

Important Instructions for Confirmation of seat in Round-2 (Reshuffling) MBA/MCA courses admission year 2022-23.

The seat allotment for MBA/MCA courses will be displayed on date 13/09/2022 in the candidate login, the candidate will have to click **Seat Allotment result** link in their login account and after clicking seat allotment result, if any seat is allocated the concerned candidate can download the **Provisional seat allotment letter**. The candidates who have been allotted seat in this round shall have to follow the below mentioned steps for confirmation of allotted seat and payment of token tuition fee thereof.

1. Admission confirmation period is **13/09/2022 to 16/09/2022**.
2. **If the fee mentioned is zero**, then the candidate has to press the accept button to confirm the admission. If the candidate does not wish to confirm the provisional allotment, then they may also choose to decline it.
3. The candidate has to pay the token tuition fees **as mentioned in the Pay seat acceptance fee link in his login account**. The fees is to be paid only through online payment mode using **credit card / debit card / net-banking/UPI** during the period mention above in **Instruction-1** by clicking the link **Pay seat acceptance fee**.
4. After the payment of fee via the online payment gateway within prescribed time limit, the admission of the candidate will be automatically confirmed.
5. For printing of admission letter, the candidate will need to login to his/her account and he/she will be able take a print of the provisional admission letter by clicking **Download Admission letter** under **Activity list**.
6. If the candidate fails to confirm the allotted admission within the time limit as stated above, then this allotment will be automatically cancelled. The candidate will thereafter not be eligible to get this seat in the next round of counseling, if any.
7. If the candidate belongs to scheduled caste (SC) or scheduled tribe (ST) category and is admitted in a Self-Finance Institute where the fee indicated in the **Pay seat acceptance fee** link in candidate's login account is zero (0), then the candidate **will have to submit the "Free Ship Card" at the admitted institute**. If the candidate is unable to produce the "Free Ship Card" at the admitted institute, then the candidate will need to pay the prescribed fee at the admitting institute.
8. If you want to withdraw your given admission please login into your account during stipulated time as mentioned in schedule, click on **"Admission withdrawal"** link. Enter the OTP received on your mobile and click on "Confirm Admission Withdraw" button. Your paid fee will be refunded as per prevailing rules. **Once you withdraw your Admission, you are not entitled to get same course and same institute in subsequent rounds, if any.**
9. Candidates are required to follow central / state government guidelines and protocols regarding the COVID-19 pandemic.
10. The Candidates are hereby informed to verify/ascertain the nomenclature of degree awarded by concerned Institute / University for their allotted course before the finalization of the admission by them, since the admission committee (ACPC) has no role in deciding the nomenclature of degree awarded by concerned Institute/ University.

Note:

Candidate must ensure that if they are allotted any seats in Round – 2 (Reshuffling Round) then the status of "Seat Acceptance Fees Payment" should be shown as complete before the due date i.e. 16/09/2022 and candidate should download the Provisional Admission Letter.

Admission Committee for Professional Courses