<u>User Guide for CUET Applicants</u>

Jammu and Kashmir (UT) Higher Education Department Undergraduate Admission Portal

2023-24

A comprehensive user guide for students for J&K (UT) Higher Education Department UG admission process.

Website Walkthrough

The admission portal contains information to help applicants choose the right programmes according to their CUET score. Applicants can browse through several menu items in the admission portal which are as follows.

- **Home**
- **Admission Guidelines**
- **Notifications**
- **Institutions**
- **Programme Information**
- **FAQ**
- **Contact Us**
- **New Registration**
- **Login**

Home

The home button takes the user back to the home page. It is the landing page of the portal. The home button is useful for applicants who want to quickly return to the home page after navigating to other pages in the portal.
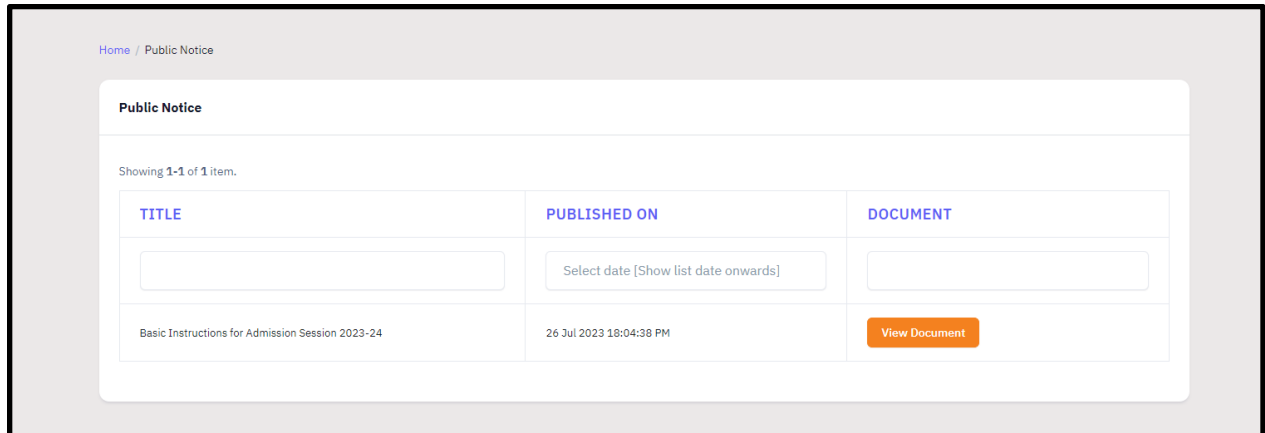
The home page allows the applicant to check various notifications in the notification panel added by the university regarding the admission process.

Notifications

The notifications section contains links to public notices. Public notices are announcements that are made to the public about upcoming events or changes to rules and regulations. They are important for applicants to be aware of.

The public notice tab menu typically includes: notices, ordinances, other important announcements

Home / Public Notice

Public Notice

Showing **1-1** of **1** item.

TITLE	PUBLISHED ON	DOCUMENT
	Select date [Show list date onwards]	
Basic Instructions for Admission Session 2023-24	26 Jul 2023 18:04:38 PM	View Document

Institutions

The institutions section contains information about the participating university such as a link to their website, academic programs, eligibility rules. It is typically used by prospective students to learn more about a university before applying for admission.

Programme Information

The programme information section shows the list of programmes added for admission registration. In this section, the applicant can check the programmes available for admission at universities/colleges, Minor subjects available and the total seats available.

FAQ (Frequently Asked Questions)

The FAQ section shows answers to the general queries related to the admission process. The applicants can navigate to "How to videos" section on this page to watch video guides of the admission process.

Contact Us

The contact us section shows the contact information of universities/colleges such as admission coordinator information, support email id and contact numbers.

Application Process

Step 1: Registration

Applicants who are new to the portal need to register to process their application for admission. Registration is required to create an account and login information.

To register for admission portal
- **Click** on the **New Registration tab.**
- On the new registration page, select "Yes" option in section "Do you have CUET application no.?"
- **Read the Important Instruction section/Admission guidelines** before registering for the portal.
- Add CUET Application Number in **Applicant's CUET Application Number**
- Add Date of Birth in the format of Day, Month, and Year
(Note: You need to add your date of birth according to the CUET application form)
- Enter Captcha for verification.
- Click on **"Register"**
- Upon successful completion of the registration process, the applicant will be redirected to the verification page where the applicant will get an OTP on their registered Email ID.
- Applicants need to open their Email Id, enter the received OTP and submit it on the verification page to complete the registration process.

