



ओड़िशा केन्द्रीय विश्वविद्यालय, कोरापुट
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 के अंतर्गत स्थापित)
Central University of Odisha, Koraput
(Established Under the Central Universities Act, 2009)

No.: CUO/Exam./CE/CUET/2023-24/07-2023/147

Date: 31.07.2023

ADMISSION PROCEDURE
(For CUET PG Programmes)

Candidates who appeared in the NTA CUET PG-2023 Tests and desirous to take admission on the PG programmes of Central University of Odisha (CUO), must follow the notification and procedures as specified by NTA (<https://cuet.nta.nic.in/>) and for more details, visit CUO website (https://cuo.ac.in/admission_2023_PG.asp?pgid=5). Aspirant candidates are advised to make themselves registered in the portal (<https://cuocuet.samarth.edu.in/pg/>) for online counselling for admission.

Important Dates:

Registration for Counselling: **04th August to 13th August 2023 (5:00 pm)**

Declaration of Provisional Merit List: **16th August 2023**

Date of Admission for Provisional Merit List: **21st August 2023**

Declaration of Provisional Waiting List: **23rd August 2023**

Date of Admission for Waiting List: **28th August 2023**

Commencement of Classes: **22nd August 2023**

The scores/marks shall be used for shortlisting the candidates for admission against the number of seats announced for individual program under each category.

1. The CUET (PG)-2023 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 the program by CUO will be strictly followed and will not be relaxed under any circumstances. Candidates must fulfil all the eligibility requirements as prescribed in each program at the time of online registration for admission at CUO. Details are available on university website: https://cuo.ac.in/admission_2023_PG.asp?pgid=5
3. It is the responsibility of the candidates to verify and confirm their eligibility for admission at CUO as per the admission notification and the University will not be able to verify their



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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 <https://cuocuet.samarth.edu.in/pg/> by paying a non-Refundable registration/counselling fee of ₹ 1000.00
5. Candidate(s) is/are advised to complete the registration process between **the dates notified at CUO website.**
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 the 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. CUO follows reservations under all categories as per the Government of India 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.



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Preparation of Merit List & waitlist/ Shortlist 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 CUO 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 (PG)-2023 Entrance exam conducted by NTA for the admission in different PG Programmes.
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 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: resolving ties will be made as per Criteria (3.6) mentioned in the e-prospectus.
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.



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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 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 / CUO 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 CUO through any channel will lead to rejection



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of application or disqualification of candidateship.

20. Candidates currently employed and selected for the admission to any full-time course of study at CUO are required to produce leaves sanction/ relieving order at the time of admission from their employer, permitting them to peruse their study at CUO for the duration of the course, failing which the offer of admission shall stand withdrawn.
21. CUO 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.
22. 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.
23. 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.
24. 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.
25. 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.



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26. 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.	30 days or less than the date of admission	Deducting Rs. 1000/- as processing fee, rest amount of Admission fee paid will be refunded
2.	More than 30 days after the 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 of time as follows:

- In normal circumstances, the refund will be completed within three months from the closing date of all admission.
- Students / Candidates are advised to carefully preserve receipts of payments and deposits for any future reference.

NOTE: Candidates are advised to visit University website (www.cuo.ac.in) regularly for more details and updates.

Sd/-
Controller of Examinations