



CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)



General Admission Policy for Integrated and Master's Programmes for the Academic Year 2023-24

1. Central University of Rajasthan will provide its online portal for admission counselling well in advance of CUET result declaration. Candidates having successfully cleared entrance tests conducted by NTA and seeking admission in their choice of programme can register themselves at CURAJ admission portal (<https://erp.curaj.ac.in/OnlineApplications/login>) for counselling.
2. **After the last date of registration, a comprehensive programme-wise and category-wise merit list, based on CUET score, will be published on the University website (<https://www.curaj.ac.in>).**
3. Keeping in view the participation of a large numbers of Universities in CUET conducted by NTA, prospective candidates may have numerous choices. In order to ensure the timely completion of the admission process and commencement of the academic session well-in-time, the University will invite all the successfully registered candidates for submission of academics fee. **(List – E.1.1)**
4. There will be a provision to inform the candidates in the List - E.1.1 to deposit academic fees within the stipulated time (fees document hyperlinked) through email and/or SMS. **This List - E.1.1 will be displayed on the university website with detailed instructions and an online link to pay the Academic Fees.** The candidate must pay the academic fees within the stipulated time as per the given instructions failing which his/her candidature shall immediately stand cancelled. Besides, it is to note that **the payment of academic fees does not guarantee admission.**
5. The list of candidates, who have deposited academic fees, (List - E.1.2) will be displayed on the university website with the details pertaining to submit the grievances, if any, at this stage (through email to admission2023@curaj.ac.in).
6. **The Departmental Admission Committees will check the eligibility of candidates who have deposited the fees (List - E.1.2). Respective Department may contact the candidate for any clarification related to his/her candidature and may also ask for the re/submission of required/missing document(s).**
7. **If any candidate is found ineligible for a particular programme during the document verification stage, his/her candidature will stand cancelled in that programmes but s/he may still be considered for admission in other programmes subject to the fulfilment of required eligibility and the given choices filled by the said candidate.**
8. From the list of candidates, who have deposited academic fees (E.1.2), seats will be offered in order of CUET merit (E.1.3). This list will be displayed on the University website. In addition to that, the waiting list (E.1.4) of the candidates, who have deposited fees but not offered admission by then, will also be displayed on the University website.
9. If a candidate stands in merit in more than one programme of preferences, s/he should pay the prescribed academic fees for the programme of highest available choice, which s/he finally decides to join. In such cases, his/her name will be deleted from the other lists. However, if a candidate accepts an admission offer for lower preference of programme, his/her candidature shall

remain open to further consideration for sliding to upward preferences in subsequent rounds. **If there is tie in CUET Score, the University Tie - breaking Policy (ANNEXURE - I) will be followed.**

10. A **Provisional Admission Offer Letter** will be issued by the respective Department.
11. **Failing to comply with the above-mentioned procedure (e.g. not paying the Academic Fees and/or not uploading the documents/undertaking/affidavit etc.) within the stipulated time frame, will result in the cancellation of admission offer and deletion of the name from the merit list. In such case, the seat shall be declared vacant and will be offered to the next eligible candidate(s) in the order of merit.**
12. Vacancies resulting due to cancellation / withdrawal will be filled from the wait list (E.1.4) following the order of merit.
13. In case of any seat(s) vacant after offering the waiting list candidates, spot admissions (online/offline) may be carried out to fill the vacant seats as per merit. Candidates are suggested to visit the University website (<https://www.curaj.ac.in>) regularly for updates. No separate information will be provided to the candidates in this regard.

14. **Seat Cancellation/Withdrawal of Candidature**

- A. Candidate will initiate the cancellation process by filing the request on Admission Portal (<https://erp.curaj.ac.in/OnlineApplications/login>).
- B. The cancellation request will be forwarded by the HoD to the office of Dean Academics on regular basis for further consideration for fees refund as per rules.
- C. Departments have to regularly (as and when any such request received) update the Central Admission Committee about the cancellation of admissions in the prescribed format.
- D. The vacancies resulting due to cancellation will be filled by the ongoing online/offline admission process till the last date.