Step 2: Login

The login section is the starting point for applicants to apply for the programme based on their CUET score.

To login into the portal, the applicant needs to click on the login button
- **Enter** your **CUET application number.**
- **Enter** the **password**
- **Enter** the **captcha for verification in the type text box.**
- **Click** on **login to enter the portal**
(Note: if you forget your password click on "forgot password" link which will redirect the applicant to the Request Password Page, the applicant need to add CUET

Application Number, Enter the Captcha for verification and click send. Reset password instructions will be sent to the applicant's registered email id).

After successful login, the applicant can start their application process for admission.

Applicants are required to fill in their profile details in the profile section

Important Information

1. **Candidates should not wait for the last day to fill the Application Form.**

2. It is advisable to fill the form through a **desktop/laptop**. Avoid filling the form using a mobile phone.

3. Candidates must visit the website of various Colleges for **information about the fee and fee waiver rules (if any) and Hostel facilities in the College**

4. Candidate must fill the CSAS(UG)-2023 Application form with utmost care as **editing will not be allowed once the form is successfully submitted**.

5. **Candidates must remember their login details, such as CUET(UG)-2023 Registration Number, email id and password**.

6. Candidates are advised to exercise utmost care while filling their Class XII marks as these will become the basis for breaking the tie, if any.

7. Before applying, candidates are advised to refer to the rules of various universities on their information brochure/websites for seat reservation /quota and criterion in NCC /NSS/BSG/SPORTS/ECA etc

8. Candidates must upload the latest documents/certificates. The same will be required during online as well as physical verification

9. **Candidates must ensure that the uploaded certificates are visible and readable.**

10. Do not be in haste while selecting the Programs or ordering the preferences. Be patient and read the eligibility criteria of the Programs carefully

11. Addition/ deletion of preferences will not be allowed after the closure of the Preference filling. Candidates must not wait for the last date of preference filling

Registered User Login

CUET Application Number/Registration Number*

Password*

············

Captcha Verification

2644224

Type the text

Click on the text to change

Login

Forgot Password? Click to Reset your Password

Resend Account Verification Code

Applicant Dashboard

The applicant dashboard gives the applicant personalized space to check their application status, edit/update their profile, and the status of their application, the applicant can provide preferences for programmes according to their CUET score & Eligibility.

To access the dashboard the applicant needs to complete the registration process, after that applicant can log in to the portal and can start their admission process.

Step 3: Complete Profile

- Click on "**View/Edit Profile**" button on the dashboard.
- Fill in your profile details such as Mother & Father Name, Social Category, Reservation Category, Blood Group, Domicile State, Address etc.
- Some of the information will be pre-filled based on the details provided for CUET Registration.
- Click on the **"Save & Next"** button to move to the next section.

(Note: Please read the instructions carefully while selecting the "Social Category" and "Reservation Category")

Personal Details

Full Name of the Applicant *

DEMO USER

Applicant's Gender *

Male

Applicant's Date of Birth

Day *

1

Month *

7

Year *

1989

Applicant's Age

Age as on Jul 1, 2023 *

34 Years 0 Month 0 Days

ℹ Category Selection Info   +

1. "Reservation Category" will be considered for final seat allocation based on merit list.

2. "Social Category" will not be considered for admission process and it is for information purpose only.

3. Kindly select the category carefully and verify before submission.

4. Certificate validity for RBA/WUP/ALC/IB will be 5 year.

5. Certificate validity for EWS will be 1 years.

Social Category *

Schedule Caste (SC)

Reservation Category for Seat Allocation *

Weak and Under Privileged Classes(WUP)

Address

Correspondence Address

Address Line 1 *

adl1

Address Line 2 *

adl2

Country *

India

State *

District *

City *

Test

Pincode *

123453

Permanent Address ☐ Click if Same As Correspondence Address

Address Line 1 *

adl1

Address Line 1 *

adl2

Country *

India

State *

District *

City *

Test

Pin Code *

123453

Save and Next

Step 4: Achievement Category Details

In this section, the applicants can provide information about achievements in NCC, NSS/BSG, Cultural & Literary activities.

