



Ref. No. 495./Academic/2024

Bilaspur, Date- .2024

**Circular**

2 AUG 2024

With reference to Admission Notice no. 558 /Admission /Academic /24, Dated-01.03.2024, CUET UG Admissions – 2024, following is notified hereby –

1. Admission Process: Steps-

Registration Fee- Rs. 250.00 for UR/OBC/EWS

Rs. 100.00 for SC/ST/PWD

**Online Registration - Offline Counselling - Online Fee submission - Online Admission**

**Online Registration Link- <http://new.ggu.ac.in> or <http://ggvcuet.samarth.edu.in> .**

2. Admissions will be given to the applicants on the basis of marks scored in CUET UG 2024 examination through Offline Counselling. Schedule will be as follows-

Activity	Dates	Reporting/Registration timings at concerned department/Time
Online Registration through Samarth Portal for Admission and Counselling	From 07.08.2024 to 16.08.2024	Candidates have to register on university website for further process of admission
Declaration of Common Merit list	21.08.2024,	05.00 PM
First Round Offline Counselling for Admissions/ Submission of Fee by candidates	29.08.2024	09.30 AM to 11.30 AM
Declaration of Second round Merit list	30.08.2024	04.00 PM
Second Round Offline Counselling for Admissions/ Submission of Fee by candidates	04.09.2024	09.30 AM to 11.30 AM
Declaration of Third round Merit list, if required	06.09.2024	04.00 PM
If required, third Round Offline Counselling for Admissions/ Submission of Fee by candidates	10.09.2024	09.30 AM to 11.30 AM

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3. HoDs through their Admission Committee will intimate the applicants about cut off marks for offline counselling and will send emails to the candidates for first round of counselling on or before **22.08.2024, 05.00 pm**. Phase wise Cut off marks will also be published on university website [www.new.ggu.ac.in](http://www.new.ggu.ac.in) by the departments.
4. Applicants interested to take admission in these programmes may participate in this offline counselling process and can report to the concerned department on scheduled dates after getting email or cut off marks on the website [www.new.ggu.ac.in](http://www.new.ggu.ac.in) with following documents (Original and one set photo copy)-
  - i. 10<sup>th</sup> /HSC Marksheet
  - ii. 12<sup>th</sup>/HSSC Marksheet
  - iii. Caste/PWD/EWS certificate, if applicable
  - iv. Gap Certificate, if applicable
  - v. CUET UG Application form
  - vi. CUET UG Score Card
  - vii. Mobile and Debit/Credit Card having sufficient balance for submission of Semester fee.(Original Transfer (TC)/Migration/Character Certificate and other relevant documents will be collected from the admitted candidates before next round of counselling, however candidates can submit their TC at the time of counselling also)  
Candidate not submitting TC at the time counselling will have to submit an undertaking stating that the TC will be submitted by him/her before the next round of counselling.
5. Head of Departments through its Admission Committee will collect the documents in support of educational qualifications (i.e. photocopies of 10<sup>th</sup>, 12<sup>th</sup> Marksheets) and caste/PWD/EWS certificate, if applicable from the candidates at time of offline counselling and will verify it with originals and check the eligibility of the candidate.
6. Mere appearance in Offline Counselling or securing a place in merit list does not entitle an applicant to be considered for confirmed admission to any discipline unless otherwise he/she fulfils the eligibility conditions with necessary supporting documents. If any applicant inadvertently allowed to give admission who otherwise does not fulfils the minimum eligibility requirements with supporting documents then his/her admission will be cancelled by the University without giving any prior notice.
7. Payment of fee can only be done online through Mobile or SWIPE Machine. Fee once submitted to the University will not be refunded to any candidate after starting of classes. However, refundable fee shall be refunded to the candidates according to the provisions of relevant Ordinances of the University.
8. After receiving photocopies of marksheets and score cards of the candidates at the time of counselling and after checking eligibility, concerned department will prepare Merit List of the candidates in a particular programme and will paste it on their notice board for information to the candidates appeared/reported for offline counselling at around 01.00 to 02.00 PM.
9. **Merit list of reported candidates will be prepared on the basis of marks scored in CUET UG 2024 Examination. However, in case of any tie in CUET Marks of applicants, higher percentage of class 12<sup>th</sup>, and then 10<sup>th</sup> class shall be considered for preparation of merit list. And if in case of further tie elder student shall be considered in merit.**

