



**DIRECTORATE of ADMISSIONS and  
COMPETITIVE EXAMINATIONS**  
**University of Kashmir**  
**NAAC Accredited Grade "A+"**

No. F(Admission 2020)DACE/KU/20  
Dated: 07-09-2020

All Deans/HODs/Directors of  
Schools/Departments/Centres/Campuses,  
University of Kashmir

Sub:- Guidelines/ Instructions for conduct of Entrance Examinations/ Admission process-2020.

Dear Sir/ Madam,

The Deans/Heads/Directors/Coordinators of the Schools/Departments/Institutes/Directorates/Campuses are advised to adhere to the following guidelines/ instructions for the smooth conduct of the Entrance Examination/Admission Process-2020:

**I. Deans of the Schools shall;**

1. Make necessary arrangements for the conduct of Entrance Examinations in coordination with the Heads of the Departments/Coordinators of the Centres/Institutes. The statutes/admission guidelines must be followed in letter and spirit.
2. Make necessary arrangements for appointment of supervisory staff for the Examination Centres in consultation with concerned HODs/Directors of the Schools within the Campus. Kindly ensure that at least one Teacher is appointed in each room/hall as Invigilators;
3. Forward OMR Sheets, Memos, Envelopes (3 Colors), Centre-wise Attendance Statements received from the office of the Directorate of Admissions & Competitive Examinations to the concerned Heads/ Superintendents well in advance.
4. Arrange and provide packing material (like Sealing Tape, Glue Stick's etc) to Centre Superintendents well in advance. The expenditure on this account shall be re-imbursed by debit to relevant Budget Head of Accounts "Entrance Test".
5. Forward sealed packet of Used OMR Sheets in Pink color envelope (A) and Master Attendance & Copy of Memo and other documents (if any) in Yellow color envelope (B) to the office of the Directorate of Admissions & Competitive Examinations immediately after the conclusion of examination of each programme.
6. Forward four copies (one of each series) of question booklets of each programme to the office of the Directorate of Admissions and Competitive Examinations immediately after the conclusion of examination of each programme.
7. Forward Un-Used OMR Sheets alongwith Consumption Statement of both OMR Sheets and Question Booklets in Blue color envelope (C) to the office of the Directorate of Admissions & Competitive Examinations after the Entrance Tests are over.
8. Forward sufficient sets of each series of question booklets to the concerned Head of the Departments immediately after conclusion of Examination of each programme for seeking Feedback about quality/correctness of questions in the Question paper.

**II. Heads of Departments/Directors of Centres/Institutions shall;**

1. Appoint Supervisory Staff for the conduct of Entrance Examination in the Examination Centers constituted in their Departments as permitted under rule, and convey the same to the Dean of the School concerned and Directorate of Admissions & Competitive Examinations well in advance.
2. Send report regarding quality/correctness of Question Paper to the Director, Directorate of Admissions & Competitive Examinations and Dean of the School within one day after the conduct of the Examination of concerned programme.
3. Follow in letter and spirit relevant statutes/guidelines related to admission process/conduct of Entrance Test given in the University Prospectus-2020 and the Admission Notifications issued by the University from time to time.
4. Constitute a Departmental Admission Committee with HOD as its chairperson to supervise the admission process/screening of admission forms/ certificates/conduct of entrance test, preparation/verification of selection lists and other related matters.
5. Before issuing the Authority Slips to the candidates falling in the selection list, ensure the verification of result of qualification examinations, minimum percentage of eligibility, verification of their original certificates and fulfillment of other conditions for admission.

6. Issue the Authority Slips attached with the admission form indicating the amount of fee and the last date for payment of fee in the University chest/ Department as per the fee structure already notified. The original money receipt shall be presented by the candidates in the office of the Head of the Department concerned for completing the admission formalities.
7. Issue the Authority Slips and grant Admission to Selected “**Reserved Category candidates**” only after verification of reserved category certificate and other required certificates by the Departmental Admission Committee.
8. Ensure verification of certificates of the candidates who have completed their qualifying examination from Universities other than the University of Kashmir from the Academic Section within one month after admission to the programme.
9. Ensure determination of eligibility of the candidates who have been or are on rolls of any other programme in this University/ any other University, before their admission to a programme.
10. Forward category-wise shortfall (if any) in admission to a programme on the last day (by 5:00pm) notified for admission in each issued selection list.
11. Forward photocopies of category certificates submitted by admitted candidates to the concerned Government Departments (to an Officer of higher rank than one who has issued the certificate) with the request to send the verification report of the certificate(s) within one month.
12. Forward a list of candidates admitted to a programme after formal closure of the admissions in the below given formats (A and B) to the office of the Directorate of Admissions & Competitive Examinations and Dean Academic Affairs.

Format A: Programme.....					
S. No.	Name	Parentage	Category	Merit	Rank

Format B: Programme .....					
		Open	Categories	Self-financed	Total
Intake					
Admitted	Male				
	Female				

All the concerned Deans/ Heads of the Departments/ Directors of the Campuses/ Centres / Admission Committee members are requested to complete all the requirements/ formalities for the conduct of examinations and completion of admission process in time, so that we are able to complete the admission process for the current year smoothly and as per announced schedule.

Sd/-  
**Director**  
*(Directorate of Admissions &  
Competitive Examinations)*