

# **CENTRAL UNIVERSITY OF HARYANA**

## **REVISED-INSTRUCTIONS FOR ONLINE COUNSELLING FOR UG/PG PROGRAMMES**

**(Revised in Central Admission Advisory Committee 2019-20 Meeting held on 04.07.2019)**

1. Candidate desirous to take admission in a programme of study of Central University of Haryana must participate in online counselling. Candidate must satisfy the following conditions:-
  - i. Must have the eligibility for admission to the programme. 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.
  - ii. Must have appeared in the CUCET-2019 and have score above cut-off (if applicable).
  - iii. Must have opted (while applying for CUCET-2019) for respective programme of study of Central University of Haryana as one of the preferences.
2. Candidate satisfying the above conditions and desirous to take admission, must register for online counselling at [www.cuh.ac.in](http://www.cuh.ac.in) by paying a fee ₹ 300 (Except those belonging to SC/ST/PwD categories).
3. Candidate must ensure that mobile no and e-mail ID provided by him/her are valid and are active during counselling period. The mobile no and the e mail ID must be his/her own or of the immediate family members of the /Guardians.
4. Candidate is advised not to register with mobile number and e-mail ID of cybercafe owner or some unknown person, which may amount to communication gap. Similarly, Candidate are also advised to pay the fee from his/her own account or the account of immediate family member/guardians should not be from cybercafé owner or unknown person because the refund of fee if any arising out of cancellation or otherwise will be done in same account.
5. Candidate is advised to complete the registration process as per the schedule notified on the University website.
6. Candidate who has not registered for online counselling will not be considered for subsequent stages of admission process.
7. The last date of locking of preferences is 3rd July, 2019, failing which the preferences will be automatically locked, which may not be altered again. In case the candidate has not filled

his/her preferences, the preferences will be automatically picked by system as a default choice.

8. The process of seat allocation is an automatic process based on merit in CUCET-2019 in multiple rounds of allocation.
9. During the automatic seat allocation process, as and when a candidate secures a seat on merit, the offer of admission will be communicated as a message through registered Mobile No./ Email. Therefore, the candidates are advised to check their registered Mobile No./ Email frequently.
10. Once an offer of admission is made, the candidate is required to complete the admission process including payment of admission fee within stipulated date(s) for that particular round of counselling. Failing to complete the admission process or failing to pay fee by the stipulated date, the seat will be automatically allotted to the next candidate in the order of merit.
11. On allotment of seat in First Round following options will be available to the candidate. If seat allotted is the “first preference of the candidate he /she has only three choices”

**I.**

- i. Accept the seat and make the payment of fee
- ii. Reject the seat
- iii. Exit

**Note:-** In All the cases the candidate will not be considered in subsequent round of counselling for admission.

**II.** If the allotted seat is not the “first preference then the candidate has the following choices”

- i. **Accept** the seat allotted and pay the fee ( in case he or she is not allotted seat in next round his/her current seat shall be kept) (Note:- In this case the candidate is required to pay the fee and opt for higher preference in next Round, If you are not allotted seat in next round your current seat will be kept)
- ii. **Reject** the seat and go for Next round of counselling (In such cases the candidate will automatically forfeit the candidates claim for the lower preference then already allotted. However, the candidate name will continue to figure in courses having his/her higher preferences.).
- iii. **Exit** – Opt out of the Counselling if you have taken admission in some other University/ Institution

**Note:** A candidate, who has already taken admission, may be offered admission against higher preference in subsequent round of counselling. If he/she decides to opt for higher preference then his/her earlier admission will be cancelled automatically on allotment of higher preference and the seat vacated will filled up in the same round of counselling. He/ She has to complete the admission formalities again by paying additional amount, if any. Any refund will be dealt with after completion of the admission process. The candidate will however receive an advice note for refund.

12. 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 programmes.
13. On successful completion of the admission process, the candidate will receive the communication confirming the admission, and his/her admission shall be provisional subject to verification of the original credentials by the respective department of the University.
14. The verification of original documents will be done by the concerned department of the University on the dates(s) specified in schedule. If the candidate does not report to the University on the stipulated date his/her admission is liable to be cancelled and the vacancy arising out of non-reporting of the candidate may be declared as vacant for open / spot counselling.
15. Admission to the hostel is a separate process and the candidate is required to register separately as per the schedule notified on the website.
16. The fee entitled to be refunded shall be refunded after the completion of admission process as per the fee refund rule of the University.