

## **SCOPE OF WORK**

### **Admission to Entrance Based Courses – Cluster University**

---

#### **1. Online Application Process**

- Invitation of online applications for 1st Semester admissions through the official Admission Portal.
  - Provision for online registration, form filling, editing, submission, and final confirmation.
  - System-generated Application Number and Password shall be created automatically for login upon successful registration.
  - Application Number and Password shall be sent to the applicant on the registered mobile number/email ID.
- 

#### **2. Online Fee Payment**

- Online Payment Gateway (Debit Card / Credit Card / Net Banking / UPI).
- 

#### **3. Uploading of Documents**

The applicant shall upload scanned copies of the following documents in the prescribed format and file size as specified in the admission guidelines:

- **Applicant's Photograph**
  - A recent passport-size colored photograph.
  - The photograph must be clear, with a white or light background.
  - The applicant's face should be clearly visible without caps, sunglasses, or shadows.
  - The file must be uploaded in the prescribed format (JPG/PNG) and size as mentioned in the instructions.
- **Applicant's Signature**
  - A clear scanned copy of the applicant's signature made on white paper using blue or black ink.

- The signature must match the one used in official documents and shall be used for verification purposes during examination and admission.
  - The file must conform to the prescribed format and size specifications.
  - **Academic Qualification Documents (Mark Sheets)**
    - Scanned copies of mark sheets and passing certificates of all qualifying examinations (e.g., 10th, 12th, Graduation, or equivalent, as applicable to the programme).
    - The documents must clearly display the candidate's name, roll number, year of passing, subjects, and marks obtained.
    - In case of result awaiting candidates, provisional certificates or self-declarations (if permitted) must be uploaded as per the admission guidelines.
  - **Category Certificates (If Applicable – Social / Achievement-Based)**
    - Valid and competent authority-issued certificates for reserved categories such as SC, ST, OBC, RBA, IB/ALC, Pahari Speaking, EWS, PwD, etc., if applicable.
    - Certificates related to achievement-based reservations (e.g., Sports, NCC, NSS, Cultural, Defence/Ex-servicemen quota, etc.), wherever applicable.
    - The certificate must be valid as per Government/University norms and issued before the last date of application submission.
  - **Jammu & Kashmir Domicile Certificate (If Applicable)**
    - Applicants belonging to the Union Territory of Jammu & Kashmir (JKUT) and claiming domicile-based benefits must upload a valid JK Domicile Certificate issued by the competent authority.
    - The certificate must clearly indicate the applicant's domicile status as per prevailing Government rules.
- 

#### **4. Communication & Notifications**

**Automated SMS alerts shall be sent to applicants regarding:**

- **Application Submission Confirmation**

- Upon successful submission of the online application form, the system shall generate a confirmation message.
- The confirmation shall include the Application Number, date of submission, and basic application details.
- A confirmation message shall be sent to the applicant's registered mobile number and email ID.
- **Fee Payment Status**
  - The system shall notify the applicant regarding successful, pending, or failed payment transactions.
  - In case of successful payment, a payment receipt with transaction reference number shall be generated and made available for download.
  - In case of payment failure, appropriate instructions shall be provided for re-attempting the payment within the prescribed timeline.
- **Application Acceptance / Rejection Status**
  - After scrutiny and verification of submitted documents, the system shall update the application status as "Accepted," "Provisionally Accepted," or "Rejected."
  - In case of rejection or deficiency, the applicant shall be informed of the specific reason(s) and, where applicable, provided an opportunity for correction within a stipulated time period.
- **Admit Card Availability Notification**
  - The system shall notify applicants when the Admit Card / Roll Number Slip is available for download.
  - The notification shall include instructions for downloading the admit card from the official portal.
  - Applicants shall be advised to verify details printed on the admit card and report discrepancies, if any.
- **Examination-Related Updates**
  - Applicants shall receive timely updates regarding examination schedule, center details, reporting time, guidelines, and any changes or postponements.

- Important announcements, instructions, or notices issued by the University shall be communicated through SMS, email, and portal notifications.
- 

## **5. Admit Card Generation**

- Generation and online availability of Admit Cards / Roll Number Slips for eligible applicants through the admission portal.
- 

## **6. Examination Centre Allocation**

- Allocation of examination centres as per directions issued by Cluster University.
  - Preparation of centre-wise candidate lists.
- 

## **7. Examination Logistics Support**

- Supply of hard copies of centre-wise Attendance Sheets.
  - Provision of required packing material for examination documents.
- 

## **8. Question Paper Preparation**

The Office of the Controller of Examinations shall prepare separate question papers for different programs in four series, namely **A, B, C, and D**.

- **Separate Question Sets**

A distinct set of question papers shall be prepared for admission to Integrated Programs and Post-Graduate Programs, ensuring that there is no repetition of questions between the two.

- **Structure of Entrance Test**

- The Entrance Test shall consist of 150 objective-type questions.
- Each question shall carry one (1) mark.
- The total duration of the examination shall be two and a half (2½) hours.