Applicants can **"Skip to next section"** if the achievement category is not applicable.

- Click on the "Event/Activity Participated" dropdown to **select achievement from the list.**
- Enter the **Certificate Number, Certificate Date and Issuing Authority.**
- Click on the **"Save"** button to save the details.
- Click on the **"Proceed to next"** button to move to the next step.

Step 5: Academic Details

In this section, applicants need to provide their academic details of Class X and XII.

Auto-Fetch Marks(CBSE and JKBOSE)

(Note: *Enter marks manually for other education boards)*

- **Select your Class XII Education Board** from the dropdown.

- Fill in your Roll No./ Registration No., Year of passing and Stream.

- Click on **"Proceed"** button and your marks will be displayed on the screen.

- Verify your marks and proceed.
  (Note: You can enter the marks manually if Auto-fetch is not successful)

- Provide Class X Board information, School Name, Passing year, Marks and other details

- Click on **"Save & Next"** to move to the next section.

Academic Details

Class XII Board name*

| J & K STATE BOARD OF SCHOOL EDUCATION | × ▾ |

Class XII Board Registration No.

| |

Class XII Result Status*

| Passed | ✔ |

Class XII Board Roll Number*

| |

Class XII Passing Year*

| 2019 |

Class XII Stream*

| Home Science |

PCBM: Physics, Chemistry, Biology and Mathematics
PCB: Physics, Chemistry and Biology
PCM: Physics, Chemistry and Mathematics

Re-fetch Marks

Subjects taken in Class XII Board Examination

SUBJECT NAME AS IN YOUR MARKSHEET	TOTAL MAXIMUM SUBJECT MARKS OF BOARD	TOTAL SUBJECT MARKS OBTAINED BY STUDENT
Select	100.00	96.00
Select	100.00	98.00
Select	100.00	97.00
Select	100.00	87.00
Select	100.00	89.00
Select	Maximum Marks for Subject 6	Marks Obtained in Subject 6

Class XII School Details

Name of School Last Attended*

| test last attended school |

Type of School*

| Government |

Medium of Study*

| English |

School Address*

| test school adress |

School State*

| Arunachal Pradesh |

District*

| EAST KAMENG | × ▾ |

Save and Next

Step 6: Eligibility

In this section, the applicants will be able to view the "**Eligible Programmes**" based on the academic details and CUET Score.

Click on **"Proceed to next"** button to move to the next step.

Search to filter...

S.No.	Programme Information	Eligibility Qualified	Remarks
1	CLUS: Bachelor of Science(Chemistry) CLUS: Cluster University of Srinagar	YES	(10+2) Passout with Chemistry as one of the subject and, at-least, 45% marks or its equivalent on Grading Scale of respective Boards/Universities (40% marks for Reserved Categories).
2	CLUS: Bachelor of Computer Applications(BCA) CLUS: Cluster University of Srinagar	YES	Required Computer Application/Information Technology/Information open 45% and CAT 40%
3	CLUS: Bachelor of Science(Information Technology) CLUS: Cluster University of Srinagar	YES	Required Mathematics with open 45% and CAT 40%
4	JU: Bachelor of Science(Computer Applications) JU: University of Jammu	YES	JU:Candidate should have passed 10+2 Examination or equivalent from a recognised board. Candidates with Computer Science subject shall be preferred.
5	CLUS: Bachelor of Arts(URDU) CLUS: Cluster University of Srinagar	YES	Required any stream with open 45% and CAT 40%
6	CLUS: Bachelor of Arts(ARABIC) CLUS: Cluster University of Srinagar	YES	Required any stream with open 45% and CAT 40%
7	CLUS: Bachelor of Arts(Kashmiri) CLUS: Cluster University of Srinagar	YES	Required any stream with open 45% and CAT 40%
8	CLUS: Bachelor of Education(Education) CLUS: Cluster University of Srinagar	YES	Required any stream with open 45% and CAT 40%
9	CLUS: Bachelor of Arts(History) CLUS: Cluster University of Srinagar	YES	Required any stream with open 45% and CAT 40%

