



PG- ADMISSION NOTIFICATION - 16

SCHEDULE & GUIDELINES FOR B.Ed & M.Ed ADMISSIONS (Academic Session 2023-24)

| TITLE | TASK | DATES & TIME |
|--|--|--|
| FIRST ROUND OF ALLOCATION AND ADMISSIONS | Declaration of FIRST ALLOCATION List NOTE: Applicants should Login to his/her account for the information about Allocation | 16-11-2023 |
| | Candidates to "FREEZE/ UPGRADE" the Allocated seat from his Account | 16-11-2023 to 18-11-2023 |
| | Physical Verification of the Original Documents of the applicants who were allotted any Programme/Campus/College in the First Allocation List NOTE: 1. The verification shall be done by the respective Nodal Department/ Affiliated B.Ed Colleges. 2. After the physical verification the eligible applicants will be accepted by the allotted Department/ College and update the admission Status. 3. Fee link will be generated only after acceptance of the applicant by the Department/ College. The admission process will be considered complete only after the successful payment of the admission fee. | 20-11-2023 to 21-11-2023 (10:00 am to 04:00 pm) |
| | Dates for Online payment of ADMISSION FEES by the Candidate | 20-11-2023 to 22-11-2023 12.00 Midnight |
| Schedule for 2nd Round of Allocation will be notified subsequently | | |

GUIDELINES FOR SEAT ALLOCATION/ VERIFICATION/ ADMISSION (B.Ed & M.Ed ADMISSIONS-2023-24)

1. Document Verification

- a. After allocation of preferred Programme/College, applicants have to visit the Nodal Department of the University Main Campus for M.Ed and allocated B.Ed College for B.Ed 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 counselling schedule).
- b. During the physical document verification, the Nodal Department of the University Main Campus/ B.Ed Colleges will verify the following within the stipulated timeline:
 - i. Minimum eligibility of the candidate.
 - ii. Program-specific eligibility of the candidate.
 - iii. Validity and authenticity of the documents/certificates submitted by the candidate. If the Department/ Nodal Department requires more clarity or information during the admission process, it may raise a query to the candidate. The candidate must fulfil the query within the stipulated time.
- c. After the physical verification, the Nodal Department/College will either "ACCEPT" or "REJECT" the provisionally allocated seat of the candidate.
- d. For accepted candidates, the payment link on the student dashboard will become active. The student must pay the admission fees within the stipulated time (usually within 48 hours).
- e. The candidate will have to pay the Admission fee for the approved seat/College. **The admission process will be considered complete only after the successful payment of the admission fee.**
- f. **If a candidate fails to pay the admission fee within the stipulated time, it will be considered as 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.**

2. Allocation Process

- a. In the context of provisional seat allocation, 'Allocated Seat' refers to a unique combination of Program+ Campus/ College. For e.g, B.Ed at College X is referred to as an 'Allocated Seat'.
- b. The Highest Possible Preference of the candidate will be provisionally allocated to a candidate considering the following criteria:
 - i) Programme-merit list
 - ii) Category
 - iii) Availability of seats
 - iv) Any other allocation rules, policies or criteria of the University of Jammu mentioned in the eligibility /University Information Brochure published on the admission website.



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website: <http://jammuuniversity.ac.in>

3. Merit List:

- a. The merit list for the Open category seats will comprise of all candidates in order of merit. All candidates irrespective of their category will be included in the same.
- b. In case of M.Ed if candidates belonging to Reserved Category who 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 and if the total number of eligible reserved category candidates who have applied of M.Ed exhausts, then the remaining seats under this category for that particular Program will be converted as per University norms for all convertible seats.

4. Seat Allocation

- a. The candidates will be informed by email/sms regarding declaration of the Allocated Lists.
- b. On declaration of the allocation list/s, the candidate must check the lists carefully and login to his/her dashboard for acceptance of the allocated seat, if offered.
- c. 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.
- d. Acceptance of the Provisionally allocated seat:**
 - i) Once a seat has been allocated in a particular round, the candidate must accept and 'FREEZE' the Allocated Seat.
 - ii) The provision for acceptance of a particular Allocated Seat/College and seeking admission against that seat will be valid only for the round in which the seat was allocated to the candidate.
 - iii) 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 admission process.
- e. Admission to the Provisionally allocated seat:**
 - i) For seeking admission the candidate must visit the Department / Nodal Department for physical verification of the documents, as per counselling schedule.
 - ii) The counselling schedule will be published on the admission website.

5. Seat Confirmation Options:

- a. **FREEZE:** This option is applicable when the candidate is allocated his/her first preferred seat or when the candidate wishes to take admission in the allocated seat and does not want to further participate in the admission process.
- b. **UPGRADE:** This option is visible only if the candidate is allocated a seat other than his/her first preference/choice. It allows the candidate to participate in the next round for possible upgradation to a higher preference.

6. Upgradation Process:

- a. This **"UPGRADE"** option will be available if a student has been allocated a seat other than his/her 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.
- b. **Choosing Upgrade requires the candidate to pay a REFUNDABLE token fee deposit of INR 2000.** This deposit is a one-time payment for potential upgradation in subsequent rounds. This fee will be refunded by the concerned Nodal Department/ Office of the College Development Council when the candidate is finally admitted in the respective Department/College.
- c. Upon payment, the candidate's seat will be reserved, and they will be considered as a participant for the next round.
- d. 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 his/her claim for the previously allocated seat.
- e. If the candidate does not get upgraded in subsequent rounds, they can accept the already allocated seat and proceed with final admission.

Sunil Chama

Deputy Registrar (Academic Affairs)

No. DAA/23/4250
Dated: 10-11-2023