

Instructions and Procedure for online submission of Application Form

ELIGIBILITY CONDITIONS FOR SEEKING ADMISSION AT GOVT. DEGREE COLLEGE, JAMMU CITY, PALOURA

- *Students who have passed Higher Secondary Part II examination (class 12th) of the J&K Board of School Education / CBSE, or an examination recognized as its equivalent by the University of Jammu, are eligible for seeking admission to Semester - I of BA, B. Sc., for the session 2017 - 18.*
- The wards of Central Govt. Employees, Army and Para-Military personnel serving in J&K can also seek admission.
- Students belonging to reserved categories as listed in SRO – 126 Dated 28-06-1994 and 294 of 2005 shall get the benefit of 5% marks while drawing up the merit list for admission. However, the benefit of reserved category will be only considered on the basis of documentary proof to the effect of belonging to a particular reserved category. Under process certificate will not be considered for purposes of this benefit.
- *The admission of students, with break in their academic career, will not be considered. However, such of the cases may be considered by the Principal provided the latter feels satisfied about the reasons of the break there of and also subject to the availability of the seats.*
- *Students will not be granted admission in colleges that do not fall within the catchment area of their permanent residential area without the production of NOC from the college of their area.*

ADMISSION SCHEDULE

Session 2017-18

Schedule for admission to Semester- I of B.A/B.Sc./B.Com/BCA/BBA in Govt. Degree Colleges of Jammu Division (Summer Zone), for the Session 2017-18, is as under.

Admission Programme	From	To
• Online submission of Application Forms	12-06-2017	18-06-2017
• Display of 1st Select List by each College	20-06-2017	
• <i>Admission of 1st select list.</i>	21-06-2017	01-07-2017
• Display of 2nd List (Subject to availability of seats)	02-07-2017	
• <i>Admission of 2nd select list.</i>	02-07-2017	06-07-2017
• Display of 3rd select list (Subject to availability of seats)	07-07-2017	
• <i>Admission of 3rd select list</i>	07-07-2017	10-07-2017
• Last date of Admission without late fee.	10-07-2017	
• Date of Admission (<i>with late fee</i>)	11-07-2017	20-07-2017
• Last date of Admission with late fee.	20-07-2017	

Admission Process

- The entire process of admission of the students to Sem – I of BA, B. Sc., is onLine, making it student friendly, transparent and hassle free.
- The students eligible for admission to Sem – I of BA, B. Sc., are required to go through these guidelines.
- The online admission process shall be completed in 2 phases.
- Before proceeding for online admission process keep your Passport size Photograph in jpg/jpeg in the range of 6 - 50 KB (size of 3.5cm x4.5 cm) and Specimen Signature ready in soft copy.

Phase 1

- After going through the eligibility criteria,(Students who have passed Higher Secondary Part II examination (class 12th) of the J&K Board of School Education / CBSE, or an examination recognized as its equivalent by the University of Jammu, are eligible for seeking admission to Sem - I of BA, B. Sc., for the session 2017 - 18 at GDC Jammu City Paloura. The wards of Central Govt. Employees, Army and Para-Military personnel serving in J&K can also seek admission at GDC Jammu City Paloura.), and instructions click the button 'I have read instruction' and then click the 'Apply' button.
- This will open your Application Form.
- Select the college GOVERNMENT DEGREE COLLEGE, Jammu City Paloura.
- Enter your personal and academic details and the subject combinations preferences very carefully in the Application Form
(Subject combination once allotted cannot be changed after the admission in any case. Upload your Passport size Photograph and Specimen Signature

- Check your details before you click the 'Submit' button
- On successful submission of your Application form you will get acknowledgement message containing your name and Applicant Number. Keep record of this acknowledgement message.
- Click the 'Print Application Form' button and get the printout.

- **NOTE**

- Student is free to apply for admission in more than one college.
- Students need not to submit the hard copy of Application Form or any document in the college during phase-I.
- The admission of the students is liable to be cancelled in the event of wrong information furnished by him / her in the Application Form submitted online.
- The students belonging to any reserved category should make its mention only if documentary support to this effect is already obtained from the issuing authority. *No under process certificate will be entertained.*
- Students can "Edit" their particulars in the application form before the last date for submission of forms. So, you can change the order of preference any number of times prior to the display of first select list i.e before 20.06.2017).
- Subject combination once allotted by the committee cannot be changed after the admission in any case until it is upgraded by the system on the basis of merit and preference filled by the student.

Phase 2

- The select list of students for admission will be drawn up by the college admission committee. The selection status and the subject combination allotted to a student will be sent to him /her through e-mail. Besides, the select list will also be displayed on the college Notice Board.
- Student can gain quick access to his / her selection status after visiting the website: www.jkhighereducation.nic.in.
- On entering your 'Board Roll No and D.O.B your pre – filled Admission Form will open up wherein the student should check for the entries contained in his / her admission form including the stream allotted
- The student should now take the printout of the submitted admission form on A4 paper by clicking the 'Print'.
- Now click the 'Print Challan' button to get the printed copy of the prefilled admission fee details for deposition of the fee in bank.
- Sign the declaration given on the form and also seek the signature of your parent / guardian agreeing with the declaration.
- *Enclose all the documents as required along with affidavit / affidavits, duly attested, and the bank challan, with the signed admission form and then submit the same to the concerned admission committee in the college for verification of the documents and the details contained in the form.*
- *Once approved by the concerned admission committee, the student shall be required to deposit the admission fee at the fee counter in the college.*

MOST IMPORTANT NOTICE

ABOUT THE FEE

- **STUDENTS SHOULD NOT DEPOSIT THE FEE DIRECTLY IN THE BANK.**
- **THEY ARE FIRST REQUIRED TO GET THEIR DOCUMENTS VERIFIED IN THE COLLEGE FROM DOCUMENT VERIFICATION COMMITTEE.**
- **FEE HAS TO BE DEPOSITED ONLY WHEN FOUND ELIGIBLE BY COMMITTEE AT THE COLLEGE COUNTER .**
- **IN CASE OF ANY PROBLEM VISIT THE COLLEGE AND CONTACT THE ONLINE ADMISSION COORDINATOR .**

MOST IMPORTANT

DOCUMENTS NEEDED TO BE ATTACHED, IN PROPER SEQUENCE, ALONG WITH ONLINE ADMISSION FORM ARE AS UNDER:

- **Online Admission Form with two Passport size Photographs**
- **Provisional Certificate**
- **Character Certificate**
- **Migration Certificate**
- **Transfer Certificate**
- **Category certificate (if any)**
- **Marks certificates (in duplicate) of class 10th with D.O.B.**
- **Marks certificates (in duplicate) of class 12th .**