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10. **After publication of merit list, selected candidates can submit the semester fees for securing their admissions/seats on same day.** HoDs will collect the semester fees through SWIPE Machine provided by the University to the departments. In case of any technical problem or fault fees may be collected through online mode on link available on university website as **"Online Payment"** only after approval of the HoD concerned.
11. The Head of Departments will publish the list of admitted students and seats vacant after every round of admissions on university website [www.new.ggu.ac.in](http://www.new.ggu.ac.in) after getting its approval from the Dean concerned. Details of admitted students will also be entered in SAMARTH portal by the department after completion of admission process.
12. All verification and merit preparation will be done by the Admission Committee of the Department. Deans of Schools will coordinate the admission process and will give necessary approvals for admission as required at the time of counselling.

#### **Special Offline Counselling provisions-**

13. In case, some of the seats of UG programmes remain vacant on **10.09.2024** in the departments, a special offline counselling will be conducted on **13.09.2024** to fill up all such vacant seats of UG level programmes advertised through CUET UG 2024.
14. For special offline counselling, department wise vacancy list will be published on university website on **11.09.2024**.
15. Interested candidates who have appeared or not appeared in CUET UG 2024 may submit their request in a plain paper accompanied with CUET Application form (if available), CUET Score Card (if available), Photocopies of Marksheets, Caste certificate (if applicable) directly for admission to the concerned departments having vacant seats on **13.09.2024, before 11.00 AM**.
16. **Candidates who entered wrong category in their main application by mistake, can also apply to change the caste/category which they have entered in main CUET application in a plain paper to the HoD concerned and the concerned HoD may allow such change. Candidates may transfer their CUET UG application from one programme to another in this special round of counselling also.**
17. Fresh applications will also be entertained in this special counselling process against vacant seats only. Hence, candidates who have not appeared in CUET UG 2024 and are interested to take admission in GGV against the vacant seats as notified on 11.09.2024, may report to the concerned department on **13.09.2024, before 11.00 am**.
18. However, mere appearance in Offline Counselling or securing a place in merit list does not entitle an applicant to be considered for confirmed admission to any discipline unless otherwise he/she fulfils the eligibility conditions with necessary supporting documents as notified in Admission Notice CUET 2024.
19. Departments shall allow to submit request to all candidates turning up in their departments. First preference will be given to the candidates having score card in relevant CUET Subject/Test Paper, as mapped for entrance test by GGV on merit basis. After that, Department will prepare another merit list of all other candidates on the basis of marks obtained in their 12<sup>th</sup> (HSSC) classes and will allow them to take admission in a particular programme on merit basis. In case of any tie, tie break formula as mentioned above will be applied.
20. Candidates interested to take admission must report to the concerned department from 09.30 AM to 11.00 AM on **13.09.2024**.
21. Departments will notify the merit list of candidates around 01.00 to 01.30 PM and will allow them to submit fee on **13.09.2024**.

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22. No TA/DA will be paid to any candidate for participating in this process.
23. **HoDs may give admissions to the applicants on supernumerary seats (Employee Quota) on or before 13.09.2024.**
24. **Classes of UG programmes will be started from 09.09.2024.**
- For information and further necessary action by all concerned please.

By Order



Registrar (Acting)

Bilaspur, Date-

02 AUG 2024

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Endt. No. /Academic/2024

Copy to:-

1. PS to VC for information to HVC please.
2. Coordinator, IT Cell for information and for uploading on website for information to all.
3. Controller of Examination, GGV for information please.
4. All Deans/Heads/Officers, Guru Ghasidas Vishwavidyalaya, Bilaspur for information.
5. Media Incharge/PRO, GGV for information and further necessary action.
6. Finance Officer/ AR, Finance, Guru Ghasidas Vishwavidyalaya for information and to coordinate the fee collections process as mentioned above please.
7. Proctor/DSW, Guru Ghasidas Vishwavidyalaya, Bilaspur for information and further necessary action please.
8. Office Copy.



Assistant Registrar (Academic)

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