

Ref. No.: CUJ/Adm. Cell/21

12th November 2021

GENERAL INSTRUCTIONS FOR ADMISSION -2021

FOR MBA PROGRAMME THROUGH CU-CET 2021

1. All prospective Candidates/Applicants desirous to take admission in MBA program/course/subjects offered by the Central University of Jharkhand (CUJ) through valid CU-CET 2021 score, must participate in online registration and counselling process. Candidate must satisfy the following conditions:
 - a. Must have appeared in the CU-CET 2021 examination and having valid CU-CET 2021 score card in the relevant programs/course/subjects, and have score above cut-off (if applicable).
 - b. Qualifying Examination: Bachelors' Degree of minimum 3 years duration in any discipline with a minimum **50% marks or equivalent grade in aggregate for Unreserved Category (UR) and Relaxation as per GOI Norms to the reserved category Candidates.** (45% or equivalent grade in aggregate for SC/ST/OBC {non-creamy layer (NCL)}/ DAP in the qualifying examination
 - c. Must meet the eligibility criteria for admission to the concerned programs/course/subjects. Please note that it is sole responsibility of the candidate to ensure eligibility at the counselling stage. The admission of a candidate shall be cancelled if the eligibility claimed by him/her is found to be incorrect during or after the admission process.
2. Candidate(s) satisfying the above conditions and desirous to take admission, must participate in online register process at www.cuj.ac.in by paying a non-Refundable registration/counselling fee of **₹ 800.00 (for UR/OBC/EWS candidates), ₹ 400.00 (for SC/ST candidates) and ₹ 200.00 (for DAP (PwD) candidates.** The female candidates are exempted from the payment of the registration fee. **The link for online registration process: <https://cujadm21.samarth.edu.in/index.php/site/index> .**
Last date for online registration: 24th November 2021
3. Candidate(s) is/are advised to complete the registration process as per the schedule as notified on the University website.
4. Candidate(s) who has/have not registered for online counselling will not be considered for subsequent stages of counselling/ admission process.
5. 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.

6. 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
7. **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 and also subject to the verification **of uploaded relevant self-attested documents such as certificates (qualifying examination), category certificate, CU-CET 2021 score, character certificate, CLC/Migration/SLC, self-declaration and other certificates (as applicable), etc by the concerned department of the University. If submitted documents shall be found in order during verification,** the provisional merit shall be published on university website.
8. During the seat allocation process, as and when a candidate secures a seat in merit, the offer of admission will be communicated through registered E-mail. Therefore, the candidates are advised to check their registered E-mail frequently.
9. Once an offer of admission is made, the candidate(s) is/are required to complete the admission process including payment of admission fee within 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.
Note: In All the cases, the candidate will not be considered in subsequent round(s) of counselling for admission.
10. Completion of admission process requires the candidate to login to the portal, fill up necessary information, and upload the requisite documents and pay the requisite admission fee as specified by the University for Admission to respective programs/course/subjects.
11. On successful completion of the admission process, 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.
12. **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.**
13. Admission to the hostel is a separate process and the candidate is required to register separately as per the schedule notified on the website.
14. Rule for the case of "TIE" (where TWO candidates merit score is same even in decimals), belonging to any Category: If two or more candidates merit score are "TIE" in Final Combined Merit List, then the preference shall be given to the higher in "Qualified Examination Marks" among the two. If this also goes tie, than, higher in "Age"

among these two will be considered and if "Age" also goes tie than higher HSC/SSC Marks among these will be considered for admission as per combined merit list.

15. ***At any stage during the admissions process or during the study in the concerned program at CUJ, if it is found that the candidate has misrepresented, falsified or hidden relevant information, his/her candidature/admission would be summarily rejected and the candidate would have to leave the program if he/she has joined the same and NO FEES DEPOSITED WILL BE REFUNDED.***
16. Candidates are advised to visit university website for further updates.

Admission Committee - 2021