

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 YOUR APPLIED COURSE(S) 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. **PLEASE NOTE THAT YOU CAN'T CHANGE YOUR SELECTION AFTER CLICKING SUBMIT, SO CHOOSE CAREFULLY OF YOUR SELECTION(s).**
5. CLICK ON **SUBMIT** AND TAKE PRINT OUT OF YOUR SELECTION(s).

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.**