

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

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

4. 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*

12.1 Document Verification by the Admission Committee

    12.1.1   Online Document verification will be done by the College Committee for candidates before the allocation round. Candidates with no document deficiencies will receive allocation approval from the respective college.

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

12.1.3 **During the online approval process, if a college seeks more clarity/information from the candidate, it may raise a query to the candidate.(through Mobile no / email which is to be responded on the immediate basis)**

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

13 Seat Allocation

13.1 On declaration of the allocation list/s, the candidate must check the lists carefully and log on to his/her www.jucdc.co.in dashboard for acceptance of the allocated seat, if offered

13.2 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 within the specified time.

14 Seat Confirmation Options:

14.1 **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.

14.2 **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.

15 Final Admission and Document Verification:

15.1 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 with the scheduled time slot and date allotted (Separate notification will be issued for counseling schedule)

15.2 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.

16 Admission Process Flow

16.1 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.

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

16.2.3   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.**

16.2.4   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.

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

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

16.2.7   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 on a fee of Rs 2000 (to be submitted online) which will be adjusted at the time of admission in the total fee . 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.

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

16.3.1   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.

16.3.3   If a candidate/s 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.

16.3.4   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.

16.4 CASE III: If case of No-Show /No-Activity (Candidate does notAccept / Freeze / Upgrade)

16.4.1   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:

16.4.3.1   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.

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

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

17 Seat Cancellation

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

17.2   The provisionally Allocated Seat will be canceled if a candidate fails to pay the Admission fees withinthe stipulated time.

17.3   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.

17.4   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 concerned university.

17.5   A candidate who provisionally allocated seat/admission is cancelled due to the above - mentioned reasons will forfeit the right to seek

admission to Non-Government Colleges affiliated with University of Jammu.

17.6   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.

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

18   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.

19.   APPEALS

In case a candidate, who has filled his/her on-line Application Form and deposited the requisite application fee has any grievance and feels that the norms governing the admission have not been adhered to, he/she shall have the option to make an appeal on the prescribed form on payment of fee as prescribed by the University in the form of Demand Draft drawn in favour of the **Director College Development Council payable at Jammu**. The form duly filled in shall be submitted in the **Office of Director (CDC) within seven days after the last prescribed date of admission**. Such appeals shall be considered by the Appellate Authority comprising of the following:

1. Vice-Chancellor (Chairman)
2. Dean, Academic Affairs
3. Registrar
4. Director College Development Council
5. One Principal of a Non-Government College to be nominated by the Vice-Chancellor
6. Joint Registrar (CDC)
7. Assistant Registrar (CDC) - Member Secretary

Majority of the members shall form the quorum.

IMPORTANT NOTES:-

    1.   Every College shall have an Admission Committee for scrutiny and verification of documents of candidates. The committee shall consist of:

      ➢   Principal of the College

➢ Two senior faculty members from the college concerned.

2. The admission committee shall be wholly solely responsible for admission of the students in their respective colleges. In case wrong admission or admission to ineligible candidate(s), the Principal/Incharge of the Admission committee shall be liable to face the legal consequences arising thereof, if any, and the University shall also impose a penalty as per the decision of then Competent Authority on the college for each wrong admission and the college will be responsible to pay the same to the University as and when demanded.

1. As per University Council Resolution No. 75.15 dated 11.10.2013, if the number of students admitted in a non-government affiliated college in a course is less than 20 or less than 50% of the sanctioned intake of that college (whichever is less), the said course shall not be allowed to be run in that college.

UNIVERSITY OF JAMMU, JAMMU

(NAAC ACCREDITED 'A+' GRADE UNIVERSITY)

ADMISSION NOTICE FOR FOUR YEAR UNDERGRADUATE DEGREE PROGRAMME(FYUGP) IN NON- GOVT COLLEGES (2023-24)

In continuation to this office Circular No. CDC/2023/22.01 dated 28.07.2023, it is hereby notified for the information of all concerned that the admission to four year undergraduate programmes for 1st Semester of B.A/B.Sc./B.Com/BBA/BCA & 5 year B.A LL.B courses run in various Non-government Colleges affiliated to the University of Jammu for the session 2023-24 will be done through on-line portal (www.jammuuniversity.ac.in and www.jucdc.co.in.)

Detail of eligibility, admission procedure, important dates and other instructions are available on the aforesaid website. The aforementioned admission portal shall open on 07.08.2023.

DIRECTOR

No. CDC/2023/
Dated: