Admission Policy

I. ELIGIBILITY:

1. Candidates having passed the qualifying examination with the required minimum percentage of marks in aggregate as given below are eligible to apply for admission to the respective programme/s.

   (a) M. Sc. Bio-Technology, M. Pharm, LL. M, M. Ed and Diploma in Bio-Informatics

Open Merit	55%
Reserved Categories (1-10 of Table 2)	50%

   (b) MBA, IMBA, B.Tech., MBA (Financial Management), MSW, MCA, M. Sc. IT, MCME, MTHM, PGDIT, PGDCA, PGDSE

Open Merit	50%
Reserved Categories (1-10 of Table 2)	45%

   (c) Other programmes

Open Merit	45%
Reserved Categories (1-10 of Table 2)	40%

2. Candidates having appeared in the qualifying examination can also apply provisionally, subject to acquiring required minimum percentage by or before the day of issuance of 1st selection list.

Notes:

1. For candidates falling under the Reserved Categories namely (i) "Persons from outside the Kashmir Division", (ii) “Foreign Nationals” and (iii) “Children of Permanent Employees (serving/retired) of the University of Kashmir”, the minimum eligibility shall be the same as that for the open merit category in various programmes/Courses.

2. Candidates possessing postgraduate degree/s are eligible to seek admission in another postgraduate programme or in a Diploma/ Certificate course, if they fulfill the eligibility criteria laid down for admission; however, no benefit of reserved category can be granted if already availed.

3. A candidate can simultaneously pursue a full-time PG Programme and one part-time (Morning/Evening) Certificate Course.

4. In respect of the Under-graduate Programmes (e.g. B.Tech, BA-LLB, B.Pharm and IMBA) where admissions are being made on the basis of Higher Secondary School Examination (10+2), the merit of the candidates, who have passed the examination through J&K Board of School Education (JKBOSE), Central Board of Secondary School (CBSC) or any other recognized Board, shall be determined by taking into account the marks of five (5) subjects as per the subject preference specified for various courses. The preferred 5 subjects must include all those subjects on the basis of which eligibility for a particular programme is defined.

II. ENTRANCE EXAMINATION:

1. The eligible candidates shall be required to appear in Entrance Test comprising of 60 multiple choice questions (MCQ) carrying a total of sixty marks covering the syllabus prescribed for the concerned subject/programme. The detailed syllabi and previous year's entrance papers of all PG and other programmes "to which University is offering admission" are available on the official website of the University (www.kashmiruniversity.net).

2. Entrance Test may not be conducted for admission to a programme/ course where intake capacity is equal to or more than the number of eligible applicants.

3. Negative marking shall be @25% i.e. for each wrong answer 0.25 marks shall be deducted.

4. In respect to the below mentioned Programmes, candidates must have a valid score in national level tests conducted by various agencies shown against each:-

S. No.	Programme	Test/Examination
1.	MBA/MBA (Financial Management)/ MCME/MTTM	**CMAT**
2.	M.Pharm	**GPAT**
3.	B.Tech	**JEE (Main) (Paper I)**
4.	IMBA (BBA-MBA)	**UGAT**

III. ADMISSION PROCEDURE

(A) General Courses

The selection of a candidate shall be based on his/her performance in the Entrance Test. The Entrance Test 2016 shall carry weight of 60 marks and a candidate shall be considered for selection if he/she has obtained positive score. Further, where a programme is offered at more than one Campus/College a candidate having given Campus/College preference shall only be considered.

Where two or more candidates have secured equal marks in the entrance test for admission to a particular programme, the tie shall be decided (1) on the basis of

aggregate merit obtained in the qualifying examination, i.e. a candidate with higher aggregate marks shall be given preference, (2) If the tie still persists, the aggregate merit of the subject in which the admission is sought shall be reckoned by taking the merit of that subject in all the three years BA/B.Sc./B.Com, 1st year, 2nd year and 3rd year into account (3) In case the problem still remains unresolved or the candidate seeks admission to a Programme where the discipline in which he/she seeks admission is not taught at undergraduate level, then candidate with higher academic merit in the preceding examination i.e., merit in Matric where the minimum qualification for admission is 10+2 and merit in Hr. Sec. Part-II (10+2) where the minimum qualification is graduation shall be given preference.

(B) M.Sc. Biotechnology and M.A. Mass Communication & Journalism

A candidate shall have to appear in the Entrance Test based on two papers (Paper I and II) on a single day. Question Paper I shall comprise 60 multiple choice questions [in a similar manner as in other subjects] carrying 60 marks as per the syllabus prescribed for the purpose.

The Question Paper II of Biotechnology (of 2 hours duration) shall comprise 20 very short answer type questions of 2 marks each (total 40 marks) based on the syllabus prescribed for Paper I.

For MA Mass Communication & Journalism, Question Paper II shall comprise 5 questions carrying 40 marks on broad topics specified in the prescribed syllabus. The candidates shall be required to attempt all the questions in 2 hours.

On the basis of their merit in Paper I, answer books of Paper II of the candidates numbering five times the intake capacity (both under open merit and reserved categories) shall be evaluated.

Final selection for admission to the programmes of this category shall be based on the combined merit obtained by the candidates in Paper I and Paper II.

(C) MBA/MBA(Financial Studies)/MTTM/MCME/ IMBA

The admission to MBA/MBA(Financial Studies)/MTTM Programmes shall be made on the basis of latest CMAT score.

The admission to MCME (Craft Development) shall be made on the basis of customized MAT test examining the design aptitude of the candidates to be conducted by the University.

The admission to IMBA (BBA-MBA) 5 year programme shall be made on the basis of latest UGAT score.

Candidates desirous to seek admission to these Programmes must have appeared in CMAT/UGAT examinations as already notified by the University.

(D) B. Tech Programmes

In case of B. Tech programmes, the admission shall be made on the basis of the latest JEE Main (Paper I) score.

(E) M.Pharm

The admission of the candidates shall be made on the basis of valid GPAT score. In case GPAT applicants are less or the seats remain vacant, then Entrance Test shall be conducted for filling up the vacant seats.

(F) M.P.Ed.

For M.P.Ed. programme only those applicants who qualify physical efficiency test shall be eligible to appear in the Entrance Test.

IV. RESERVARION OF SEATS

Sixty Seven percent (67%) of seats available in a Programme/Course of study, shall be filled up from Open merit category candidates. Remaining 33% of seats available in a Programme/Course shall be filled up from amongst the reserved categories in order of merit. Supernumerary seats shall be in addition to intake capacity of a programme. The breakup of seats for various reserved categories and the authorities competent to issue the required certificate in respect of the reserved categories are given in Tables 1 and 2 below:

Table 1: Reserved Categories (Break-up)

S. No.	Category	Reservation %age	Authority for Issuing Certificate
1.	Schedule Caste {**SC**}	5	Tehsildar concerned
2.	Scheduled Tribe {**ST**}	3	Tehsildar concerned
3.	Children of Gujjar and Bakerwal {**CGB**}	2	Tehsildar concerned
4.	Residents of Backward Areas {**RBA**}	10	Tehsildar concerned
5.	Line of Actual Control {**ALC**}	2	Tehsildar concerned
6.	Weak & Under Privileged Classes **[Social Castes]** {**WUP**}	2	Tehsildar concerned.
7.	Children of Permanent Resident of Defense Personnel/Children of Ex-Defense Personnel Children of Permanent Residents of Para-military Forces and State Police Personnel serving in the State {**CDP**}	2	Commanding Officer of Unit/ Zila Sainik Welfare Officer and DIG concerned, respectively.
8.	Candidates possessing outstanding proficiency in Sports {**SPT**}	2	Director, Physical Education, University of Kashmir
9.	Candidates possessing outstanding proficiency in NCC (B or C certificate) {**NCC**}	2	"B" Group Commandant, "C" Director NCC.
10.	Differently–abled [not less than 40% disability] {**DA**}	3	Chief Medical Officer concerned

Table 2: Supernumerary seats

S. No	Category	Percentage Seats	Authority for Issuing Certificate
1.	Persons from outside the Kashmir Division, but excluding those who have passed qualifying examination from University/Board of Kashmir Division **{OSJ}***	2%	Registrar of the concerned University /Secretary concerned Board.
2.	Persons residing outside India (Foreign Nationals) but excluding those who have passed qualifying examination from Jammu & Kashmir Universities/ Boards **{FN}#**	5%	Embassy concerned/ ICCR
3.	Children of Permanent Employees of the University of Kashmir Serving/Retired) **{SN}**	1 seat per Programme	Registrar, University of Kashmir

* Where a course is not offered by the Universities in Jammu Division, candidates from Jammu Division shall compete in Open Merit/Reserved Categories, if otherwise eligible.
# However the Vice-Chancellor may increase the %age of seats on the recommendation of the concerned Department.

(i) The benefit of admission under a Reserved Category/Supernumerary seats (Tables 1 & 2) shall be granted only once to a candidate. However, a candidate can compete in Open Merit/ Self Financed Seats for subsequent admissions.

(ii) If a candidate is eligible to apply for admission under more than one reserved category, he/she shall be required to choose (while submitting the online Application Form) only one Reserved Category for one programme under which he/she would like to be considered, which shall be final, and unchangeable. For example, if a candidate is eligible under three categories RBA, NCC, and Sports, he/she shall have to choose only one of the three categories under which he/she shall compete for admission to a particular programme. Say, if he/she is an applicant for PG programmes in A, B, C and D subjects, he/she may compete in all the programmes but only under one of these three categories (RBA, NCC or Sports whichever he/she likes) or he/she may compete (say for instance) under RBA for A, under NCC for B, under Sports for C and under RBA for D. He/she is not, however, permitted to compete under more than one category for a single programme i.e., he/she cannot, for instance, apply under RBA as well as NCC for a single programme.

(iii) Only candidates residing within the territorial jurisdiction of Kashmir Division and /or those who have passed their qualifying examination through University/Board of Kashmir are eligible to seek admission under open merit as well as reserved categories (1-10) (Table 1). However, in case of courses/programmes not offered by Universities of Jammu Division, candidates residing in any part of the state are eligible to apply under open and reserved categories (1-10) (Table 1).

(iv) The certificate under clauses 1-10 except that at Sr. No. 8 in Table 1 must be in accordance with SRO 126 of 28 June 1994 of the J&K Government and subsequent SRO's issued by the Government in this regard.

(v) For programmes like MBA, MBA (Financial Management), MCA, M.Sc. Bio-Technology there shall be no superneumarary seat under category "Persons from outside the Kashmir Division" (Sr.1 Table 2).

(vi) Candidates residing outside the territorial jurisdiction of Kashmir Division (who have not passed their qualifying examination through University/Board of Kashmir Division) shall be eligible to apply under category OSJ (Sr. No. 1 Table 2) for all subjects/programmes, unless otherwise indicated/subject to determination of their eligibility/equivalence to the degree.

(vii) One Supernumerary seat in each programme (irrespective of number of Campuses/Colleges) belonging to children of Permanent Employees of the University of Kashmir (under Category 3) (Table 2), in order of merit provided he/she produces a Certificate from the Registrar, University of Kashmir.

(viii) Foreign students shall be considered under the Supernumerary category "2" (Table 2) and shall be governed by the admission policy reflected under Clause of the Prospectus "ADMISSION OF FOREIGN STUDENTS".

(ix) In case of M.Sc. Bio-Technology and M. Pharm programmes only two seats for each programme shall be available for candidates under reserved categories and shall be offered to two candidates who top the merit list of reserved categories, provided that only one candidate shall be taken from one category.

V. PREPARATION OF SELECTION LIST

The following procedure shall be adopted to prepare selection list:

(i) Total seats available for a particular program shall be divided among each category as specified in the reservation policy.

(ii) All seats available under the open merit category except any fractional part shall be allotted to eligible candidates in order of their merit irrespective of their applied categories.

