



**PG Admission 2022-23**

Additional Guidelines for the Candidates

1. Candidates must read the PG Bulletin of Information 2022-23.
2. Candidates must refer to the admission website of the University for all schedules, updates and guidelines.
3. On the declaration of the admission list/s, the candidates must refer to the website of the University, website of the Department to check if s(he) has been shortlisted for provisional admission.
4. If a candidate is shortlisted for provisional admission to any Department/Centre/College as per his/her merit and preference, s(he) must login to his/her dashboard and use the “Apply” tab to accept the offered seat. Refer to schedule and adhere to the timelines.
5. Approval is a three-stage process:
  - i. Document Verification
  - ii. Verified by the Convener
  - iii. Approval by the Head/Principal
6. On receiving the “Approval from the Head/Principal”, proceed to uploading the following documents, wherever applicable:
  - a. Migration Certificate/ Undertaking of Migration Certificate
  - b. Undertaking Submission of Result
  - c. Undertaking of submission of revised certificate/document
7. Pay the fees within the stipulated time.
8. In case a candidate wishes to opt for upgrade to a higher preference of the College in the subsequent admission round/s, s(he) will have to apply through the “Reallocation” tab.
9. Choosing the option of “Reallocation” will mean that the candidate consents for consideration of an offer of admission to a college of his/her higher preference in any subsequent round (if any). Therefore, candidates who opt for reallocation must keep checking their dashboard and admission lists of all subsequent rounds/s. They may get reallocated in any subsequent list as per the availability of seat and allocation rules.
10. If reallocated, the candidate’s previous allocation will be auto cancelled, and the candidate will have to apply afresh on the reallocated seat.
11. No grievance with respect to inability/ failure in applying and/or making the payment within the stipulated time will be entertained.
12. It may be noted that for any grievance related to PG admission the candidate must contact the concerned Department/Centre immediately. The Central Grievance Redressal Committee will consider only those grievances that will be received from the Head of the Department along with his/her recommendations.