GENERAL INSTRUCTIONS TO ASPIRING CANDIDATES

Candidates interested in seeking admission at University of Kashmir are instructed to:

1. Regularly visit the official website of the university *viz.*, www.kashmiruniversity.net or www.kashmiruniversity.ac.in for all notifications, updates, merit lists, selection lists, counseling forms etc. The University does not publish such information through any other medium/agency other than displaying it on the official University website and only such official website notifications shall be treated as authentic for all purposes.

2. Check the tentative dates given for various admission related activities so that you don't miss any opportunity.

3. Check the eligibility for admissions to various programmes/courses with reference to the Admission Prospectus available on the University website. University offers Programmes/Courses for +2 level (Class 12th) as well as for Graduates. All the details are available in the Admission Prospectus;

4. Read the reservation roster available in the prospectus thoroughly and apply accordingly. Please note that for furnishing of any incomplete or wrong/ambigous information, misrepresentation of facts, the candidate shall be personally responsible for all the legal consequences.

5. Fill in the online application form as per instructions with precision, as the details furnished are taken as authentic and no verification takes place till a candidate submits original documents at the time of admission. If any discrepancies/fraudulent entries/documents are noted at any time, the provisional admission shall be summarily cancelled without any further notice.

6. Check the examination Date Sheet only on the University website and prepare accordingly.

7. Check Roll Number and Centre allotted with the General Centre Notice, available only on the University Website well before the commencement of the Entrance Test.

8. Download the Admit Card at least 2 days ahead of the Entrance Test from the official website of the University and report for any discrepancies before Entrance Test. No queries shall be received after the Entrance Test is over.

9. Carefully read all instructions provided on the Admit Card including the centre location, date and time.

10. Carry valid original Government issued photo identity card (Adhaar, Passport, Election etc.) and downloaded the admit card. Note that without Admit Card and Identity Card, examinees won't be allowed to enter the examination hall.

11. Reach the test center at least one hour before the scheduled test time and ensure to locate the centre and seat allotted on the seating plan pasted outside the examination centre.

12. Enter the examination hall/room at least 30 minutes before the start of the examination, but not less than 15 minutes before start of the test. No late coming shall be allowed after the the gates of the examination halls are closed at the start of the examination time and the candidates shall be personally responsible for any consequences due to late arrival.

13. Avoid carrying any unauthorized/strictly prohibited material (*e.g.*, written notes, paper, eraser, writing pad, wallet, pouch etc.) and don't carry any electronic and communication gadgets like mobile phone, tablet, watch, ear pods, etc. Please note that there shall not be any arrangements for keeping these items/gadgets in the examination hall and the candidates have to leave them outside the examination hall on their own risk and responsibility.

14. Strictly abstain from wearing face masks and carrying any metallic item including belts, bracelet, ear rings, rings, chains, jewelry item, etc.

15. Avoid wearing boots rather wear chappals, slippers, sandals with low heels.

16. Avoid carrying any eatables in the examination hall; however, transparent water bottles only are allowed.

17. Occupy the allotted seat and don't change the allotted seat which will invite framing of an unfair case, may consequentially lead to cancellation of the candidature and/or answer book.

18. Place the Admit Card and valid ID card on the desk throughout the examination.

19. Comply with the instructions of invigilators at all times *e.g.*, start of test, breaking of seal of Question Booklet, end of test, handing over of original OMR Answer Sheet etc.

20. Desist from any kind of copying including side talks/any misconduct/sharing of information which may lead to cancellation of candidature, penalty and punishment.

21. Restrain from sharing any other materials or communicate with or seek help from other candidates during the test.

22. Read the instructions thoroughly on the OMR sheet and fill in the relevant particulars. The OMR shall be provided 10 minutes before start of the examination for reading the instruction and for filling the relevant details.

23. Read the instructions thoroughly on the Question Booklet and fill in the Booklet Number and Series on the OMR Sheet. The Question Booklet shall be provided 5 minutes before the commencement of the test, but don't open the seal before start of the test, as this may lead to unfair act.

24. Make sure that you have completely and correctly, written your Roll No. and other required details on the OMR sheets as well as on the cover page of the Question Booklet.

25. Check the OMR thoroughly 5 minutes before concluding of the test. Fold the top strip along the perforation and tear off the strip at the perforation line on the top of the OMR Sheet to separate duplicate copy from the original OMR Sheet without damaging edges of the OMR Sheet.

26. **Note that there will be negative marking for this test @ 25% *i.e.*, for every wrong answer 0.25 marks shall be deducted.**

27. **Note that admission shall be granted only on getting positive score.**

28. Disperse after examination is over and leave the examination centre immediately.

29. Visit the official website (only) of University of Kashmir **www.kashmiruniversity.net** on which the answer keys shall be uploaded on the same day after the examination is over. Queries regarding entrance questions or answer key (if any) with documentary evidence shall be received via e-mail at **admissions@kashmiruniversity.ac.in** within 24 hours from the date of uploading of the answer key. These queries shall be referred to an expert committee and if need arises, modified answer key shall be uploaded, after which no further query shall be entertained and the result shall be processed.

30. Ensure that **candidates have uploaded all the eligibility documents before the last date fixed for the purpose**, failing which the Roll No./Name of the candidate shall not figure in the merit list, which automatically means that such candidates shall not be considered for admission even if having higher merit. Consequences, whatsoever, shall be the responsibility of the candidates.

31. Note that the selection lists shall be uploaded on the University website only as per the notified schedule and candidates are expected to strictly follow all dates as mentioned on admission schedule in letter and spirit. Please note that **no extensions shall be granted** and any candidate failing to complete admission formalities within prescribed/notified time period **shall not be given a second chance till all candidates in the merit list get exhausted**;

32. Contact the Head/Coordinator of the respective Department/Programme (whose details are given on the website) for any admission related queries;

33. Finally note that the information/notices/entrance schedules/selection lists etc. displayed only on the Kashmir University official website shall be treated as authentic for all purposes.