

## PROCEDURE FOR DECLARATION OF MERIT LISTS & SELECTION LISTS FOR ADMISSION

### (A) PREPARATION OF MERIT LIST

- (i) All the notifications/lists/forms etc. shall be uploaded on the official website of the University and the candidates in their own interest are advised to keep track of the same. The University does not own any responsibility for a candidate not being individually informed.
- (ii) All candidates, who apply on a provisional basis, shall ensure that they fulfill their eligibility conditions latest by **11<sup>th</sup> June 2025 for 12<sup>th</sup> based admissions** and **by 29<sup>th</sup> July 2025 for graduation based programmes**, failing which their name shall not figure in the **Merit Lists**, even if having appeared in the Entrance Test. They shall be personally responsible for any kind of delay in producing the required final qualifying certificate and consequences thereof.
- (iii) The detailed merit lists mentioning entrance points, details of the qualifying examination and other components, as per the procedure of admission for various Programmes, shall be displayed on the University website. Complaints and queries (if any) through e-mail at [admissions@kashmiruniversity.ac.in](mailto:admissions@kashmiruniversity.ac.in), with documentary evidence, with regard to Merit lists shall be open for one working day (upto 4:00 p.m.) from the date of uploading of merit list on website. The same shall be attended and thereafter, the Selection Lists shall be issued. No complaints, whatsoever, shall be entertained after publishing of the selection list.
- (iv) **The first selection lists** for all programmes/courses of the Main Campus shall be issued on the basis of relative merit and preferences given by the candidates in the Application Form.
- (v) Notification for inviting application forms for **Self finance seat quota** shall be issued along-with the 1<sup>st</sup> selection list and the candidates on the basis of their merit, shall apply for Self finance Seats. Please note that admission against Self finance seats shall be made solely on the basis of Merit.
- (vi) Immediately after the last date of 1<sup>st</sup> selection list, (a) admission for left over vacant seats after 1<sup>st</sup> selection list for main campus, (b) selection list against self finance seats of main campus, (c) 1<sup>st</sup> selection list for offsite campuses and (d) self finance seat list of the offsite campuses shall be issued simultaneously.

- (vii) Please note that if a candidate is provisionally selected and fails to complete admission formalities, he/she forfeits the right to admission in subsequent lists. They can, however, be considered for a 2<sup>nd</sup> chance when all available candidates are given a chance.
- (viii) In case vacancies are available / are caused even after issuance of two selection lists, admission against vacant seats shall be made on the basis of online counseling. The online counseling to a programme/course where the seats remain vacant after the issuance of two selection lists, shall be meant for only those candidates who are in the waiting list *e.g., if the cut off merit of 2<sup>nd</sup> selection list was 20 points, the counseling should be only for the candidates having obtained 19.75 points and below.* However, a candidate already selected in main selection lists and has forfeited his/her right to admission due to non-completion of admission formalities, shall be given a chance for appearing in the counseling only after the candidates in the merit list have been exhausted in full. Therefore, students in their own interest shall remain in touch with the University website where all updates are made available.
- (ix) 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 candidates shall have the option to give fresh Option on the Counseling Form available on the University website while submitting the online counseling forms.
- (x) If a candidate gets selected in more than one programme/s he/she shall have to give on-spot consent for one programme only which shall be treated as final and no change shall be entertained thereafter.
- (xi) **Important Note for Candidates attending Online Counseling:** Selection list against available vacancies and waiting list shall be drawn on the basis of counseling in order of merit. Since all the processes (except verification of certificates by the respective Departments) including deposition of Fees is online, selected candidates shall be given three days to complete admission formalities, failing which the next candidate in the waiting list shall be granted admission. Therefore, candidates in the waiting list, in their own interest, are advised to remain in touch with the concerned Department/Centre/Campus to check admission prospects.
- (xii) **After the formal closure of admission, no shifting shall be granted under any circumstances.**

## **(B) PREPARATION OF SELECTION LIST**

The following procedure shall be adopted to prepare the selection list:

- (i) As per the intake, seat matrix indicating number of seats and fraction of a seat from each category shall be prepared.
- (ii) Horizontal reserved categories (**CDP-1, CDP-2 and SPORTS**) each have 1% reservation which doesn't make a full seat in majority of the programmes/courses. As such the three categories are clubbed together and the seat shall be allotted as per merit; however, minimum of one seat shall be given to these clubbed categories. Further, being horizontal reservation, if any candidate among these three categories figures in the Open Merit, no further seat shall be allotted to any of these three horizontal reserved 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 excluding **Supernumerary seats**.
- (iv) 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 excluding **Supernumerary seats**.
- (v) 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 *i.e.*, if a reserved category candidate of Table 9 figures in the merit list, he/she shall be shifted to Open merit in the 1<sup>st</sup> instance except for EWS, DA, OSJ & FN/NRI.
- (vi) All seats, except fractional part, available under the reserved category/ies shall be allotted to eligible candidates in order of merit leaving behind fractional part.
- (vii) Fractional parts attached to all categories including open merit category (but excluding Supernumerary seats) left shall be clubbed together (added) to calculate resultant seat/s to be allotted under open merit as well as reserved category/ies whose fraction was added; however, preference shall be given to such category/ies which have not been represented in step (vi) above and thereafter any resultant vacancy shall be given to Open merit / Reserved categories whose fractional part was added up on the basis of merit. Needless to mention that maximum of one seat through this exercise shall be allotted on the basis of merit to the Open Merit/Reserved category/ies whose fractional part was added.
- (viii) 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.