

ADMISSION PROCEDURE FOR THE ACADEMIC SESSION 2025-26



CENTRAL UNIVERSITY OF JHARKHAND

(Established under Central Universities Act, 2009)

Website: www.cuj.ac.in

ADMISSION PROCEDURE AND MODALITIES

(Academic Session 2025-26)

The admission process for various programs at Central University of Jharkhand for the academic session 2025-26 shall consist of the following steps:

1. APPLICATION AND ENTRANCE EXAM

- a) Prospective students aspiring to join the Integrated, Undergraduate, and Postgraduate programs at the Central University of Jharkhand (CUJ) for the academic session 2025-26 must complete their application submission process through the Common University Entrance Test (CUET) or Joint Entrance Examination (JEE-Main), as applicable. Candidates are required to select CUJ as their preferred University during the application process.
- b) The relevant entrance tests for different programs include CUET UG-2025 for Undergraduate and Integrated programs, and CUET PG-2025 for Postgraduate programs. It is essential for candidates to carefully choose and register for the correct entrance test corresponding to their desired program of study.
- c) Admission to B.Tech programs requires candidates to appear for Joint Entrance Examination (JEE-Main) conducted by the National Testing Agency (NTA). JEE-Main scores will be used for merit preparation, seat allocation, and final admission through Joint Seat Allocation Authority (JoSAA-2025) / Central Seat Allocation Board (CSAB-2025). University reserves the right to modify the admission guidelines set by JoSAA/CSAB without prior notice. If seats remain vacant after JoSAA/CSAB counselling rounds, admissions will be conducted on the basis of CUET (UG)-2025 scores.
- d) Admissions will be based on the performance in CUET 2025 or JEE-Main, conducted by the National Testing Agency (NTA). These exams are standardized screening tests designed to evaluate the aptitude and eligibility of candidates.

Applicants must adhere to the guidelines, schedules, and procedures outlined by NTA and CUJ throughout the application and testing process.

- e) The scores obtained in these tests, as applicable, will serve as the basis for shortlisting candidates. The University will prepare merit list based on normalized aggregate scores or percentile scores achieved by candidates. The allocation of seats will be conducted in accordance with availability of seats in respective programs and reservation policies applicable to different categories as per Govt. of India guidelines.
- f) Candidates are strongly advised to ensure that they register for the correct and relevant entrance test papers and provide accurate information while selecting their preferred course and category, as these preferences cannot be changed once submitted. Any discrepancies or failure to follow the prescribed procedures may result in disqualification from the admission process.

2. REGISTRATION AND COUNSELLING

To secure admission to programs offered by Central University of Jharkhand (CUJ) for the academic year 2025-26, candidates must follow the registration and counselling process as outlined below:

- a) **Valid Entrance Test Score:** Candidates seeking admission must possess valid score (above the specified cut-off, if applicable) in the relevant test paper/s corresponding to their chosen program. The test score is crucial for shortlisting candidates for counselling.
- b) **Eligibility Criteria:** The eligibility requirements for each program are detailed on CUJ website (www.cuj.ac.in). Candidates must fulfill the program-specific eligibility requirements. Fulfilling of these are mandatory.
- c) **Candidate Responsibility:** It is solely the candidate's responsibility to ensure that they meet the eligibility criteria as specified in the official admission notification available

on University's website. Failure to comply with these will result in disqualification from the admission process.

- d) **Online Registration:** Candidates who satisfy the eligibility criteria and have valid entrance test score must participate in the online registration process by accessing the registration link provided on the university website. In this process, candidates are required to pay a non-refundable registration/counselling fee as notified on the website.
- e) **Non-Refundable Fee:** Registration fee once paid, will not be refunded under any circumstance. The fee will be valid for registering for up to five programs, depending on the option/s selected by the applicant.
- f) **Adherence to Deadlines:** Candidates must complete their online registration within the notified deadline. The list of required documents for the registration process is also available on the website.
- g) **Mandatory Online Registration:** Candidates who fail to register online will not be considered for subsequent stages of counselling/admission, regardless of their entrance test score.
- h) **Contact Details:** During registration, candidates must provide valid and functional mobile number and email ID that will remain active throughout the admission period. These contact details must belong to the candidate or their immediate family members/guardians to ensure timely communication.
- i) **Payment Method:** Candidates are advised to make fee payments using their own bank accounts or those of their close family members/guardians. Payments should not be made from accounts belonging to third parties or unknown individuals, as any refunds (if applicable) will be remitted to the account used during registration. A copy of the fee payment receipt, in either digital or print form, must be kept for future reference.

