

GUIDELINES FOR ONLINE COUNSELING

1. FIRST, CHECK YOUR MERIT RANK TO ASSESS YOUR CHANCES OF GETTING A SEAT IN THE DESIRED SUBJECT/COURSE.
2. VISIT THE ONLINE COUNSELLING LINK / WEBSITE AND LOGIN WITH YOUR **ACKNOWLEDGEMENT NUMBER** and **Date of Birth**. YOU WILL SEE INTAKE CAPACITY AND YOUR MERIT RANK IN THE APPLIED SUBJECT/COURSE(S).
3. SET CAREFULLY YOUR PREFERENCES. 1ST PREFERENCE MEANS YOUR MOST DESIRED SUBJECT/COURSE OF ADMISSION, 2ND PREFERENCE MEANS THAT YOU WANT TO ADMIT IN 2ND DESIRED COURSE IF YOU DON'T GET A SEAT IN 1ST PREFERENCE AND 3RD PREFERENCE FOR THE SUBJECT/ COURSE IF YOU FAIL TO GET A SEAT IN 1ST & 2ND PREFERENCE.
4. CLICK ON **SUBMIT** AND SEE YOUR SELECTED PREFERENCES. IF YOU WANT TO CHANGE YOUR SELECTION, RESELECT AGAIN AND SUBMIT.
5. CLICK ON **CONFIRM**. PLEASE NOTE THAT YOU CAN'T CHANGE YOUR SELECTION AFTER CLICKING CONFIRM, SO BE CAREFUL OF YOUR SELECTION.
6. YOU WILL GET SMS OF YOUR SELECTED PREFERENCE(S) AND YOU CAN TAKE PRINT OUT OF YOUR SELECTION.

PLEASE NOTE

- GETTING A SEAT WILL DEPEND ONLY ON YOUR MERIT RANK - NOT ON YOUR PREFERENCE.
- IF YOU QUALIFY FOR A SEAT IN MORE THAN ONE COURSE, ONLY THE COURSE OF YOUR HIGHEST PREFERENCE WILL BE RESERVED FOR YOU.
- YOU DO NOT HAVE TO PAY ANY SECURITY DEPOSIT FOR SETTING YOUR PREFERENCE(S)
- CANDIDATES WHO ARE ALLOTTED A SEAT IN ANY SUBJECT/COURSE FIRST TIME IN ANY ALLOTMENT LIST, **WILL HAVE TO ADMIT AT THAT SUBJECT/COURSE, FAILING WHICH THEIR PROVISIONAL SEAT ALLOTMENT AUTOMATICALLY GET CANCELLED AND WILL NOT BE CONSIDERED FOR SUBSEQUENT ROUNDS OF SEAT ALLOTMENT.**
- IF CANDIDATES **WHO HAD ADMITTED AND GET A CHANCE IN HIGHER PREFERRED SUBJECT/COURSE AND NOW DESIRE TO ADMIT IN HIGHER PREFERRED COURSE. HE/SHE WILL HAVE TO LOCK HIGHER PREFERRED COURSE AND HIS/HER PREVIOUS ADMITTED COURSE WILL AUTOMATICALLY GET CANCELLED. HE/SHE HAS ONLY TO PAY RESIDUE AMOUNT (IF ANY).**
- IF CANDIDATES **WHO HAD ADMITTED AND GET A CHANCE IN HIGHER PREFERRED COURSE AND NOW DESIRE TO REMAIN IN PREVIOUS ADMITTED COURSE. HE/SHE WILL NOT PARTICIPATE ONLINE COUNSELING AND WILL REMAIN IN PREVIOUS ADMITTED COURSE AND WILL NOT BE CONSIDERED FOR SUBSEQUENT ROUNDS OF SEAT ALLOTMENT.**