



CC No.200335

Government of Jammu & Kashmir
Higher Education Department
Civil Secretariat, J&K

Subject: Constitution of Committee for Centralized Admission in Colleges, UT of J&K.

Government Order No: 102-JK (HE) of 2023

Dated: 25-04-2023

Sanction is hereby accorded to constitution of **Centralized Admission Advisory Committee (CAAC)** for implementation of centralized admission process under Four Year Undergraduate Program (FYUGP) and uniform academic calendar in HEIs, of UT of J&K from the academic session 2023-24.

The committee consists of the following officers:-

S. No.	Designation	Roles
1.	Director Finance, Higher Education Department	Chairperson
2.	Director Colleges, J&K	Member
3.	Representative of Administrative Department not below the rank of Additional Secretary	Member
4.	Registrar, University of <ul style="list-style-type: none">JammuKashmir	Members
5.	Registrar, Cluster University of <ul style="list-style-type: none">JammuKashmir	Members
6.	Nodal Principal <ul style="list-style-type: none">JammuKashmir	Member Secretaries for concerned Province
7.	Principal Autonomous Colleges <ul style="list-style-type: none">GCW ParadeGDC BaramullaICSC, Srinagar	Members

Terms of reference (ToR):

- The CAAC will ensure that dissemination of information regarding Brochures of Information (BOIs), 2023-24 and allied information shall be available for student/public at website of all HEI's.
- The CAAC shall decide financial aspects of fee collection, distribution and reconciliation among stakeholders.
- The four Affiliating Universities shall have to open and use a dedicated centralized admission Bank Account for collection of Fees for FYUGP through common payment Gateway.
- Director Finance, Higher Education Department & Special Secretary/ Additional Secretary, Higher Education Department shall be the joint signatory to operate

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- centralized admission accounts on the recommendation/requisition of concerned Member Secretaries.
- v. The CAAC shall ensure that admission committee and grievance redressal committees should be in place at all HEIs level and working properly.
 - vi. The CAAC will ensure that rules and regulations of admissions as prescribed by UT of J&K and Statutory Bodies are fully complied.
 - vii. The CAAC shall make necessary amendments in Admission policy as per requirement and in the interest of students.
 - viii. The member secretaries of committee shall conduct regular review meetings with HEIs sub committees and apprise the CAAC from time to time regarding progress of admission process.
 - ix. Digital Initiative Cell, HED and Samarth Team, New Delhi will extend necessary technical support, admission data, fee collection detail etc. to CAAC on day to day basis.
 - x. The member Secretaries shall maintain the record of all the fee collected from the students and shall be responsible to refund the 100% fee to the students, who so ever will change the University upto one month from cancellation of his/her admission or otherwise.
 - xi. Any other important course of action related to smooth implementation of the entire admission process.

By order of Government of Jammu & Kashmir.

**Sd/-
(Alok Kumar) IRS**

Principal Secretary to the Government

No:-HED-ADM/50/2022

Dated: 25-04-2023

Copy to the:

1. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
2. Director, Archives, Archeology and Museums, J&K.
3. Director Finance, Higher Education Department.
4. Director Colleges, J&K.
5. OSD to Hon'ble Advisor (B), Higher Education Department.
6. Registrar, University of Jammu/ Kashmir.
7. Registrar, Cluster University Jammu/ Srinagar.
8. Nodal Principal Jammu/ Kashmir.
9. Principal's _____.
10. PS to Principal Secretary to Government, Higher Education Department.
11. PS to Commissioner/Secretary to Government, General Administration Department.
12. Order file.
13. Office record.

(Dr. Ashwani Hansa)JKAS

Under Secretary to the Government