- j) Accuracy of Information:** Candidates must ensure all information provided in the registration application form is accurate and precise. Verification of the provided data should be mandatorily ensured before submitting the form and making the payment of registration fee.
- k) No Changes After Submission:** Once the registration form has been submitted and confirmed, no modifications or corrections will be allowed. Any discrepancies in the submitted application will result in disqualification from the admission process.
- l) Reservation Policy:** CUJ follows reservation policies as per Government of India and UGC regulations. Detailed information on reservation rules and the format of acceptable certificate for reserved category applicants is available on the university website.
- m) Automated Seat Allocation Process:** Seat allocation process is automated and relies on the merit, data and documents submitted by candidates during online registration. If seats remain vacant, additional rounds of admission may be conducted. Each round of seat allocation will be determined by merit, seat availability, and compliance with category-wise reservation policies.

3. ADMISSION PROCEDURES AND MODALITIES

After the completion of the registration and counselling, the following procedures and modalities will be obeyed for admission:

- a) Offline Admission Process:** After completion of online registration, all admission related processes will be conducted in OFFLINE mode.
- b) Display of Shortlisted Candidates:** The names of shortlisted and non-shortlisted candidates will be displayed on the University's website.
- c) Regular Updates:** Candidates must frequently check the University website for updates regarding short-listing, counselling dates, merit lists, and further steps about the admission process.

- d) Preparation of Merit List:** Category-wise merit list will be prepared based on the aggregate normalized scores or percentile obtained by candidates. This list will be used for ranking and short-listing of candidates for admission.
- e) Display of Admission Related Information:** All official information relating to admissions will be updated on the university's website. Candidates are advised to monitor the website regularly for updates. Also, they should refrain from relying on any unofficial or unauthorized sources of information. The information published on the University's website will be considered final and binding.
- f) Physical Reporting for Admission:** Candidates whose names appear in merit list, must report in person on the specified date to participate in the admission process. Failure to report physically will result in disqualification, and such candidates will not be considered for further stages of admission process.
- g) Separate Category-Wise Merit List:** After allocation of seats in unreserved category based on merit, separate merit lists will be prepared for each reserved category in accordance with UGC and Government of India regulations. Reservation rules will be strictly followed during the preparation of these lists and subsequent seat allotments.
- h) Tie-Breaking:** In the event that two or more candidates secure the same merit score, a set of tie-breaking rules will be applied to determine the ranking. Firstly, preference will be given to the candidate with higher marks in the qualifying examination, viz. 10+2/equivalent for undergraduate program or graduation for postgraduate programs. If the tie remains unresolved, the older candidate will be given preference based on age. If the tie still persists, the candidate with higher marks in HSC/SSC (10th class) examination will be considered for final selection.
- i) Program Preference and Category:** Candidates must choose their preferred programs and category during the online registration process. Once the registration form is submitted, no changes or modification/s will be allowed at any stage of admission

process. Also, any request for change or modification in this regard shall not be entertained.

- j) Program Selection Rules:** Candidates selected for a program of their higher preference will not be considered for any lower-preference program. But, candidates who are selected in their lower preference program will remain on the waiting list of their higher preference program.
- k) Waitlist Preparation:** Wait list for each program of study will be prepared following the same procedure as the merit list. If a candidate on waitlist is promoted to a higher preference program, his/her seat in the lower-preference program will be vacated.
- l) Promotion to Higher Preference:** Once a candidate moves to their higher-preference program, his/her seat in the lower-preference program will automatically be forfeited. No request for retaining the vacated seat in the lower-preference program will be entertained.
- m) Payment of Admission Fee:** Once an admission offer is made, candidates must pay the required admission fee in online mode, at the designated portal. The admission fee must be paid within the specified timeline for that round of counselling. Failure to pay the admission fee within the specified timeframe will result in cancellation of admission offer, and the seat will be allocated to the next candidate in order of merit.
- n) Document Verification:** Candidates must bring all original documents along with three set photocopies for verification. Inability to present the required documents will lead to disqualification from the admission process.
- o) Recognized Examinations:** If a candidate's qualifying examination (i.e. 10+2/equivalent or graduation/equivalent) is not recognized by CUJ or UGC or any relevant authority, his/her application will be rejected.