15. **Withdrawal and Refund Policy**

- A. In case, the number of candidates depositing academic fees are more than available seats, the fees of candidates not being offered admission in any program of the University will be refunded in full, as per the University norms. (ANNEXURE –II)
- B. In case of any cancellation/withdrawal of admission by the candidate after being offered admission, the refund of academic fees will be processed as per the university guidelines. Once withdrawn from the admission process, the candidature of the withdrawer will stand cancelled for the entire admission process run by the University.
- C. The refund will be processed and transferred to the bank account, provided by the candidate at the time of cancellation request. University will not be responsible for any discrepancy in the bank account details provided by the candidate in this regard.
- D. Fees deposited shall be confirmed only after the receipt of the same into the designated bank account of the University. In case the prescribed fee amount is not successfully credited to the University bank account, the candidature of faulty depositor shall stand cancelled. **University shall not be liable for any technical glitch during the transaction.** Any queries in this regard shall not be entertained by the University.
- E. Candidates are advised to deposit fees well in time to avoid any technical glitches.
- F. **Last date of documents acceptance:** Submission of category related documents at the time of registration is mandatory. In case of the non-availability of certain documents such as qualifying degree/mark sheet, transfer/migration certificate etc., candidate is required to submit an undertaking for each with specific mention of the number of days s/he may need for submitting the same. The last date of accepting relevant document of qualifying examination is one month from the offer of admission. In the extraordinary circumstances existent beyond the control of the candidate, the Head of the concerned Department may consider relaxing the deadline based on the merit of the individual case with due information imparted to the Dean of the concerned School, Chairman, CAC (Central Admission Committee) and Dean (Academics).

16. **Spot Round Admission**

- A. If there are vacant seats available in any Department, Department Admission Committee will conduct spot admission after obtaining approval through due process.
- B. Spot admission round(s) can be conducted in offline and/or online mode.
- C. First preference will be given to those candidates, who have participated in CUET and produce the valid score card. Admission will be offered as per the merit list based on CUET score.
- D. If the vacancy continues, spot admission will be offered to those who are eligible for the concerned programme. The seat will be allotted as per the merit list prepared on the basis of marks scored in the qualifying degree.
- E. The candidates will be allowed to register only for a single programme of his/her choice.
- F. After receiving confirmation of the seat offered by the Department, the candidate has to pay academic fees immediately on the same day to lock the seat allotment, failing which the seat will be offered to the next eligible candidate in the merit list.

ANNEXURE - I

Tie - Breaking Policy for candidates having same CUET Score

In case of tie in CUET score, the following procedure will be followed in order to decide the merit:

1. Candidate who secured higher marks in qualifying degree will be offered the seat.
2. If there is tie on point number 1 (qualifying degree marks are same), the seat will be offered to the candidate who has scored more marks in the subject in which s/he is seeking admission.
3. If there is a tie in both the above cases, seat will be offered to the candidate who has scored more marks in all the preceding (relevant) degrees.
4. If still there is a tie, the candidate who is older in age will be given preference.
5. Further, if there is a tie, the decision of competent authority will be final and binding.

ANNEXURE - II

Fees Refund Rules Academic Year 2023-24

1. The University will initiate refund process only after the last date of admission.
2. 100% of fees will be refunded to those students who have submitted their academic fees but not offered the seat.
3. For those candidates who have been offered the admission and if they cancel their admission, the fee refund policy of UGC(D.O. No.F.2-71/2022(CPP-II) dated 3 July 2023) will be followed in their refund process as per the following table:

Category	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more before the formally notified last date of admission
(2)	90%	Less than 15 days before the formally notified last date of admission
(3)	80%	15 days or less after the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days after formally notified last date of admission
(5)	00%	More than 30 days after formally notified last date of admission

4. The date of cancellation request by the candidate will be considered as the date of withdrawal of admission for calculating the refund amount as per the UGC/University Fee Refund Policy.