(iii) In case, no eligible candidate is available under a particular reserved category, the seat(s) including fractional part under that category shall be shifted to open merit category. In case, the number of eligible candidates available under a particular reserved category is not sufficient, the remaining seat(s) including fractional part under that category shall be shifted to open merit category.

(iv) Fractional part attached to open merit category left in (i) above and seats resulting from (iii) above including their fractional parts shall be clubbed together (added) to calculate further seats to be allotted under open merit category. This number shall be rounded to nearest integer (i.e. if greater than or equal to 0.5, one seat shall be allotted).

(v) A seat matrix indicating number of seats and fraction of seat for each reserved category shall be prepared.

(vi) Candidates shall be selected in order of their merit from each reserved category as per the seat matrix prepared in step (v) above leaving behind any fractional part at this step.

(vii) Selection of candidates against fractional seats shall be made from only those reserved categories whose fractional part was added in step (vi) above.

(viii) The fractional seats shall be given to candidates in order of their respective merit, from each reserved category, which has not been represented in step (vii).

(ix) Remaining fractional seats (if available) shall be allotted to candidates in order of their respective merit from reserved category (subject to maximum of one seat per category) whose fractional part was added in step (vi) but were not given a seat in step (vii).

(x) If at any stage no eligible candidate is available for admission from a reserved category, that seat/fractional part shall be shifted to open merit category and filled up.

VI. SHIFTING FROM RESERVED CATEGORY QUOTA TO OPEN MERIT QUOTA

A candidate seeking admission under a particular Reserved Category shall at first instance be automatically shifted to the Open Merit Category, (if otherwise eligible), if the total marks scored entitle him/her to figure in the open merit list. However, once admission granted, the candidate cannot be shifted to Open Merit in subsequent lists at the same Campus/College.

VII. ADMISSION OF FOREIGN STUDENTS

1) The number of seats for admission under the category shall be 5% of total intake capacity fixed for the Programme and shall be over and above the existing intake capacity. The admission under the category shall be open for the following categories of students. However, in case a given Department is willing to admit more foreign students in view of its adequate accommodation and infrastructural facilities, the Vice-Chancellor is authorized to increase the number of seats on the recommendation of the Departmental Committee.

   a) **General Category:** The Foreign National shall not be required to appear in the entrance test. They shall apply on the prescribed format for admission as and when admission notification is issued by the University;

   b) **Cultural Exchange Programme:** The students seeking admission under the Cultural Exchange Programme of Government of India shall be required to approach the Indian Council of Cultural Relations, Azad Bhavan, IP State, New Delhi 110001, India. In the event of their selection, the Council will be informed about their selection

2) The foreign students shall be required to fulfill the required eligibility conditions for obtaining admission to different courses.

3) In case, the number of applications is more than the seats available in a programme, the admission of students shall be granted on the basis of merit in the qualifying examinations;

4) Foreign nationals admitted to the Programme shall be required to get medical insurance cover and the same shall be mandatory for all such foreign students;

5) The foreign nationals admitted under this category shall be required to get clearance from all the relevant agencies of the Government of J&K and Govt. of India;

6) Other terms and conditions of admission shall be same as are in vogue for admission under other categories of admission.

VIII. RESULT OF ENTRANCE TEST

The Answer Key of a subject shall be displayed on the University website immediately after the test is conducted. Complaints and queries in writing or online at deana@kashmiruniversity.ac.in from the examinees shall be solicited within one working day (upto 4:00 p.m.) from the date of uploading of keys/displaying of keys on the University website, which will be attended promptly. No complaints, whatsoever, shall be entertained thereafter and the result of the test/s shall be processed.

IX. DECLARATION OF MERIT LISTS/SELECTION LISTS

(i) All the notifications shall be uploaded on the official website of the University. The University does not own any responsibility for a candidate not being informed and candidate shall not be informed separately.