- p) Prohibition of Canvassing:** Any attempt to influence the admission process through unauthorized channels will result in immediate disqualification of the candidate.
- q) Submission of Migration Certificate:** Selected candidates must submit their original Migration Certificate from the institution last attended. If a candidate cannot provide it at the time of admission, she/he must submit an undertaking in prescribed format agreeing to submit it, within the stipulated time, failing which the University reserves the right to cancel her/his admission.
- r) Leave Sanction for Employed Candidates:** Candidates currently employed and seeking admission to any full-time program of the University, must provide a leave sanction or relieving order from their employer during admission. Failure to do so will result in withdrawal of the admission offer.
- s) Medical Examination:** Central University of Jharkhand (CUJ) reserves the right to require any student to undergo medical examination to assess their fitness for the program they have been offered admission to. Admission for such candidates will depend on obtaining fitness certification from the medical officer of CUJ or any other designated government hospital.
- t) Cancellation/Suspension of Admission:** Admission of any applicant may be cancelled or suspended at any stage under the following circumstances:
- If the applicant does not fulfil the eligibility requirements as specified by the University for the respective program.
 - If the applicant is found to have used fraudulent methods or false documents to secure admission.
 - If the applicant has provided false or incorrect information in the application form.
- u) Detection of Discrepancies:** If any discrepancy is detected between the details provided in the application form and the submitted documents, the University reserves the right to cancel the candidate's admission.

v) **Complaints and Grievances:** Complaints or grievances related to admission process must be submitted within one month of the closing date of admissions. The University will not entertain any complaints, grievances, or disputes after this date.

w) **Fee Refund Policy:**

- Any refund, if applicable, will be processed only after completion of the entire admission process as per the fee refund rules of the University or UGC regulations, whichever is applicable.
- No refund will be issued in cases of duplicate application submissions or deletion of application after submission and fee payment.
- Refunds will only be remitted to the bank account details provided by the candidate during registration.
- Candidates must ensure the accuracy of their submitted details and follow the guidelines strictly to avoid any complications related to admission or refunds.
- In case of withdrawal of admission by any admitted student, the refund of fees will be processed as per the following schedule:

Sl.	Submission of Application for Withdrawal of Admission	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%
3.	15 days or less 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 the formally notified last date of admission	0%

Note: The above refund percentages may be changed, modified, or regulated according to UGC or Government guidelines, if any. Course fees exclude the caution deposit. The caution deposit will be returned in full at any point in time.

- In case of Sl. No. 1 in the table, a processing charge of not more than 5% of the fees paid by the student, subject to a maximum of ₹2000/-, will be deducted.

- Under normal circumstances, refund process will be completed within three months from the closing date of all admissions.
- If admission is withdrawn after the commencement of classes, only caution deposit will be refunded to the student.
- Students are advised to carefully preserve all payment and deposit receipts for any future reference related to fee refunds.

x) Hostel Accommodation and Admission Process: It is important to note that hostel accommodation and the admission process are separate and independent procedures. While securing admission to an academic program is a prerequisite, it does not automatically guarantee hostel accommodation. A distinct process is followed for hostel allotment, and the Office of the Dean of Students' Welfare (DSW) handles all aspects relating to application process, eligibility criteria, allotment guidelines, and allocation of accommodation. Admitted students are advised to contact the DSW office for detailed information and updates regarding hostel allotment.

y) Notice for Prospective Applicants:

- Any changes in the admission process, eligibility criteria, or program-specific policies will be notified separately on the university website.
- Candidates must visit the University's website regularly for updates and detailed instructions.
- If required and deemed fit, the University reserves the right to amend any provisions of this admission procedure and modalities.


CHAIRMAN

ADMISSION CELL
अध्यक्ष, नामांकन प्रकोष्ठ
CHAIRMAN, ADMISSION CELL
झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND