

USER GUIDE
FOR
UNDER-GRADUATE ONLINE REGISTRATION - 2018
(BA/BSC/BSCN/BCOM/BHSC/FAZILA/BBA/BCA/BIT/BMMMC)

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I. CALENDAR OF EVENTS (IMPORTANT DATES).

Candidates can apply for Under-Graduate Registration-2018 **Online only**, strictly as per following dates:

Calendar of Events	Dates
Commencement of Online Form Submission:	26 th February, 2018
Last Date of Online Form Submission:	14 th March, 2018

II. COURSE CODES

The Codes used for the different Courses offered under Under-Graduate Programme are as follows:

1. Non-Professional Courses:

<u>Course Code</u>		<u>Course Name</u>
BA	-	Bachelor of Arts
BSC	-	Bachelor of Science
BCOM	-	Bachelor of Commerce
FAZILA	-	Bachelor of Arts (FAZILA)
BSCN	-	Bachelor of Science (Non-Medical)
BHSC	-	Bachelors of Home Science

2. Professional Courses:

<u>Course Code</u>		<u>Course Name</u>
BBA	-	Bachelor of Business Administration
BCA	-	Bachelor of Computer Science and Applications
BIT	-	Bachelor of Science in Information Technology
BMMMC (MCMP)	-	Bachelor of Multimedia Production and Mass Communication

III. FEE DETAILS

1. The Registration Fee is non-refundable.
2. The candidate has to submit the University Fee (Registration, Exam, EMF, Service Charges etc.) online through university portal. The fee payment options shall be available as and when their subjects are finalized and uploaded by the College concerned.
3. The fee pay options shall be available to the candidate on the **My Form Status** page, available under **Student Registration** Tab on Kashmir University website.
4. The candidates who are already registered with Kashmir University are exempted from payment of **Registration Fee** only.

5. The candidates, who are Orphaned (as certified by the Competent Authority) or with any Disability (as certified by the CMO concerned) shall be exempted from payment of **Examination Fee** only.

IV. SAMPLE REGISTRATION FORM

The candidate should download the **Sample Registration Form** to have an idea of how to fill the Online Registration Form and thus avoid committing mistakes.

The incorrect/improper filled Online Registration Form can lead to cancellation of the Form.

V. MAIN APPLICATION FORM (Registration)

1. The candidate needs to submit the Online Registration Form for complete admission formalities.
2. The Forms shall strictly be generated on the basis of **J&K Board Registration Number only**.
3. Pre-filled Forms shall be generated on the basis of *J&K Board Registration Number*. And, the remaining blank fields like *Address, Mobile, Email* etc. need to be filled in by the candidate.
4. Pre-filled data is strictly as per the data of the candidate in J&K Board.
5. Fields marked with * are mandatory.
6. Enter your Board Registration Number and Click on **Search** Button.
7. If your record does not exist with us, following message will get displayed:

*“Your Record is Not available with us..
.....Visit the IT Cell of the College (seeking admission in) to get the Form”*

And the candidate needs to approach the **IT Cell of the College**, in which he/she wants to seek admission with required documents (as mentioned in Admission Notification) for submitting the Online Registration form.

8. After successful submission of Online Registration Form, the candidate will be directed to the **Acknowledgement Form**.

Note:

Candidates must ensure that the details in the **downloaded Registration Form** is exactly as per your **Certificates/Documents**, otherwise it may lead to cancellation of the Form.

VI. ACKNOWLEDGEMENT FORM

1. The Acknowledgement Form displays the **Registration Form No.** (generated after successful submission of the Online Registration Form).
2. The candidate should retain the Registration Form No. for future reference.
3. The candidate needs to Download and take a printout of the Final Registration Form.

VII. MY FORM STATUS

1. After successful submission of the Form, the candidate can check his/her Form Status online by entering following details at **MyFormStatus** Page:

Board Registration Number (as mentioned while filling up the Form) and
Registration Form No. (generated after successful submission of the Form).
2. The fields **College, Subjects** and **University Registration Number** will get updated after the candidate submits the hard-copy of the Online Registration Form in the College he/she intends to get admission and the whole admission process gets complete.
3. Candidates can also get a reprint of their Registration Form from **Re-Print** link available at the top right corner of the page.

