

F.No.CUSB/Acad/2-L/2025/AB929

Date: 06.06.2025

NOTICE

Consequent upon the announcement of the results of CUET (PG) – 2025 conducted by the National Testing Agency (NTA), the admission process for the Academic Year 2025–26, for 28 Postgraduate Programmes offered by the Central University of South Bihar (CUSB) has commenced with the issuance of the Admission Notification dated 21.05.2025

2. As you are aware, for the past several years, the admission process for all PG programmes has been conducted online through the **SAMARTH Portal**. Candidates who appeared in CUET and desirous to take admission at CUSB are required to register by paying the prescribed registration fee. Thereafter, considering the **sanctioned intake** of each programme and the number of applicants, the concerned **Departmental Admission Committee (DAC)** determines the **programme-wise cut-off**, which is published for the information of the applicants on the CUSB website.

3. Candidates who meet the cut-off marks determined by the Departmental Admission Committee (DAC) are then **allowed to proceed with the payment of the programme fee**. Admission is granted to eligible candidates **strictly in order of merit**, based on their **CUET (PG) 2025 scores**, subject to verification of eligibility and availability of seats.

4. With the admission process already in progress following the issuance of the Admission Notification on 21.05.2025 and the first cut-off list scheduled to be announced on **11.06.2025**, it would be appropriate to initiate the next phase of the admission procedures. Departments are therefore requested to make the necessary preparations to ensure a smooth and well-coordinated conduct of the upcoming admission rounds.

5. Accordingly, all **Heads of Departments** are requested to constitute **programme-wise Departmental Admission Committees (DACs)** comprising preferably **three to four faculty members** under intimation of the **Controller of Examinations**. These committees will oversee the admission process for their respective programmes.

6. The DACs are also requested to share the **email ID and mobile/landline number** of a designated contact person from the committee for publication on the University's website, to address programme-specific queries from the candidates.

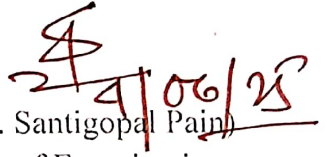
7. Upon completion of the registration process, the DACs shall verify the qualifications of the registered candidates on the **SAMARTH Portal**, as per the eligibility criteria approved by the **Board of Studies (BoS)** of the respective departments. The DACs shall then determine the **category-wise cut-off marks** for admission, taking into account the intake and available number of eligible candidates. The **USER IDs and passwords** to access the SAMARTH Portal are already available with the Heads of Departments.

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4/6/25

8. The DACs are requested to send the category-wise cut-off marks for each round of admission to the **Academic Section** at **coc@cusb.ac.in** in the prescribed format.
9. The cut-off marks received from the departments will be compiled and published by the Academic Section on the University website for information of the candidates, in accordance with the notified admission schedule (copy enclosed).
10. Since a single CUET (PG) score enables candidates to apply to multiple institutions, it has been observed in previous years that some candidates initially secure admission at one university by paying the programme fee, but later withdraw upon receiving admission offers from a more preferred institution. To address this, Departmental Admission Committees (DACs) are advised to determine cut-off marks that bring a larger number of candidates into consideration. This approach will facilitate the up-gradation of eligible candidates who have already paid the programme fee and are on the waiting list, so they can be admitted if seats become available due to cancellations. This will minimise the need to announce fresh cut-offs in subsequent rounds.
11. The Departmental Admission Committees (DACs) are advised to begin scrutinizing the applications and verifying the eligibility of candidates on the **SAMARTH Portal** at the earliest. Given the short interval between the last date of admission registration (**08.06.2025**) and the scheduled announcement of the first cut-off list (**11.06.2025**), it may become difficult to complete the verification process in time if the number of applications is large. To avoid any last-minute rush, DACs are advised to initiate the verification process proactively, even as the registration window remains open.

This issues with the approval of the Competent Authority.

  
(Dr. Santigopal Pajni)  
Controller of Examinations

Copy to:

1. The Deans of all Schools, CUSB
2. The Heads of all Departments, CUSB
3. All faculty members of CUSB
4. Vice-Chancellor's Secretariat, CUSB
5. Finance Officer, CUSB
6. PS/PA to Registrar/F.O./CoE, CUSB
7. Deputy Registrar (Acad & Exam)/Assistant Registrar (Acad & Exam), CUSB
8. System Analyst, CUSB
9. PRO, CUSB
10. Information Scientist, CUSB
11. Guard File

# CENTRAL UNIVERSITY OF SOUTH BIHAR

Name of the Department:

Name of the Programme:

Admission Round No.:

## Category-wise Cut-Off marks

Category	UR	OBC	SC	ST	EWS	PwD	CW
Cut-off							

Date of meeting of Departmental Admission Committee:

Signature

(Member of Departmental  
Admission Committee)

Signature

(Member of Departmental  
Admission Committee)

Signature

(Chairperson of Departmental  
Admission Committee)

