

ADMISSION PROCEDURE

The following procedure shall be followed for selection of the candidates for admission to various programs:

- Mere possession of the prescribed academic qualifications does not entitle a candidate for admission to the program.
- Admission will be done in **three phases** i.e.
 - **1st Round of Counselling:** 1st Merit List
 - **2nd Round of Counselling:** 2nd Merit List
 - **3rd Round of Counselling:** Physical Counselling

1st Round of Counselling (1st Merit List Generation):

- Merit List will be generated programme wise by the system based on the following:
 - Considering marks of Best five subjects in the qualifying examination
 - [Weightage](#), if any
 - Seat matrix (i.e. reservation breakup of the programme seats as per State Reservation Policy)
 - Applicants whose online document verification is completed.
 - The applicants who have submitted the admission form before the last data will only be considered in 1st Merit List.
- In case of programme having subject combinations (S1, S2, S3,S4, etc.), and if an applicant has applied for different grouping under the same programme and suppose his preference is according to order S2,S1,S3. Subsequently, depending upon the seats availability, he will be allocated seat in only one subject grouping depending on his rank and order of subject combination seat availability. For example, first check seat availability in S2, then in S1 and then in S3.
- If an applicant has applied for the same programme in three colleges (A, B, C) and suppose his preference is according to order B,C,A. Subsequently, depending upon the seats availability, he will be allocated seat in only one of the colleges in the same order B,C,A depending on his rank. - If an applicant has applied for the different programme (C1, C2, C3) in the same college and suppose his preference is according to order C2, C1, C3. Subsequently, depending upon the seats availability, he will be offered seats in all the programme subject to the availability of seats in the programme and his rank in the merit.
- If an applicant has applied for the different programme (C1, C2, C3) in different colleges (A,B,C) and suppose his preference is according to order C2-C,C1-A,C2-B, C3-B, C3-A. Subsequently, depending upon the seats availability, he will be offered seats in all distinct programme subject to the availability of seats in the programme and his rank in the merit.
- Provision of ‘**Defer**’ the allotted seat by the applicant in the 1st Merit List for reconsideration in 2nd Merit List will be provided to the applicant, subject to the condition that applicant did not get his first choice in the 1st Merit List.

2nd Round of Counselling (2nd Merit List Generation):

- The applicants who have submitted the admission form before the last data and who have not been offered any programme in first merit list will only be considered towards 2nd merit list.
- The second merit list will be generated on the same pattern of first merit list.
- If an applicant has been offered admission to a particular programme in 1st merit list and he does not take the admission i.e. he does not submit the fee during specified timelines, then he will not be considered towards second merit list, unless he chooses the option of ‘**Defer**’ Such candidates can participate in Physical Counselling subject to the availability of seats.
- If an applicant has been offered admission to a particular programme in 2nd merit list and he does not take the admission i.e. he does not submit the fee during specified timelines, then such candidates can participate in Physical Counselling subject to the availability of seats.

This Round of Counselling is not applicable for PG Admissions.

3rd Round of Counselling (Physical Counselling):

1. Please refer to physical counselling schedule on portal. Programme wise comprehensive “**Waiting List of Interested Students**” along with phone numbers will be provided to the respective colleges on daily basis in their College Login on the Admission Portal.
2. “**Waiting List of Interested Students**” shall contain all the candidates who have applied in your college in different programme irrespective of the fact that he has taken admission or not.
3. College will conduct Physical Counselling at their own level to prepare and display the Merit List thereof w.e.f. first day of Physical Counselling (daily basis, if required) as per affiliating University/Government norms. The account of filled/vacant seats (category-wise) shall be managed by colleges only during Physical Open Counselling. **State Reservation policy shall be implemented in letter and spirit.**
4. The College will **offer the seat** (i.e. enable the payment option) to the selected candidates on the admission portal – where the college will enter the registration No. and fetch the basic details & click on offer the seat/enable the fee payment option.
 1. Candidate has to pay the fee (book the seat) on the same day on which the seat is offered by the college.
 2. Candidate will be shown the list of all colleges/courses in the student login where the seat has been offered based on the merit lists displayed by colleges.

Note: The college shall ensure the eligibility checking and document verification w.r.t. the student. A declaration to this effect will be taken from the colleges that the application form along with supporting documents has been verified and the student is found eligible as per norms.

7. **Government College:** In case of booking the seat in Govt. College, applicant can make payment using online mode only. If the candidate has been allotted seat in the 1st/2nd Merit list, it will be auto-cancelled by the system (A declaration will be taken from the candidate that “*Seat allocated to me in 1st/2nd merit list will stands cancelled and I wish to book my fresh seat through physical counselling/merit list*”).
8. **Aided/Self Financing college:** In case of booking the seat in Aided/Self Finance College, applicant can make payment using online mode or offline mode.

a. In case of ONLINE Payment by the candidate:-

1. The applicant will be displayed with a following message in student login: “*You can also make the payment in cash mode (today only) at college counter to book your seat. In order to avoid from any issue, contact immediately with the college without any delay. Otherwise, you can also make the payment online from this window only*”.
2. If the candidate has been allotted seat in the 1st/2nd Merit List, it will be cancelled by the system (A declaration will be taken from the candidate that “*Seat allocated to me in merit list will stands cancelled and I wish to book my fresh seat through open counselling/merit list*”).

b. In case of OFFLINE/CASH Payment by the candidate:-

1. There will be a provision in the college login (i.e. **Physical Counselling Module**) where the concerned college will input the registration No and fetch the basic details and proceed to the offline payment option.
2. Concession option will be provided to the college on the admission portal. For e.g. if a course fee is Rs 25000, student opted to pay Rs 10000 at the time of seat confirmation, Rs 8000 concession offered by the college. Rest Rs 7000 will be treated as pending payment which student will pay later.
3. If the candidate has been allotted seat in the 1st/2nd Merit List, it will be cancelled by the system (A declaration will be taken from the college stating that “*The candidate has given consent before the college authorities that the seat allocated to me in merit List stands cancelled and the candidate wish to book fresh seat through open counselling/merit list*”).

9. The students who took admission earlier in 1st/2nd Merit List and now opted to book the seat through Physical Open Counselling, their admission from previous college/course **shall be automatically cancelled**. In this case, the refund will be initiated by the previous college as per norms where the student took admission/book seat in 1st/2nd Merit List.
10. It is pertinent to mention here that, suppose a student has booked a seat and made the payment in some college/course in Physical Counselling on first day and now, say on third day, he wants to again participate in Physical Counselling and book his seat in some other college/course, then his admission in previous college/course **shall not be automatically cancelled. In this case, the student has to physically visit in the college to get his seat cancelled in order to book the seat in new college/course.** The same scenario shall be applicable on all days during Physical Counselling.
11. Once the seat is booked by the candidate (*whether through online mode or offline mode of payment*), the receipt would be shown in the candidate’s login. Also, the status of the previous allotted seat (if any) would be shown as Cancelled. The consolidated report of the students who took the admission in Physical Counselling shall also be visible in the college login.

Note:

1. *The process of filling Sports Seats, if applicable, shall be ensured by the Colleges only during Physical Counselling as per affiliating University/State Government norms.*
2. *In no circumstances, admission without registration and submission of admission form on portal shall be allowed.*

