



Vijayanagara Sri Krishnadevaraya University

Jnana Sagara, Ballari 583105



Admission to Post-Graduate Programmes

Academic Year 2020-21

Guidelines for Online Admission Process

1. There shall be **only online admission** to all the Post-Graduate Programmes/Courses.
2. A single application for all the Programmes/Courses offered at various University-Departments and Affiliated Colleges for which candidate seeks admission is to be submitted. However, Application Processing Fees is to be paid for each Programme/Course.
3. For submission of application visit **www.vskub.ac.in** and go to **Admissions 2020-21** on Home Page that leads you to Admission Portal and other admission related information.
4. Candidate visiting the Admission Portal has to first register by entering personal mobile number (preferably WhatsApp enabled mobile number).
5. Once the candidate submits the above information, a One-Time Password (OTP) will be sent to the mobile number for validation.
6. Candidate needs to enter Name and Date of Birth (as per SSLC/10th Marks Card), Email ID and OTP received and set the password and submit. Don't share your password with others.
7. After the successful completion of online registration formalities, the candidate is directed to the sign up page for login.
8. Upon successful login, home page will be displayed to the candidate.
9. Click on Application Form to fill the details. In the Application Form candidate needs to fill his/her personal and academic details. Application Form consists of the following sections:
 - Personal details with a space to upload photo
 - Communication Details
 - Reservation Details
 - Qualifying Exam Details
 - Programmes for which you wish to take admission
 - Upload scanned copy of documents for verification
10. To avoid chances of losing data entered during application filling, it is advised to click frequently on "**Save**" and continue the entry. After completion of filling the Application Form and uploading of photo and documents, candidate needs to submit the application.

Modification of data entered is not allowed after the final submission. Therefore, verify carefully the filled in details once again before final submission to ensure the correctness of data and click on “**Final Submission**”. Upon successful submission, an application number will be generated. Candidate needs to keep this application number for future correspondence with university.

11. Candidate needs to select the Programmes/Courses for which he/she seeks to take admission. Application Processing Fees is to be paid for every programme/course he/she opts. The Application Processing Fees is Rs. 300 per Programme/Course for OBC/GM candidates and Rs.150 per Programme/Course for SC/ST/Category-I candidates.
12. The Application Fees paid at the time of registration and Admission Fees paid at the time of taking admission will not be refunded or adjusted under any circumstances.
13. Upon “Final submission”, candidate needs to fill the options entry.
14. Options entry is a process where the candidate is required to choose Departments/Colleges and courses from the list of options available with priority. Based on the options entry made, system will allot the seats in the order of merit. Options entry filling format is as shown below:

Programme/Course	Department/College	Priority of Option (1 – 15)

15. Options entry corrections will be closed before the first round of seat allotment.
16. After the options entry, student can make the payment through payment gateway. Multiple payment gateways are available for making the payment. Upon successful fee payment application will be generated.
17. Candidate need to print the application and submit at the time of verification of original documents at designated centres without fail. **Candidate will not be considered for admission if he/she fails to submit the print out (hard copy) of application and get their original documents verified.** Candidate may get his/her documents verified at any of the following venues:
 - a. Concerned Departments at Vijayanagara Sri Krishnadevaraya University, Jnana Sagara (Main) Campus, Ballari
 - b. VSK University PG Centre, Koppal
 - c. Kottureshwara Degree College, Kottur
18. Re-printing of application form is available for the candidates who have made the payment through payment gateway.
19. **Mock Seat Allotment**

Based on the options entry made, mock selection will be done and the list of candidates selected will be displayed. This is not an actual allotment. This gives an indication to the candidates about chances of getting the chosen programme and the institution. Based on

the mock allotment, candidate will be allowed to modify the options entry and priority. After this selection, no more corrections will be allowed.

Note on Mock Allotment: After the entry of options is completed, based on the real data mock allotment will be carried out and the allotment status will be hosted on the University Website (www.vskub.ac.in) as well as in Candidate Portal. The candidate has to verify the status of their allotment. Here, the candidate after ascertaining Department/College and Programme/Course allotted, if he/she wants to change / modify options can do so within the stipulated time given. **Based on the modified entry of options the Actual (real) Allotment will be carried out.**

Why do we conduct Mock Allotment?

Based on the Mock Allotment a candidate comes to know his/her status of allotment as per his/her priority of options. This gives a clear indication to the candidate to change or retain the entered options. Candidate can come to know that the other candidate with lower merit has got seat which he/she was eligible but for his/her not entering that option. Therefore, candidates will be given one more choice to change the priority of options, deletion or addition of options. **Due to change in the options by candidates after Mock Allotment, one may not get the same seat in the real allotment as was allotted in the mock allotment.**

20. Seat Allotment

After the priority selection or modification after the mock allotment, first round seat allotment will be done and list will be announced. The same procedure will be continued if the seat allotment is extended for multiple rounds.

Seat Allotment Procedure: Programme/Course-wise and Department/College-wise Seat Matrix prepared by the University as per 100 points roster system of Karnataka Government will be adopted for allotment of seats. The Seat Matrix can be viewed in this brochure. After the last date and time fixed for entering the options is over, action will be taken to allot the seats in the order of merit-cum-reservation based on the priority of the options entered by the candidates. If there is a tie of percentage of marks between/among the candidates, only final year (V and VI Semesters) degree percentage of marks is considered to break the tie. Even then also if tie continues Second Year (III and IV Semesters) and next if required, First Year (I and II Semesters) degree percentage of marks are considered to break the tie.