S.No.	Programme Information	Eligibility Qualified	Remarks
46	PAR: Bachelor of Arts(Economics) PAR-AC: Government College for Women Parade Ground Jammu Autonomus College	YES	Candidate should have passed 10+2 Examination or equivalent with Arts/Commerce/Science subjects from a recognized board.
47	PAR: Bachelor of Arts(Education) PAR-AC: Government College for Women Parade Ground Jammu Autonomous College	YES	Candidate should have passed 10+2 Examination or equivalent with Arts/Commerce/Science subjects from a recognized board.
48	PAR: Bachelor of Arts(English) PAR-AC: Government College for Women Parade Ground Jammu Autonomus College	YES	Candidate should have passed 10+2 Examination or equivalent with Arts/Commerce/Science subjects from a recognized board.
49	PAR: Bachelor of Arts(Geography) PAR-AC: Government College for Women Parade Ground Jammu Autonomus College	YES	PAR:Candidate should have passed 10+2 Examination or equivalent with Science stream without geography from a recognized board.
50	PAR: Bachelor of Arts(Hindi) PAR-AC: Government College for Women Parade Ground Jammu Autonomus College	YES	Candidate should have passed 10+2 Examination or equivalent with Arts/Commerce/Science subjects from a recognized board.
51	PAR: Bachelor of Arts(History) PAR-AC: Government College for Women Parade Ground Jammu Autonomus College	YES	Candidate should have passed 10+2 Examination or equivalent with Arts/Commerce/Science subjects from a recognized board.
52	PAR: Bachelor of Arts(Home Science) PAR-AC: Government College for Women Parade Ground Jammu Autonomus College	YES	PAR:Science with 33%
53	PAR: Bachelor of Science(Mathematics) PAR-AC: Government College for Women Parade Ground Jammu Autonomus College	YES	Candidate should have passed 10+2 Examination or equivalent with Mathematics as one of the subject from a recognized board.
	PAR: Bachelor of Performing Arts(Music)/Bachelor of Fine		

Back to Academic Details

Proceed to Next

Step 7: Uploads

In this section the applicants need to upload relevant documents based on the profile/achievements/academic details provided in the form.

Upload all relevant documents and click on **"Preview and Submit"** button to move to the next step.

Step 8: Preview

In this section, the applicants can view a full preview of the details provided in the application form.

- Kindly verify all the details carefully and Check the Declaration boxes at the bottom of the form.
- Click on "Confirm and Submit" button to move to the next step.
- Your profile is successfully submitted.

This is an important step. Please ensure that you have verified the profile details for correctness. No modification will be allowed after this step.

Click on **"Confirm and Submit"** if you are sure to proceed, else click on **"Home"** to go back to the home page.

☑ My Name is DEMO USER as per the Xth Marksheet/Certificate.*

☑ My Date of Birth is 1-July-1989 as per the Xth Marksheet/Certificate.*

☑ My Category is Weak and Under Privileged Classes(WUP). Category changes claims will not be entertained in future*

☑ My Gender is Male.*

☑ My Mother name is MOTHER NAME.*

☑ Father's / Guardian's Name GUARDIAN NAME.*

☑ My address for correspondence is correct, which is adl1, _____, India.*

☑ I belong to Jammu division.*

☑ My PwBD status is Not Applicable.*

☑ My Class XII percentage is 93.40%.*

☑ I have passed by Class XII HOME-SC stream.*

☑ I have rechecked all the information in the application form and upload fields.*

☑ I have read all the guidelines and other related information about the admission.*

☑ I Agree That, The candidate who has been punished by the court on charges of moral corruption or violence will not be given admission in any course/class. If after admission, he is punished by the court on charges of moral corruption or violence, then his admission will be canceled by the concerned college/university-campus and it will be mandatory to send written information to the university along with facts as soon as possible.*

☑ I Agree That, If any candidate fraudulently takes admission in any class of the university/college, his/her admission can be canceled by the concerned Dean/Principal at any level and it will be mandatory to send the written information to the university as soon as possible.*

☑ I Agree That, If a case is pending against a student in the court and he/she has been released on bail, such student can be considered for admission only if he/she qualifies as per the order of the Hon'ble Court.*

☑ I Agree That, In the event of a student being detained by the police/administration due to criminal activity, the concerned student will be immediately suspended from the college/university campus for the period of detention and his/her admission will be canceled if punished.*

☑ "I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."*

| Home | | Confirm and Submit |

J&K (UT) Higher Education Department, Undergraduate Admission Portal
Admission Session 2023-2024

Samarth eGov

Home   Admission Guidelines   Notifications   Institutions   Programme Information   FAQ   Contact Us   233510000000 ▾

Profile Submitted successfully.   ✕

Step 9: Programme Preferences Selection

After completing the profile, the applicants can now proceed to the "Programme Preferences Selection" from the dashboard.

