

C. Procedure for Online Counselling:

The following shall be the procedure for online counselling:

- (i) Subject to the limits fixed by the Board, candidates, who have qualified the examination and figure in the Merit List uploaded by Board shall be eligible to participate in the online counselling, provided they have submitted necessary documents online/offline as may be notified by the Board;
- (ii) Such candidates shall be required to fill in online preference forms, as per the schedule as may be notified by the Board;
- (iii) The candidates shall be given time to conduct mock exercise to fill in the online preferences;
- (iv) The candidates shall be required to pay an online counselling fee of **Rs.500/-** to be eligible for consideration for allotment of seat;

D. Procedure for Physical Counselling:

- (i) Subject to the limits fixed by the Board, candidates, who have qualified the examination and figure in the UT Merit List shall be eligible to participate in the Physical counselling, provided they have submitted necessary documents online/offline as may be notified by the Board;
- (ii) Such candidates shall be required to fill in preference forms, as per the schedule as may be notified by the Board. They shall be required to be present during the process of counselling and appear before the counseling committee.
- (iii) The candidates shall be required to pay an counselling fee of **Rs.500/-** to be eligible for consideration for allotment of seat through POS machine in the BOPEE office;
- (iv) The procedure for allotment of the seat shall be the same as given herein above viz. on the basis of merit , preferences given by the candidates with due regard to the Reservation Rules. However, candidates will be called for counselling on their turn as per merit obtained in the examination.

After completion of the first round of counselling (either by through online or Physical Counselling) a Notification indicating the allotment of seats to the candidates will be displayed on website of BOPEE i.e. www.jkbopee.gov.in and **shall be published in such number of leading dailies also as may be deemed appropriate by the Board.**

Unless otherwise provided by the Board, all candidates, to whom a seat has been allotted in the 1st round on the basis of Merit-cum-Preference will have to compulsorily join college and course so allotted, within prescribed period by completing requisite formalities. i.e. submission of original educational & academic documents, like Certificate of proof of residence belonging to UT of J&K or Ladakh, category certificate etc.) and by submission of such other documents/undertakings as may further be required.

E. Clarification:

Subject to the above, a candidate, to whom a seat has been allotted in 1st round and stakes a claim for betterment of his/her choice, must initially accept allotment and join College by completing necessary formalities as set out by Rules, failing which such a candidate(s) will not be eligible to participate in second round of counselling but may be allowed subsequently to compete against such category seats which may remain vacant and the Board decides to fill the same from OM category candidates.

Seat so allotted to such a candidate who does not join, will be presumed to be a vacant seat as on and immediately after the date set out as last date for joining college in terms of such allotment. Such a vacant seat will be allotted in next round of admission process within prescribed period.

Any upgradation or revision in the allotment of seats/colleges as may become necessary due to resultant seats caused due to non-joining/resignation etc. of a seat etc. will be considered, on the basis of merit-cum-preference only.

F. Upgradation/Allotment Round (2nd Round of Counselling)

The following procedure shall be followed in case it is decided by the Board to conduct upgradation/allotment(second round) through online counselling:-

- (i) The seats available due to non-joining, resignation etc. shall be notified by the Board. Only such candidates who have been allotted a seat during first round and have joined the College/Institution will be eligible to participate in the upgradation round of counselling;
- (ii) The candidates who participated in the first round of counselling but could not get a seat due to (SNA)/or CNA shall be eligible to participate in the counselling;
- (iii) The candidates eligible/desirous to participate in the upgradation/allotment round shall be required to indicate the fresh preferences for the seats proposed to be filled up (to be notified) during the said round of counselling caused due to non-joining etc. of the candidates/resignation etc.;
- (iv) The preferences indicated by the candidates earlier during the first round of counselling shall, therefore, be deemed to be cancelled and shall not be applicable for this round of upgradation/allotment;
- (v) The seats vacated by the candidates during the upgradation process shall automatically be added to the seats available and allotted on the basis of

merit-cum-preference during the online counselling.

- (vi) The seat left out by the OM candidate during the first round shall be allotted to the OM candidate and those left by the category candidates shall be allotted to the category candidate only during this round of counselling.
- (vii) The candidates who have paid the online fee during the first round shall not be required to pay any fee during this round of counselling but shall have to fill in the reference code of such fee paid earlier. Therefore, only such candidates who are participating in the online counselling for the first time shall be required to pay online fee of Rs.500/-;

Note:- (i) Rule 17 of SRO 294 of 2005 read with SRO 49 of 2018 dated 30-01-2018 shall be applicable during the first round and shall not apply during the subsequent/upgradation/allotment round(s). Unless otherwise provided by the Board, the candidates upgraded/allotted a seat shall be required to join the college within the stipulated time as may be notified by the Board.

(ii) The candidates who join the college on the basis of first round of counselling and wish to participate in the second round of counselling should, therefore, take a decision for participation in the second round, after considering that they may lose the seat allotted to them during the first round, as such seat shall become part of the seat matrix immediately he/she fills up the fresh preference form during the second round to participate in the upgradation round.

Following procedure shall be followed in case it is decided by the Board to conduct upgradation/allotment round (2nd round of counselling) through physical counselling:-

1. The seats available due to non-joining, resignation etc. shall be notified by the BOPEE. All candidates who have joined the course/college shall be eligible to participate in the process of counselling/upgradation and those who have not joined on allotment of the seat during the first round shall not be eligible;
2. The candidates eligible and desirous of participating in the physical round of upgradation/allotment shall be required to fill in fresh preference forms and the preference forms filled online during first round shall be deemed to be cancelled;
3. The candidates shall have to appear during the upgradation/physical round in person before the counselling committee/Board as per the schedule notified

by it. The candidates shall have to register themselves in the Board office in the morning and shall have to participate in the counselling process on their turn. The seat shall be allotted to the candidates who participate in the counselling at relevant point of time on the basis of merit-cum-preference. In case any candidate fails to appear in the counselling at his/her turn he/she shall lose claim on the seat available, which shall be allotted to the next available candidate in order of merit. However, such a candidate who missed the counselling on his/her turn and reports at a later date/time of his/her turn during the counselling period as notified, shall only be considered against the seat(s), which are available at that point of time; and

4. The seats vacated by the candidates due to upgradation etc. shall be added to the seat matrix during the day on minute to minute basis and the seat matrix shall undergo change on minute to minute basis, which shall be displayed on the monitors available in the BOPEE office.

Note:- (i) Rule 17 of SRO 294 of 2005 read with SRO 49 of 2018 dated 30-01-2018 shall be applicable during the first round of counselling and shall not apply during the subsequent/upgradation/allotment round(s). The candidates upgraded/allotted a seat shall be required to join the college within the stipulated time as may be notified by the Board; and

- (ii) The physical round of counselling may either be conducted on a single day or on different dates/days as may be notified by the Board. Such seats as remain unfilled at the conclusion of first days of counselling may be carried to the next day/date of counselling as may be decided by the Board. However, the candidates who did not participate in the counselling process on a particular date/day notwithstanding his/her higher merit shall, subject to the above conditions, be eligible to compete for the seats as are carried forward to the next day/date of counselling. Such candidates shall have no claim on a seat which was allotted to a candidate during the previous day/date of counselling on the basis of his/her merit, preference and availability of seat at the

time of counselling. In other words the candidates cannot stake a claim on a seat which has been allotted to another candidate on the grounds that the candidate could not participate in the physical round of counselling earlier when the seat was available.

- iii) The candidates shall be required to pay counselling fee of **Rs.500/-** to be eligible for consideration for allotment of seat;

G. Third Round of Counselling:

The Board may, if it decides to do so conduct 3rd round of online counselling/physical round of counselling in the same manner as prescribed for 2nd round of counselling provided that:-

Unless otherwise provided by the Board the candidates who did not join the college on allotment of a seat after first round of counselling or on upgradation of seat/allotment of seat during second round shall not be eligible to participate in the third round of counselling. Those candidates, who were upgraded during 2nd round and joined the institute, shall also not be eligible to participate in the third round of counselling.

H. Conversion of Category Seats, if any:

In case any category seat remains vacant even after the upgradation/allotment round as above, the same shall be de-reserved and filled up from the OM candidates through physical counselling. The revised seat matrix shall be notified accordingly and candidates willing and eligible to participate in the counselling shall be required to fill preference forms against the seats notified. The process shall, however, be the same as indicated hereinabove.

The seats in the "OM" which have remained vacant on conclusion of the earlier rounds shall also form part of the seat matrix and filled up during the process.

The seats becoming available due to upgradation of candidates, if any, against said seats shall be added to the seat matrix on the same day and filled up during the same process of counselling.

During this round of counselling candidates (those in the Entrance Merit List) including those who did not join after the first/second/ third round of allotment of