



## 1.0 Detailed Counselling and Admission Process

### 1.1 Online Registration

- There will be three rounds of counseling in the current academic year.
- In this step, all candidates declared 'eligible' on the basis of JEE-2011 results are required to register **ONLINE** through Internet (<http://www.nchm.nic.in>) from places convenient to them during the period prescribed for the first round counseling. No fresh registrations will be allowed during the 2<sup>nd</sup> and 3<sup>rd</sup> rounds of counselling.

### 1.2 Online Choice Submission Module (Candidates should submit choice of Institute and Hostel accommodation, if required):

In this step, all the registered candidates would be permitted to exercise their choices of Institutes in order of individual preferences. The candidates are also required to submit the hostel preferences against each selected choices. The procedure is detailed as given below:

- The procedure for exercising choices and seeking pertinent information is guided through appropriate messages and tabs on the computer screen.
- As per the eligibility of the candidate in terms of merit and applicable reservation criteria, choices available to the candidates comprising of list of Institutions will be displayed.
- Candidates can submit as many choices as they desire in the order of individual preference from the list of available choices.
- Candidates are permitted, if they so desire, to change or re-order their choices, delete their earlier submitted choices and add new choices any number of times till they lock their final choices.
- Once the choices are locked by the candidates, they would not be allowed to unlock them under any circumstances.

### 1.3 Mock Counselling (The whole exercise is aimed for familiarization):

- The choices submitted by the candidates would be considered for processing towards seat allotment to provide information on indicative seat that could be

offered at that point of time. If maximum number of candidates could submit their choices, the indication of the seat availability at that point of time would be tending towards actual possible choice, which the candidate could be offered.

- The indicative seat availability will be displayed at regular intervals during the mock counseling period on the NCHM website. Candidates are advised to visit the NCHM website regularly for this purpose.
- Ultimately, in the final allotment of seat, could be different from the seat indicated during the mock counseling round.

#### 1.4 Choice Locking & Printing of Locked Choices

- Candidates MUST lock their choices only after they have finalized them but, in any case, before 5.00 PM of last date of the counseling period. The process of **Locking of choices would involve entry of password and requirement of confirmation of locking of choices along with display of warning message that Choices once locked can't be unlocked. Accordingly, candidates are required to make sure that their choices are final and then only they should exercise choice locking option.**
- After the choices are locked, candidates will not be able to change their choices. A printable version of the choices along with the terms and conditions agreed by the candidates at the time of registration, is displayed once the choices are locked. Candidates must take a printout (hard copy) of the locked choices, (which also contains terms and conditions) sign it and produce it at the time of reporting to the Admission Center.
- If candidates fail to explicitly lock their choices by 5.00 PM on the last date of counseling, **their last saved choices would be automatically locked** by the system after this deadline. Candidates are therefore strongly advised to lock their choices themselves and secure a printout of these locked choices. Registered candidates who do not exercise any choices or fail to save them shall not be considered for seat allotment. Candidates can login again after locking the choices; **they can only see their locked choices but they can't be modified or altered.**

- **NOTE: 'Saving' a choice is NOT the same as 'Locking' it. A choice that is only saved but not locked can be retrieved later on and modified within the scheduled counseling period and the modified choices are required to be saved if required. The old choices or earlier modifications could be changed subsequent to latest saving of choices. But the choices, which are locked, cannot be modified or saved afresh.**

#### 1.5 Seat Allotment – General Rules

- During this step, the choices finally submitted and locked by the candidates would be processed centrally and seats are allotted in the order of merit as per AIR and also on the basis of applicable reservation criteria. The allotment result would be available on the website <http://nchm.nic.in> along with downloadable provisional allotment letter through respective candidate's web interface. There is no provision of sending **Individual allotment letters to the candidates by post.**