- **Distribution of Questions**

<b>Component</b>	<b>Number of Questions</b>
General English	40
General Knowledge	40
Reasoning	40
Numerical Ability	30
<b>Total</b>	<b>150</b>

- **Standard of Examination**

The level of Numerical Ability shall be of 10th standard for both Integrated and Post-Graduate programs.

The level of General English, General Knowledge, and Reasoning shall be:

- 12th standard for Integrated program candidates.
- Graduation level for post-graduate program candidates.

## **9. Conduct of Examination**

OMR-based Entrance Examination shall be conducted under the supervision of the Controller of Examinations.

- **Medium of Examination**

The Entrance Examination shall be conducted in English only.

- **Negative Marking**

There shall be negative marking. For every incorrect response, 0.25 marks shall be deducted.

- **Weightage for Admission**

The following weightage shall apply for preparation of the merit list:

- Academic merit of the qualifying examination – 70%
- Entrance Test score – 30%

- **Examination Centres**

The Entrance Test shall be conducted at designated Examination Centres located in **Jammu City only**.

## **10. Evaluation & Result Processing**

- OMR evaluation and tabulation of marks.
  - Preparation of merit lists as per university norms and reservation policy.
- 

## **11. Result Declaration**

- Declaration of results by the office of the Controller of Examinations.
  - Online publication of results on the University portal.
  - Generation of individual online marks/scorecards within the applicant's login dashboard.
- 

## **12. Generation of Merit Lists**

- Generation of Program-wise Merit Lists based on entrance examination scores and eligibility criteria.
- Preparation of Category-wise Merit Lists, including reservation and achievement-based categories, Self Finance Category including Supernumerary Seats as per university norms.
- Provisional Merit List (for verification, objections, and document scrutiny)
- Final Merit / Rank List (after resolving objections and completing document verification)
- Program wise merit list for OPEN Category First, reserved and achievement categories shall be consumed after the completion of open category seats.
- Display of merit lists on the official admission portal.
- Provision for applicant login access to individual rank, category rank (if applicable) and merit status.
- The Merit list for Self-Finance Seats shall be declared at the end.
- In case any of the seats remain vacant in a reserved category for want of eligible candidate, the same shall be transferred to the open merit.

---

### **13. Counselling & Seat Allotment Process**

- Conduct of Offline Counselling for shortlisted candidates as per the published Merit / Rank List.
- Verification of original documents during counselling.
- Preparation of counselling attendance records and verification reports.

### **14. Online Seat Allotment to candidates strictly based on:**

#### **• Program-Wise Merit List Preparation**

- The system shall generate separate merit lists for each programme based on the prescribed eligibility criteria and entrance test scores (where applicable).
- Merit shall be prepared strictly in accordance with the approved admission rules and weightage criteria notified by the University.
- The merit list shall display the candidate's name, roll number, marks obtained, and overall rank.

#### **• Category-Wise Merit List Preparation**

- In addition to the general merit list, the system shall generate category-wise merit lists (e.g., SC, ST, OBC, RBA, IB/ALC, Pahari Speaking, EWS, PwD, Sports, NCC, NSS, Cultural, Defence Personal etc.) as per the approved reservation policy.
- Inter-se merit within each category shall be determined based on entrance scores and other prescribed criteria.
- The system shall ensure proper segregation and ranking within respective categories.

#### **• Implementation of Reservation Policy**

- The system shall implement the University/Government-approved reservation policy, including vertical and horizontal reservations, wherever applicable.
- Seat allocation shall strictly adhere to notified percentage allocations for each reserved category.
- Any changes in reservation rules shall be configurable within the system.

- **Seat Availability Management**
  - The portal shall maintain a detailed programme-wise and category-wise seat matrix.
  - The total sanctioned intake, reserved seats, filled seats, and vacant seats shall be clearly reflected in the system.
  - Seat data shall be centrally controlled to prevent duplication or over-allocation.
- **Real-Time Updating of Seat Matrix During Counselling**
  - The system shall dynamically update the seat matrix in real time during counselling and allotment rounds.
  - Once a seat is allotted or confirmed, the corresponding vacancy shall automatically be reduced from the available pool.
  - Candidates and administrators shall be able to view updated seat availability status instantly.
- **Generation of Online Provisional Allotment Letters**
  - Upon successful seat allotment, the system shall generate an online Provisional Allotment Letter for selected candidates.
  - The letter shall include programme details, category under which allotted, reporting instructions, fee details, and last date for admission confirmation.
  - The allotment letter shall be downloadable from the candidate's login dashboard.
- **Online Admission Fee Payment**
  - Selected candidates shall be provided the facility to pay the prescribed admission fee through secure online payment modes (Debit Card, Credit Card, Net Banking, UPI, etc.).
  - Upon successful payment, a digital fee receipt shall be generated automatically.
  - The system shall record and update admission confirmation status after payment.
- **Publication of Allotment Status in Candidate Login Dashboard**
  - Each candidate shall be able to view their allotment status (Allotted / Waitlisted / Not Allotted) through their login credentials.

- The dashboard shall display programme details, category, fee payment status, and admission confirmation status.
- Notifications regarding status changes shall also be sent via SMS and email.