Steps

- View your CUET Score Card and check the declaration box.
- Click "Proceed to CUET Programme Eligibility"

- On the next page, view the programme eligibility based on the CUET score and academic details.
- Click on "Proceed to preferences selection."
  (Note: Use "Filter" option to view eligibility for a specific programme.)

31	CLUJ: Bachelor of Arts(English Literature) CLUJ: Cluster University of Jammu	101 : English : 188.8171773 501 : General Test : 150.0026362 **Total Score : 338.8198135**	English and General Test
32	CLUJ: Bachelor of Arts(Music) CLUJ: Cluster University of Jammu	501 : General Test : 150.0026362 101 : English : 188.8171773 **Total Score : 338.8198135**	English/Hindi, General Test
33	PAR: Bachelor of Arts(Anthropology(BA)) C-22872: Government College for Women Parade Ground Jammu	101 : English : 188.8171773 501 : General Test : 150.0026362 **Total Score : 338.8198135**	English and General Test
34	PAR: Bachelor of Science(Chemistry) C-22872: Government College for Women Parade Ground Jammu	101 : English : 188.8171773 322 : Physics : 55.5288517 306 : Chemistry : 69.5739357 319 : Mathematics/Applied Mathematics : 115.4546298 501 : General Test : 150.0026362 **Total Score : 579.3772307**	English, Physics, Chemistry, Mathematics/Biology, General Test
35	PAR: Bachelor of Arts(Dogri) C-22872: Government College for Women Parade Ground Jammu	101 : English : 188.8171773 501 : General Test : 150.0026362 **Total Score : 338.8198135**	English and General Test
36	PAR: Bachelor of Arts(Economics) C-22872: Government College for Women Parade Ground Jammu	101 : English : 188.8171773 501 : General Test : 150.0026362 **Total Score : 338.8198135**	English and General Test
37	PAR: Bachelor of Arts(Education) C-22872: Government College for Women Parade Ground Jammu	101 : English : 188.8171773 501 : General Test : 150.0026362 **Total Score : 338.8198135**	English and General Test

- Click on "Add" button in **Available Preferences section**
- View selected preference and their sorting order in the **"Selected Preferences"** section.
- Click on **"Save Changes"** button to save your preference selection.
- Click on **"Proceed to preview selected preferences"**

Note: 1. Use "Filters" at the top of the screen to view programmes in specific districts, universities etc.
2. Read all the instructions carefully

- On the next page, preview your saved preferences.
- Click on "Update Preferences" to make changes to saved preferences.
- Click on "Proceed to preview section" to move to the next step.
- On the next page "Preview" your saved preferences. Your preferences are successfully saved at this step.

Step 10: View/Print your Application Form

- Login to your registered account.
- Click "**My CUET Application**" button on the dashboard.
- Click on **"Print PDF"** to print the application form which includes information about your saved preferences.

Preview Print PDF

J&K (UT) Higher Education Department, Undergraduate Admission Portal
CUET Applcation Number:233510000000

PERSONAL DETAILS

Full Name of the Applicant : DEMO USER	**Gender :** Male
Date of Birth : 1 July 1989 **Age as on :** Jul 1, 2023: 34 Years 0 Month 0 Days	**Social Category :** Schedule Caste (SC) **Reservation Category for Seat Allocation:** Weak and Under Privileged Classes(WUP)
Blood Group : A+	**Are you Citizen of India? :** Yes
Religion : Sikhism	**Nationality :** Indian
Registered Email :	**Registered Mobile Number :**
Alternate Email : *Not Provided*	**Alternate Mobile :** *Not Provided*
Permanent Address : adl1, India	**Correspondence Address :** adl1, India
Do you have domicile of J&K? No	**Are you a ward of Central Government/PSU Employee working in J&K(UT)?** Yes (DIVISION : Jammu)
District where employee is working: RAJAURI (DIVISION : Jammu)	

HAVE YOU ENROLLED IN ANY UNIVERSITY OF J&K HED BEFORE?