

Ref. No.- CUJ/Adm.Cell/2022/26

Date: 14 /09 /2022

ADMISSION PROCEDURE

The admission in the various programs involve two stages. These are:

1. Submitting application form and taking entrance test wherever applicable.
2. Counselling and Registration.

1. Application Form and Entrance Test

Admission in various programs of study for academic session 2022-23 at the Central University of Jharkhand (CUJ) will be based on the scores of Entrance Test until or unless specified otherwise. The candidates desirous to take admission in the Integrated (UG-PG) need to appear CUET(UG)-2022 and for admission in Postgraduate programs in CUJ also need to appear CUET(PG)-2022 Entrance Test conducted by National Testing Agency.

CUET is a computer based common screening test for the admission in Integrated (UG-PG) & Postgraduate Programs will be conducted by National Testing agency (NTA). Candidates desirous to take admission on the basis of Integrated (UG-PG) & Postgraduate Programs must follow the notification and procedures as specified by NTA (<https://cuet.nta.nic.in/> & <http://cuj.ac.in/admission.php>). The scores/marks shall be used for shortlisting the candidates for admission against the number of seats announced for individual program under each category.

2. Counselling and Registration

1. The CUET (UG)-2022 and CUET(PG)-2022 qualified candidates must have valid score in the relevant test paper mapped for the program and have score above cut-off (if applicable).
2. Eligibility criteria as specified for each program by CUJ will be strictly followed and will not be relaxed under any circumstances. Candidates must fulfill all the eligibility requirements as prescribed in each program at the time of online registration for admission at CUJ. Details are available on university website: <http://cuj.ac.in/admission.php>
3. It is the responsibility of the candidates to verify and confirm their eligibility for admission at CUJ as per the admission notification and the University will not be able to verify their documents or eligibility until the time of document verification of the selected candidates as per the admission timeline.
4. Candidate(s) satisfying the above conditions and desirous to take admission, must participate in online registration process at www.cuj.ac.in by paying a non-

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Refundable registration/counselling fee of ₹ 800.00 (for UR/OBC/EWS candidates), ₹ 400.00 (for SC/ST candidates) and ₹ 200.00 {for DAP (PwD)/female candidates of all categories}. This fee is valid for registration up to three programs by each candidate. [The link for online registration process shall be notified on the university website.](#)

5. Candidate(s) is/are advised to complete the registration process between **the date notified at CUJ website**. The list of documents required during registration process is available at www.cuj.ac.in.
6. Candidate(s) who has/have not registered for online counselling will not be considered for subsequent stages of counselling/ admission process.
7. Candidate(s) must ensure that mobile no. and e-mail ID provided by him/her are valid and are active during counselling/admission period. The mobile no. and the e-mail ID must be his/her own or of the immediate family members /Guardians.
8. Candidate(s) is/are also advised to pay the fee from his/her own account or the account of immediate family member/guardians, and it should not be from the account of others or unknown person because the refund of fee will be remitted in the same account, if any, arising out of cancellation or otherwise. It is advised to keep a copy of the fee receipt either in digital or print form for future reference, if required.
9. All candidates are required to provide correct and precise information in the Registration/application form and verify the same before confirming the application and making the payment of registration/application fees.
10. After confirming the data filled in the application form, no changes will be allowed and in such cases the changes suggested will not be considered for any selection process for admission.
11. CUJ follows reservations under all categories as per the Government of India / University Grants Commission regulations on the matter.
12. **The process of seat allocation is an automatic process based on data provided and documents submitted during online registration by the candidates, among them who are in merit in multiple rounds of allocation by following the GOI reservation policy available at www.cuj.ac.in.**

Preparation of Merit List & waitlist/ Shortlisting for Admission

1. No separate intimation letters will be sent to the candidates shortlisted for admission. The **status of candidates will be available on the University website.**
2. The candidates are required to check the CUJ Website periodically to get the status of short-listing and instructions for further steps in the admission process if any.
3. All selection **status of admission including merit list, waiting list, not selected, will be displayed in the University website.**
4. Unreserved category merit list shall be prepared based on the aggregate score/mark obtained by the candidates in CUET (UG)-2022/CUET(PG)-2022 Entrance exam conducted by NTA for the admission in Integrated (UG-PG) Programmes/Postgraduate Programs.
5. After considering candidates in the unreserved category merit, separate Category wise Merit List will be prepared for the number of seats reserved for each category as per the Government of India / University Grant Commission regulations on the matter. All reservation rules will be applied at Final merit list/seat allotment stage.
6. Rule in case of "TIE" (where TWO or more candidates' merit score is same even in decimals), belonging to any Category: If two or more candidates' merit score are "TIED" in Final Combined Merit List, then the preference shall be given to the higher in "Qualifying Examination Marks" among the two. If this also goes tie, then, higher in "Age" among those two will be considered and if "Age" also goes tie than higher HSC/SSC Marks among those will be considered for admission as per combined merit list.
7. Candidates who get selected in the **higher preference**; their names will not be listed in the **lower** preference in the merit list.
8. Candidates who get selected in the program of **their higher preference** will not be on wait-lists for any other program mentioned in **their lower** preferences.
9. Choice or preferences of program/category indicated in the registration/application form by the candidate at the time of filling online registration/application form cannot be changed at any point after submission of the registration/application form. Any request for change or modification in this regard shall not be entertained or responded to.
10. Wait List of each program will be prepared by following the same rules applied for the Merit List preparation.
11. Candidates who get selected or admitted into their program of higher preference shall not be considered in the waitlist of their program of lower preference.

12. If candidates get selected in lower (second or third) preference in the merit list, their name will be shown in the waitlist of higher preference (first or second), if they qualify so with their aggregate score for the program concerned.
13. Once moved to higher preference upon activation of waitlist, the candidate will vacate the seat in the lower preference and no request for maintenance of their seat in the lower preference will be entertained.
14. Once an offer of admission is made, the candidate(s) is/are required to complete the admission process including payment of admission fee within the stipulated date(s) for that particular round of counselling/admission. On failure to complete the admission process including the payment of fee by the stipulated date, the offer of admission shall be cancelled and the seat will be automatically allotted to the next candidate in order of merit.
15. The admission shall be purely provisional subject to the original documents' verification. The Department-wise original documents' verification schedule shall be notified separately to confirm the admission.
16. Candidates who were awaiting the results of the qualifying examination at the time of registration and who have not received their final year mark sheet / provisional certificate of passing / Internship completion certificate, as the case may be, at the time of application, admission if offered will be provisional subject to their completion of all the eligibility requirements at the time of documents verification. If they fail to meet the required eligibility requirements at the time of documents verification, the admission offered will be cancelled with no further intimation to the candidate. In such cases, no representation will be entertained.
17. If the candidates whose qualifying examination is not recognized by UGC / CUJ or any other appropriate body, and if the same is found at any point of time during the admission process, the application/admission will be rejected.
18. Registration/Application fee once paid will not be refunded under any circumstances.
19. Canvassing or influencing for admission at CUJ through any channel will lead to rejection of application or disqualification of candidateship.
20. The candidates selected for admission should submit the original Migration Certificates from the Institution / University last attended at the time of registration for admission. Candidate, who is not in the position to submit the Migration Certificates at the time of admission, shall give an undertaking in prescribed proforma to submit the same during the physical documents verification, failing which the CUJ reserves the right to cancel the admission of such candidates.
21. No candidates shall be eligible to pursue a full- time course of study in any other institution or university after they are admitted to any fulltime course of study at CUJ.

22. Candidates already pursuing or registered for admission for any full- time program of study are required to get their name removed from the rolls of the University/College/Institution where admitted, and submit a certificate to this effect, from the concerned authority at the time of reporting for admission.
23. Candidates currently employed and selected for the admission to any full-time course of study at CUJ are required to produce leaves sanction/ relieving order at the time of admission from their employer, permitting them to peruse their study at CUJ for the duration of the course, failing which the offer of admission shall stand withdrawn.
24. CUJ reserves the right to get any student medically examined and admission of such candidate will be subject to fitness certification from the campus medical officer or any medical officer designated by the institute.
25. If any discrepancy is found in the details provided in the application and the documents uploaded and submitted, the University has all the right to cancel the admission.
26. Admission will be cancelled/suspended at any stage in case of following cases:
 - (i). does not fulfil the eligibility requirements
 - (ii). has used fraudulent means to secure admission
 - (iii). has made false or incorrect information in the application form.
- (i). Any complaints/grievances/disputes related to admission must be filed within one months of the closing of admissions. All documents related to admission of all the candidates, selected or non-selected, will be discarded after this date. Hence, the University will not be in a position to entertain any such complaints/grievances/disputes related to admission beyond this date. No refund will be made in case of duplication of application forms and deletion of application after submission and payment of application fee.
- (ii). **Any refund or fee entitled to be refunded shall be remitted after completion of the admission process as per the fee refund rule of the University or UGC, whichever is applicable.**
- (iii). In case of withdrawal of admission by any admitted student, the refund of fees will be as per the schedule below;

Sl. No.	Submission of withdrawal of admission to Academic Section	Percentage of Refund of Aggregate Fees*
1	15 days or more before the formally - notified last date of admission	100%
2	Less than 15 days before the formally -notified last date of admission	90%

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3	15 days or less than after the formally notified last date of admission	80%
4	30 days or less, but more than 15 days, after the formally notified last date of admission	50%
5	More than 30 days after formally notified last date of admission	0%

*The above refund may be changed/modified/regulated as per the UGC/Government guideline issued if any. All course fees excluding caution deposit. Caution deposit will be returned in full at any point in time

- a. In case of (1) in the table above, a processing charge of not more than 5 % of the fees paid by the student, subject to a maximum of Rs. 2000/- shall be deducted.
- b. In normal circumstances, the refund will be completed within three months from the closing date of all admission.
- c. Students / Candidates are advised to carefully preserve receipts of payments and deposits for any future reference.

NOTE: If there is any change in the admission process/eligibility criteria, etc. of either as a whole or program wise, the same shall be notified separately. Candidates are advised to visit University website regularly for more details and updates.