(ii) The detailed merit lists mentioning entrance points, details of the qualification examination and other components, as per the procedure of admission for various Programmes, shall be displayed on the University website. Complaints and queries in writing to the Convener Admissions, with documentary proofs, if any, with regard to Merit lists shall be open for two working day (upto 4:00 p.m.) from the date of uploading of merit list on website. The same shall be attended promptly. Thereafter, the Selection Lists shall be issued. No complaints whatsoever shall be entertained with respect to individual merit of a candidate after publishing of the selection list.

(iii) The first two selection lists for all programmes/courses shall be issued on the basis of relative merit and preferences given by the candidates in the Application Form.

(iv) In case vacancies are available / are caused even after issuance of two selection lists, admission against vacant seats shall be made on counselling. Therefore, students in their own interest shall remain in touch with the Admission Unit. While issuing the Counseling Notification on the University website, seat matrix in various categories across various Campuses/ Colleges shall also be made available and the students shall have the option to give fresh Option on Counseling Application Form available on the University

website while attending the Counseling Session/s. The candidates shall have to attend counselling alongwith the Original Marks/Qualifying/other documents. If a candidate is selected for admission, he/she shall have to submit the original certificates of Qualifying Examinations & DOB certificate on spot. Submission of original Documents shall be taken as consent of the candidate for seeking admission in the given programme. After the deposition of original certificates, the candidates would be required to deposit fees within 3 days. If a candidate fails to deposit fees within 3 days he/she shall forfeit the chance for admission, and the next candidate in sequence from the counselling list shall be offered admission.

X. ADMISSION AT SATELLITE CAMPUSES AND COLLEGES

For admission to post-graduate programmes which are also offered in Satellite Campuses of the University, Govt. Degree Colleges and Private Colleges affiliated to the University of Kashmir, the procedure of selection shall be the same as described above, with the provision that a candidate shall have to indicate in clear terms his/her order of preference for the campuses/ colleges, where the course is offered in the space provided for the purpose in the Application Form and in the Counseling Form as the case may be. For example, if a post-graduate programme (say M A in subject X) is offered at three places, Campus A, Campus B and College I, the applicant may give his/her order of preference in any one of the following ways:-

S. No.	Programme	1st Preference	2nd Preference	3rd Preference
a.	MA in X	Campus B	College I	Campus A
b.	MA In X	Campus A	College I	Campus B
c.	MA in X	College I	Campus B	Campus A

Candidates must note that shifting/ migration from campuses to University or from one teaching Department/Centre/Institute to another (even on mutual basis) is not provided under rules. No recommendation from any Department/College/Campus in this regard shall be entertained. The preference indicated by a candidate during submission of online Aapplication Form shall be treated as final and in the event a candidate fails to mention preference, he/she will not be considered for admission in 1st and 2nd selection lists.

XI. ADMISSION UNDER SELF-FINANCED SEATS CATEGORY

The notification for admission under Self-financed seats shall be issued separately after issuance of 1st selection list and only those candidates who have appeared in the Entrance Test and apply for admission under Self Financed Category on the prescribed format available on the official website of the University shall be considered for admission under this category. However, in Programmes where the number of applicants is less, admission can be granted on the basis of qualifying examination merit. The selection of candidates shall be made on the basis of merit (among the applicants for this category of seats) which shall be the same as prescribed for selection of candidates against open seats. The candidates selected against Self-financed seats shall be required to pay normal fee as chargeable to other candidates, in addition to the fee charged under self-financed seats. The fee for self-financed seats shall be non-refundable payable in two equal installments at

the time of admission to 1st and 3rd semesters of the course. If a candidate leaves a seat/quit a course after closing of admission and the seat remains vacant, the fee shall not be refunded/ transferred, even if the same candidate is selected for some other course within the University. In case of IMBA, the self-financed seat fee shall have to be deposited in four equal installments at the time of admission to 1st, 3rd, 5th and 7''' semesters. The normal fee in both the cases has to be deposited at the time of the admission.

XII. CLOSURE OF ADMISSION

A notice of at least one week shall be given for the closure of admission, to provide sufficient time to all concerned to fill up all the available seats. In the event seats remaining vacant, the concerned officials shall submit in writing to Convener Admissions the reason for the same.