



ओड़ीशा केंद्रीय विश्वविद्यालय
(केंद्रीय विश्वविद्यालय अधिनियम 2009 के तहत स्थापित)
Central University of Odisha
(Established Under the Central Universities Act, 2009)

Ref.: CUO/Exam./2020/160

Date: 14.10.2020

Modalities of Online Counselling cum Admission 2020-21 for MBA Programme

As mentioned in the CUO e-Prospectus (for Academic Session 2020-21) (Page-26) (available in the CUO Website) and with the approval of the Competent Authority, the steps to be followed for online counselling cum Admission 2020-21 for MBA Programme are as follows:

1. After declaration of the CUCET 2020 result, aspiring candidates who register giving his/her preference to take admission in MBA programme of CUO, should make himself/herself registered in the online counselling cum admission portal which will be available in the website: www.cuo.ac.in in Mid-October, tentatively.
2. For registration, CUCET **Hall Ticket Number** is candidate's user id and **date of birth** is password.
3. For the registered candidates, Group Discussion (GD)/ Personal Interview (PI) will be conducted. For final merit list preparation, 70% weightage will be given to CUCET score and 30% weightage will be given to Group Discussion (GD)/ Personal Interview (PI) score.
4. The date, time and online Group Discussion (GD)/ Personal Interview (PI) link will be uploaded in the website: www.cuo.ac.in, tentatively in the third week of October.
5. Merit list along with the waiting list will be uploaded under Admissions: 2020-21 Portal in the website: www.cuo.ac.in, tentatively in the third week of October.
6. In the Admissions Portal in the website, the aspiring candidate notes the following activities.
 - i. The candidate, called for provisional admission, can log-in the portal by using Hall Ticket Number as user id and date of birth as password.
 - ii. In his/her dashboard, first he/she should click on "I agree to all the terms and conditions" and proceed to the next section "Candidate Details".
 - iii. In Candidate Details, all columns can be pre-filled from the database provided by CUCET. After verification, he/she will proceed to the next section "Upload Photo and Signature".
 - iv. He/ she will upload the recent passport size photograph and signature in the section.
 - v. In the next section, he/she can upload the following documents (depending upon the eligibility criteria, the option for uploading documents will appear).
 - a. 10th Class Marks Sheet;
 - b. 10th Class Certificate;
 - c. 10+2 Marks Sheet;
 - d. 10+2 Certificate;
 - e. Graduation Marks Sheet (There will be an option that "Whether the result is published or not". If yes, upload it otherwise fill the 'undertaking form');
 - f. Graduation Certificate;
 - g. Post-Graduation Marks Sheet (There will be an option that "Whether the result is published or not". If yes, upload it, otherwise fill the 'undertaking form');
 - h. Post-Graduation Certificate;
 - i. Caste Certificate (EWS/OBC/SC/ST) (if any);
 - j. PwD Certificate (if any);
 - k. Proof of Kashmiri Migrants (if any);



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- l. Proof of wards of Ex-Servicemen or Self (if any);
 - m. CLC/ULC;
 - n. Migration Certificate;
 - o. Aadhar Card.
 - vi. After that he/she can proceed to the “Fees payment” section.
 - vii. In view of the COVID-19 situation, the University is charging a very nominal amount of **Rs. 100/-** towards online counselling registration fee. The candidate shall pay the Admission cum semester fees along with Rs. 100/- for online counselling fee through **SBI Collect** (link for payment shall be available in the admission portal) and after paying the fees, he/she will fill the details of bank transaction and upload the payment receipt.
 - viii. Finally he/she can submit the online counselling cum admission application.
7. After verification, if it is found that he/she is eligible to take admission, the University will accept the application otherwise the Application will be rejected.

8. **Tentative Admissions Schedule:**

Day-1: Publish date of CUCET result

Day-3 to 5: Registration of candidates for Group Discussion (GD)/ Personal Interview (PI)

Day-6: Verification of documents.

Day-8 to 10: Online Group Discussion (GD)/ Personal Interview (PI) will be conducted

Day-10: Upload of 1st Merit listed candidates

Day-11: Registration of 1st merit listed candidates for admission

Day-12: Verification of documents and finalisation of admission of the first merit listed candidates.

Day-12: Upload of 2nd Merit list based on vacancy after admission of 1st merit listed candidates

Day-13: Registration of 2nd merit listed candidates for online counselling and admission

Day-14: Verification of documents and finalisation of admission of the 2nd merit listed candidates.

Day-14: Upload of Waiting list based on vacancy after admission of 2nd merit listed candidates

Day-15: Registration of Waiting listed candidates for admission

Day-16: Verification of documents and finalisation of admission of the Waiting listed candidates.



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9. For Candidates whose admission is cancelled / withdrawn before 30.11.2020, the total admission cum semester fees except online counselling registration fee shall be refunded within seven days in the bank account number mentioned by the candidate during online counselling process. Thereafter, on cancellation / withdrawal of admissions up to 31.12.2020, after deduction of Rs.1000/- as processing fee, the fee collected from the candidate shall be refunded.
10. Physically Challenged (OH/HI) students shall be exempted from the payment of the tuition fee. However, Visually Challenged (VH) students shall be exempted from payment of all fees except the Caution Money.

11. Programme wise Fees to be paid:

Sr. No.	Programme Name	Online Counselling Fee (Amount in Rs.)	Admission cum Semester Fee (Amount in Rs.)	Total Fee to be paid (Amount in Rs.) (except PwD Candidates)	Total Fee to be paid by Physically Challenged (OH/HI) students (Amount in Rs.)	Total Fee to be paid by Visually Challenged (VH) students (Amount in Rs.)
1	MBA	100	12870	12970	11770	1800

12. With an undertaking, provisional admission will be given to the candidates whose qualifying exam result is awaited. As per UGC guidelines, this facility will be extended up to December 31, 2020. However, no candidate will be allowed to take admission without the caste certificate, if he/she is seeking reservation seat under that caste.

Controller of Examinations (I/C)

Copy to:

1. Prof. S. K. Palita, Dean SBCNR & Chairman, Admission Committee
2. The Registrar, for kind information
3. The Finance Officer (I/C), for kind information
4. Ps to VC for kind information of the Vice-Chancellor
5. Dr. Jyotiska Datta, Convener Website Management Committee: for taking necessary action to make it upload in the University website
6. Dr. Mahesh Kumar Panda, Social Media Champion: for taking necessary action to make it wide circulated in social media
7. The PRO: for kind information to make press release
8. Subject File