

# ADMISSION PROCEDURE FOR THE ACADEMIC SESSION 2024-25



**CENTRAL UNIVERSITY OF JHARKHAND**

(Established under Central Universities Act, 2009)

Website: [www.cuj.ac.in](http://www.cuj.ac.in)

## **Admission Procedure for the Academic Session 2024-25**

The admission in the various programs involve three stages:

- a. Submission of application form in Common University Entrance Test (CUET) for admission in appropriate course of UG & PG programs by selecting Central University of Jharkhand as desired University of choice and taking entrance test wherever applicable.
- b. Registration followed by Counseling in Central University of Jharkhand.
- c. Offline admission

### A. APPLICATION FORM AND ENTRANCE TEST

Admission in various Integrated Undergraduate and Postgraduate programs of study for academic session 2024-25 at the Central University of Jharkhand (CUJ) will be based on the scores of Entrances Test CUET 2024 conducted by NTA. The candidates desirous to take admission in the integrated (UG - PG) and postgraduate programs in CUJ needs to appear CUET UG- 2024 and CUET PG-2024 Entrance Test.

CUET is a computer based common screening test and the candidates must follow the notification and procedures as specified by NTA and Central University of Jharkhand. The scores/marks shall be used for shortlisting the candidates for admission against the number of seats announced by the university for individual program under each category

### B. REGISTRATION AND COUNSELING

1. The prospective candidates who have opted for the admission in programs offered by the Central University of Jharkhand for the Academic Year 2024-25 and appeared in CUET-2024 entrance exams conducted by NTA, must have valid score (above cut-off, if applicable) in the relevant test papers mapped for the program.
2. Eligibility criteria <http://cuj.ac.in/admission2024.php> 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, detailed process and link for online registration are available on university website: [www.cuj.ac.in](http://www.cuj.ac.in)

3. It is the sole responsibility of the candidates to ensure and confirm their eligibility at their end for admission at CUJ as per the admission notification details available at [www.cuj.ac.in](http://www.cuj.ac.in)
4. Candidate(s) satisfying the above conditions and desirous to take admission, must participate in online registration process at <http://cuj.ac.in/admission2024.php> by paying a non-Refundable registration/counseling fee notified on the university website.
5. Registration fee once paid will not be refunded under any circumstances. The fee will be valid for registration up to three programs by each candidate. The link for online registration process shall be notified on the university website.
6. Candidate(s) is/are advised to complete the registration process within the date notified at CUJ website. The list of documents required during registration process is available at <http://cuj.ac.in/admission2024.php>
7. Candidate(s) who failed to register through online link, they shall not be considered for subsequent stages of counseling/ admission process.
8. Candidate(s) must ensure that mobile no. and e-mail ID provided by him/her are valid and are functional during counseling/admission period. The mobile no. and the e-mail ID must be his/her own or of the close family members/Guardians.
9. Candidate(s) is/are also advised to pay the fee from his/her own bank account or the bank account of close 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
10. 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.
11. After confirming the data filled in the application form, no changes will be allowed and in such cases the alteration in the application will not be considered for any selection process for admission.

12. CUJ follows reservations under all categories as per the Government of India University Grants Commission regulations on the matter, for which kindly refer reservation rules and certificate format for admission 2024 available at [www.cuj.ac.in](http://www.cuj.ac.in).
13. The process of seat allocation is an automatic process based on data provided and documents submitted during online registration by the candidates through multiple rounds of allocation followed by reservation rules and certificate format for admission 2024 available at [www.cuj.ac.in](http://www.cuj.ac.in).

### C. ADMISSION PROCEDURE

1. All admission process in Central University of Jharkhand shall be done through OFFLINE mode after completing the online registration process through the given link <http://cuj.ac.in/admission2024.php>.
2. The shortlisted candidates name shall be displayed in university website.
3. 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.
4. The category-wise merit list shall be prepared on the basis of the aggregate normalized scores or percentile obtained by the candidates in the respective paper(s) in CUET-2024 Entrance exam as per NTA after declaration of result.
5. All selection status of admission including merit list and waiting list will be displayed on the University website.
6. Candidates whose name will reflect in the merit list, they will be allowed to report physically to the University on the specified date to participate in the admission process, failing to report the admission process their candidature shall not be considered for next step.
7. After considering candidates from the merit list in the unreserved category, a separate Category wise Merit List will be prepared to highlight the number of seats reserved for each category as per the University Grant Commission regulations/ Government of India. All reservation rules will be applied to prepare the Final merit list and seat allotment.

8. Rule in case of "TIE" (where TWO or more candidates' merit score is same even in decimals), belonging to same/any Category: If two or more candidates' merit score are "TIED in Final Combined Merit List then the preference shall be given to the candidate score higher marks in "Qualifying Examination" 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.
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. Candidates who get selected in the higher preference; their names will not be listed in the lower preference merit list.
11. 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.
12. Wait List of each program will be prepared by following the same rules applied for the preparation of Merit List
13. If candidates get selected in lower (second or third) preference in the merit list, their name will be shown in the waiting list of higher preference (first or second), if they qualify so with their aggregate normalized score for the program concerned.
14. Once moved to higher preference upon activation of waiting list, the candidate will vacate the seat in the lower preference and no request for considering their seat in the lower preference will be entertained.
15. Once an offer of admission is made, the candidate(s) is/are required to complete the offline admission process including payment of admission fee on the same day or within the scheduled date(s) for that particular round of counselling/admission/allotment. The payment of admission fee shall be collected online through their same registration login portal. The candidate must submit the copy of fee payment receipt to confirm their candidanship for that program. On failure to complete the admission process including

the payment of fee within the scheduled date, the offer of admission shall be cancelled and the seat will be automatically allotted to the next candidate in merit order.

16. The candidates must bring all original documents and three sets of photo copy of the same original documents for verification.
17. If the candidates whose qualifying examination (10+2 or equivalent/ Graduation or equivalent) 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. Canvassing or influencing for admission at CUJ through any channel will lead to rejection of application / disqualification of candidateship.
19. The candidates selected for admission should submit the original Migration Certificates from the University / Institution last attended at the time of registration for admission.
20. Candidate, who is not in the position to submit the Migration Certificates at the time of admission, shall give an undertaking in the prescribed proforma to submit the same on or before stipulated time period, failing which the CUJ reserves the right to cancel the admission of such candidates.
21. 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 from their employer at the time of admission, failing which the offer of admission shall stand withdrawn/ forfeited.
22. 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 working Government hospital.
23. 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.
24. Since the Hostel facility is limited, allocation of the hostel facility will be as per the CUJ rules. The hostel allotment notice shall be notified separately by the University.
25. Admission will be cancelled/suspended at any stage in case of following cases:

- a. Candidate does not fulfil the eligibility requirements
- b. Candidate has used fraudulent means to secure admission
- c. Candidate has made false or incorrect information in the application form.
- d. 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.
- e. 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. The amount will be refund only to the bank details given at the time of registration.
- f. In case of withdrawal of admission by any admitted student the refund of fees will be as per the schedule below:

<b>Sl. No.</b>	<b>Submission/withdrawal of admission to Academic Section</b>	<b>% of Refund of Aggregate Fees*</b>
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 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. In any circumstance, if admission will take place after commencement of class, only caution money will be refunded to those student if opting cancellation/withdrawal of admission.
- d. 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.

**This is only for information and the university reserve the right to amend, without any notice, any provisions stated in this admission procedure**

  
CHAIRMAN

ADMISSION CELL