First, all the candidates irrespective of their individual category are considered for the allotment of seats under General Merit as per the options given by them. After the General Merit seats are exhausted, the candidates belonging to the respective

categories will be allotted the seats in their respective category as per their merit and as per the options given by them.

It is very important to candidates to give their options very carefully and after considerable thought and after discussing with their parents and elders. If by chance the option given by the candidate is not well thought, he/she may lose a seat in a good Department/College as he/she may not have given option for that particular Department/College or would have given lower options. For example a candidate is interested in institution A, but by mistake or by oversight he/she has given a lower preference for that institution and has given higher preference for some other institution. The computer then will allot a seat as per his/her rank and as per his/her higher priorities. In this way he/she may tend to lose a seat in the institution of his/her choice merely because he/she has not given a correct priority of options. Hence, be careful in assigning priorities to the Programme/Course and Department/College.

21. Admission

Choice 1: Candidates satisfied with the allotted seat and willing to join the allotted Programme/Course and Department/College shall pay the prescribed admission fees through the payment gateway available and download the admission order from Candidate Portal and **report to the concerned Department at Vijayanagara Sri Krishnadevaraya University, Jnana Sagara (Main) Campus, Ballari at the earliest but before the last date mentioned in the admission order to confirm your admission.** The Chairman of the Department will give the acknowledgement to the candidate for reporting at their respective Department. **Further, any candidate who has paid the fees and obtained the Admission Order fails to report to the concerned Department on or before the last date and time specified in the Admission Order, for such candidates no extension of time will be given and the allotment made in his/her favour shall be treated as Cancelled and he/she has no claim further on such allotment and they will not be considered for allotment of seats in the subsequent round. Such seats shall revert back to the pool and fee paid by them will be forfeited.**

Choice 2: Candidate satisfied with the allotted seat but willing to participate in the next round can **pay the prescribed fees through the payment gateway for seat confirmed or allotted in the first round.** If better option gets allotted in the second round, then earlier allotted seat gets cancelled automatically OR if better option seat is not allotted in the second round, then the earlier allotted seat shall remain in candidate's favour.

Choice 3: Candidate is not satisfied with allotted seat but wish to participate in the next round with all the already entered options except the allotted options by surrendering the allotted seat and also re-ordering of already entered options. All candidates who are not satisfied with the choice of seat or course allotted shall necessarily give their willingness for the next round of allotment i.e., the 2nd Round.

22. If a candidate finds any difficulty, he/she may feel free to contact the Help Desk for the assistance during the time specified.

General Guidelines for Admission

1. In the University and PG Centres, Department means a separate Academic Unit (known as Department, for instance, Department of Studies in English, Department of Studies in Economics, Department of Studies in Chemistry, Department of Studies in Commerce, etc) consisting of faculty members specialized in that particular discipline. These Departments are offering Post-Graduate and Ph.D. Programmes in the University.
2. Candidates have to choose the concerned Department in the University/PG Centres or affiliated colleges for pursuing Post-Graduate Programmes. Before choosing an institution, consult your parents, teachers, senior friends; collect information on the faculty members, academic environment in the institution for pursuing higher education, future prospects for further studies and employment, etc.
3. Candidates of Karnataka State Akkamahadevi Women's University who studied in the Women's Colleges located in Ballari and Koppal districts shall be considered as the students of VSK University Jurisdiction.
4. No separate individual/personal intimation is given. All the information relating to admission from the issue of Admission Notification to the Final Admission will be uploaded only on the University Website /Admission Portal. Applicants are responsible for regularly checking the University Website (www.vskub.ac.in) for the updates regarding admission. Grievances resulting from lack of reading /misunderstanding will not be entertained.
5. The candidate will lose his / her right to admission in case of non-compliance of any of the requirements for admission including the non-submission of relevant documents, non-verification of original documents, non-payment of fees within the prescribed date and time and / or not reporting to the concerned Department at Vijayanagara Sri Krishnadevaraya University, Jnana Sagara (Main) Campus, Ballari within the prescribed date and time.
6. If at any stage original documents relating to the admission of a candidate are found to be fake / non-genuine or fabricated or in any other manner defective, the said candidate will not be admitted and if already admitted, admission will be cancelled without any prior notice in this regard. If the same is found after the completion of programme/course, his / her degree will be cancelled and appropriate legal action will be taken against him / her.
7. The University has the right to transfer the candidates (to the same programme or the relevant programme) to the main campus or other PG Centres of VSK University if the number of students admitted to the particular programme is less than 10 in any University Campuses.
8. The Application Fees paid at the time of registration and Admission Fees paid at the time of taking admission will not be refunded or adjusted under any circumstances.
9. Students from other universities who take admission are required to submit Migration Certificate within 30 days from the date of admission.

10. Candidates who take admission in the Departments at the Jnana Sagara (Main) Campus, Vijayanagara Sri Krishnadevaraya University, Ballari may immediately after reporting submit application for admission to hostels located on the campus.
11. Visit University Website (www.vskub.ac.in) and Candidate Portal regularly for updates on admission and other related information. Any changes to existing information and providing the additional information will be hosted from to time only on the University Website.
12. Classes will be commenced immediately after the completion of whole admission process. Be prepared to enjoy the higher learning. Please note 75 percent of attendance to classes is compulsory in all the Post-Graduate Programmes.

Registrar