जम्मू केंद्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JAMMU

राया-सुचानी (बागला), जिला सांबा-181143, जम्मू (जम्मू एवं कश्मीर)

Rahya –Suchani (Bagla), District Samba -181143, Jammu (Jammu & Kashmir)

Online Registration / Counseling cum Admission Procedure for Central University of Jammu

[For UG, PG and Diploma Courses]

1. Registration

- Candidates has to visit Central University of Jammu Admission Portal website and create Login credentials by entering their CUCET Application ID and Date of Birth after which an email/SMS based OTP will be sent both over email and SMS to email address and mobile number as provided by Candidate while filling up his/her Application for CUCET 2019.
- After successful registration, candidate has to login to the system with the credentials created and apply for admission to the programmes which he/she has qualified for in CUCET 2019.

Dashboard

Candidate will use his/her dashboard to monitor the status of his application, get notifications etc.

Section 1: Complete Basic Profile

- **Screen 1:** After successful login, a candidate will see their basic personal info such as name, gender, registered email, Mobile number, category etc. (which cannot be changed)
- Candidate has to upload the common certificates and files such as photograph, signature, category/community certificate etc. After completing this section Candidate's profile will be freezed.
- Candidate will not be allowed to change this further.

Section 2: Apply in Course (For each course selected)

- **Screen 1:** List of programmes offered by CU will appear on this screen. Candidate's scores and result status will be marked against each programme. Candidate will be allowed to select only those programmes in which he/she has qualified CUCET 2019. Candidate will now select the programme, one at a time and mark his eligibility against the criteria provided;

- **Screen 2:** Based upon the programme selected, the Candidate has to provide his academic details such as secondary/senior secondary examination marks, etc.
- **Screen 3:** Candidate has to upload required documents based upon his course choice.
- **Screen 4:** Now Candidate can see the Preview of the details filled by him/her.
- **Screen 5:** Candidate will be sent a confirmation code (OTP) over email and SMS which he/she will have to fill in the online application form for final submission of his application in a particular course.

Registrations will remain open for a particular number of days which will be announced once the registration process starts. All incomplete not-submitted forms will be discarded.

2. Admission

- After the closure of registration, CU Jammu will prepare programme wise admission list of candidates **from the registered candidates** and display the same on the University website (www.cujammu.ac.in)
- Candidates will be offered admission in the order of merit through a link. Upon generation of the link, the payment option will be visible to the candidate against the particular programme.
- Candidate will have option to either take admission by completing payment, or to give up his/her seat by marking his consent on his dashboard, verified by OTP, if he does not wish to take admission.

3. Course Switching and Cancellation
Candidates will be allowed to switch their programmes only after they cancel their existing admission, if any. Candidates opting out of a programme will be required to cancel their admission through their dashboard. After cancellation the candidate will be required to pay fee again for the course, and the refund for the cancelled seat shall be given to the candidate after the admission process. However incase a candidate cancels the seat and does not take admission in any of the courses of the university, the refund shall be as per the rule position.

Rules and Restrictions
- A candidate will appear in only one admission list. If a reserved category candidate appears in un-reserved category list based upon his CUCET 2019 Score, he/she will have to take admission only in un-reserved category. The candidate will not appear in any subsequent lists for any categories.
- Any reserved category candidate who does not qualify the eligibility criteria for un-reserved category will only be considered in his category only.
- If a candidate fails to pay the admission and course fee in the prescribed time period, he/she will not be granted admission.

- In the Upload section, if the candidate is EWS and OBC-NCL and fails to upload document he/she will be moved to the un-reserved category with notification.
- Candidates who have claimed any category-based relaxation in fee will not be allowed to switch their categories for admission
- Course wise education qualification check will be implemented as un-reserved candidates must secure a minimum percentage of marks; provision to offer relaxation in eligibility to reserved candidates will also be made available.

-*-*-*-