



ओड़िशा केन्द्रीय विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय अधिनियम 2009 के अंतर्गत स्थापित)

Central University of Odisha

(Established Under the Central Universities Act, 2009)

No.: CUO/Exam./CE/CUET/2024-25/06-2024/138

Date: 20.06.2024

ADMISSION PROCEDURE (For CUET PG Programmes)

1. All selection **status of admission including merit list, waiting list, not selected, will be displayed in the University website.**
2. No separate intimation letters will be sent to the candidates shortlisted for admission.
3. 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.
4. Unreserved category merit list shall be prepared based on the aggregate score/mark obtained by the candidates in CUET (PG)-2024 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 (7.6) mentioned in the prospectus 2024.
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 waitlists 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.
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



ओड़िशा केन्द्रीय विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय अधिनियम 2009 के अंतर्गत स्थापित)

Central University of Odisha

(Established Under the Central Universities Act, 2009)

- 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. 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.
 17. Registration/Application fee once paid will not be refunded under any circumstances.
 18. Canvassing or influencing for admission at CUO through any channel will lead to rejection of application or disqualification of candidateship.
 19. 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.
 20. 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.
 21. 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.
 22. 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.
 23. 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.
 24. 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.
 25. In case of withdrawal of admission by any admitted student, the refund of fees will be as per the schedule below:



ओड़िशा केन्द्रीय विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय अधिनियम 2009 के अंतर्गत स्थापित)

Central University of Odisha

(Established Under the Central Universities Act, 2009)

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. 500/- 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