



हरियाणा केंद्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF HARYANA

(NAAC ACCREDITED 'A' GRADE UNIVERSITY)

INSTRUCTIONS FOR ONLINE COUNSELLING FOR UG/PG PROGRAMMES

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: -
 - a. 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.
 - b. Must have appeared in the CUCET-2020 and have score above cut-off (if applicable).
 - c. Must have opted (while applying for CUCET-2020) 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 by paying a fee ₹ 300 (Except those belonging to SC/ST/PwD/ Women 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 /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, Candidates 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 cybercafe owner or unknown person because the refund of fee, if any, arising out of cancellation or otherwise will be remitted in the 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 **October 22, 2020**, failing which the preferences will be automatically locked, which cannot be altered. In case the candidate has not filled his/her preferences while registration, 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-2020 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. On failure to complete the admission process including the payment of fee by the stipulated date, the seat will be automatically allotted to the next candidate in order of merit.
11. On allotment of seat in First Round, following options will be available to the candidate:
 - I. If seat allotted is the “first preference of the candidate, he /she has only three choices”
 - a. Accept the seat and make the payment of fee
 - b. Reject the seat
 - c. Exit

Note: In All the cases, the candidate will not be considered in subsequent round(s) of counselling for admission.

- II. If the allotted seat is not the “first preference, then the candidate has the following choices”:
 - a. 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 the candidate is not allotted seat in next round, his/her current seat will be kept.
 - b. 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’s name will continue to figure in courses having his/her higher preferences.)
 - c. Exit – Opt out of the Counselling if you have taken admission in some other University/ Institution
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 documents will be done by the concerned department of the University.
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. A candidate, who has already taken admission, may be offered admission against higher preference in subsequent round(s) of counselling. If he/she decides to opt for higher preference then his/her earlier admission will be cancelled and 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.
17. The fee entitled to be refunded shall be refunded after the completion of admission process as per the fee refund rule of the University.
18. The admission offered shall be provisional subject to verification of all relevant documents including the result of qualifying examination, category certificate, CUCET result, character certificate, etc.
19. Department-wise verification schedule shall be notified separately.