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VIII. HOW TO APPLY ONLINE

1. Candidate need to visit the University website i.e.
<http://www.uok.edu.in> OR <http://www.kashmiruniversity.net>
2. At the Home Page of the Kashmir University website go to **STUDENT REGISTRATION** and then click on the link "**Registration Form for College UG Admissions - 2018**".
3. The candidate will be directed to UnderGraduate-2018 Online Admissions **Instructions Page**.
4. Read the points mentioned at **Instructions Page** very carefully.
5. After clicking, "CLICK HERE TO PROCEED", the candidate will be directed to the **Downloads Page**.
6. Download the documents, **User Guide** and **Sample Registration Form** and **Admission Notification** for guidance.
7. Go through all the documents thoroughly before applying.
8. After clicking, "**CLICK TO APPLY ONLINE**", the candidate will be directed to **Online Registration Form**.
9. Enter your **Board Registration Number** and Click on **Search** Button.
10. If your record does not exist with us, following message will get displayed:

*"Your Record is Not available with us....
.....Visit the **IT Cell** of the College (seeking admission in) to get the Form"*

And the candidate needs to approach the **IT Cell of the College**, in which he/she wants to seek admission with required documents (as mentioned in Admission Notification) for submitting the Online Registration form.

11. Complete the Online Registration Form properly and upload your latest scanned Photograph.
12. Click on "SUBMIT" button to submit the completely filled Registration Form.
13. A message depicting all filled-in mandatory fields will get displayed for quick review by the candidate.
14. After successful submission of the Registration Form, the candidate will be directed to **Acknowledgement Form**.
15. Candidates are required to note their **Form No.** to check **Form Status** while ongoing Admission Process and for future references.
16. Download and take a printout of the Final Registration Form by clicking "DOWNLOAD/PRINT MY FORM" button.

17. Submit the following to the College, in which you intend to take Admission:
 - i. **Copy of Registration Form (already submitted online).**
 - ii. **Photocopies of all required documents/certificates (as mentioned in Admission Notification).**
 - iii. **Subject Combinations (specific to a Course/Programme) for first two semesters offered by the concerned college.**
18. At the time of Final Form submission at College Counter, receive the **Acknowledgement Slip** (duly signed by the College Official) and retain the same for future reference.

IX. FEE PAYMENT

1. The college concerned making use of the **Form No.** printed on the Registration form will receive and assign the Subject Combination (as opted by the candidate) online.
2. The Payment Options for payment of Fee shall be available to the candidate on **My Form Status** page.
3. Therefore, after the candidate submits the Form in the College Counter, the candidate is required to check **My Form Status** page, available on the University website.
4. Payment Option(s) shall be available on **My Form Status** page, once the subject combination (opted by the candidate) has been online assigned by the College.
5. The candidates shall have to submit the fee (which will get auto-calculated, as per the Subjects opted by the candidate) for first two semesters of the course chosen.
6. As per statutes, specially-abled and orphan candidates as evidenced by the requisite certificates from the concerned competent authorities are exempt from payment of Examination Fee.
7. **No Change in the Subject(s) shall be allowed after College uploads the Subject Combination opted by the candidate.**

X. IMPORTANT GUIDELINES

1. Read the instructions mentioned at **Instruction Page** and go through the documents (**UserGuide & Sample Form**) carefully.
2. Please make sure, Adobe Reader/PDF Reader is installed in your System.
3. Scanned copy of candidate's latest Photograph should be kept ready before applying online.
4. **Uploading of latest scanned photograph of the candidate:**
 - i. Scanned copy of the photograph should be in jpg/jpeg format only.
 - ii. The size of the image should not be more than **100 KB** in size.
5. Enter your details correctly in the Main Registration Form.

6. Enter the details exactly as per your previous Certificates/Documents (as mentioned in Admission Notification) because:
 - i. If the details filled in the Registration Form is not as per your Certificates/Documents, **it may lead to cancellation of the Form.**
 - ii. The same details will be reflected in the Degree Certificate given to the candidate after the completion of the Course, he/she intends to take admission in.
7. Enter valid **Mobile number** and **Email-Id** in the Registration Form, in order to receive SMS-alerts in future.
8. **Candidates must ensure that the details in the downloaded Registration Form is exactly as per your Certificates/Documents, otherwise it may lead to cancellation of the Form.**
9. For any sort of Correction/Update, please visit the IT Cell of the College concerned.
10. Candidates are required to note their **Registration Form Number** to check Form Status while ongoing Admission Process and for future references.
11. The fee can be remitted through the payment options that shall be available on the **My Form Status** page (available on the University website), once the subject combination (opted by the candidate) has been online assigned by the College concerned.
12. **Please retain all these documents for future reference:**
 - i. **Duly signed Acknowledgement Slip (received from College Official during Form Submission).**
 - ii. **A printout/photocopy of final Registration Form (generated after successful Form Submission).**