- Candidates who were allotted seats would have to personally report to one of the **Admission Centers for the completion of admission process during the indicated period**. In case of non-reporting by a candidate at the admission centre during the specified period of reporting, the allotted seat would be treated as cancelled and would be considered for allotment in the subsequent rounds of counseling. **Non-reporting candidates would not be considered for further rounds and would be out of admission process.**
- It is proposed to carry out seat allotment in **three rounds**. In the **first round**, all the seats would be offered to the candidates who would be allotted seats as per their merit and choices submitted. In the **second and third** rounds, seats will be allotted against the available vacancies and also the virtual vacancies (resultant vacancies on account of upgradation of choices) generated during the allotment process due to upgradations or cancellations.
- A candidate who is offered a seat under SC/ ST/ OBC category and/or PH sub-category or KM shall be considered for allotment in Open category in subsequent rounds subject to eligibility and availability of vacant seats in Open category.
- Candidates, who are withdrawing from the counseling process will not be considered for subsequent rounds of counselling for seat allotment.
- The candidates, who are withdrawing from the counseling process, their fee would be refunded as per the rules admissible.

#### **1.6 First Round of Allotment**

- The choices locked by the candidates during main counselling, will be processed centrally at the end of the first round of counseling and the seat allotment result would be published on the NCHMCT counseling website. No individual allotment letters would be sent to candidates by post.
- Candidates who got seat allotments are required to report to the Admission Centers, for taking provisional admission during specified period.
- **Candidates, who could not report within the stipulated period to the Admission Center on allotment, their allotted seat would be cancelled and they would not be considered for seat allotment in subsequent rounds.** The seats thus falling vacant would be considered for allotment in the subsequent rounds.
- ***Allotted candidates are required to report to the designated Admission Centers. Subsequent actions like seat cancellation & fee refund, the candidates are also required to report to the same Admission Center where provisional admission taken.***

#### **1.7 Remote Admission process at Admission Centres after getting seat allotment first time in any round.**

- The result of the first round of seat allotment would be displayed on the website. No individual allotment letters would be sent to the candidates by post. All the candidates who get an allotment have to report to the **Admission Centers within the stipulated period, failing which their allotted seat shall stand cancelled. Also, they would not be considered for further rounds of seat allotment.**

- Candidates are required to produce all the relevant certificates in original for verification and a signed printout of locked choices when they report to the Admission Center and also bring a single Demand Draft of **Rs. 38550/-** (Rs. 1000/- as counselling fee (non-refundable) and 1<sup>st</sup> semester fees of Rs. 37550/-) at the time of reporting. The demand draft should be drawn in favor of “**NCHM&CT, Noida**”, payable at Noida/Delhi.
- Further, candidates are required to exercise option for the participation in the subsequent rounds of the counseling. These candidates are also required to sign a declaration that in the event of allotment of a seat in the subsequent rounds, their earlier allotted seat would be automatically cancelled and the cancelled seat would be offered to the candidate next in the merit who might have sought that seat through his/her earlier submitted choices.
- In case the candidates have exercised option in the negative (for no-upgradation), they would retain earlier allotted seat and would not be considered for seat allotment in the subsequent rounds of counseling.
- A provisional admission letter, containing, seat allotment details of institute, personal data, hostel allotment, if any, fee paid and willingness option exercised for upgradation, will be issued to the candidates at the Admission Center after verification of documents and deposition of fee otherwise allotted seat will be automatically gets cancelled and candidates may be made eligible for further rounds of counselling if found suitable.
- Candidates, who get their seat allotment for the first time in any of the three rounds of allotment, will report to the Admission Centers during the respective reporting periods and not to their Allotted Institutes. Reporting by candidates at actual allotted institutions would be after the three rounds of counseling and before the start of the classes.

### 1.8 Second Round of Counselling

- No fresh registrations would be allowed.
- Eligible (as indicated below) candidates could be allowed to modify their earlier submitted choices, if they desire. Otherwise earlier submitted choices would be considered for seat allotment automatically by the system.
- **Candidates' Eligibility:**
  - **Group–I:** Registered candidates who are not allotted any seat in the first round of seat allotment. These candidates are permitted to change their earlier submitted choices through internet. In case of candidates, who are not submitting fresh choices, their choices submitted during the first round of counseling would be considered for seat allotment.
  - **Group–II:** Candidates who have been allotted a seat in the first round of counselling and on reporting their allotted seat has been cancelled due to non-fulfillment of eligibility criteria. Such candidates are eligible for fresh choice

submission through Internet. In case, candidates, who could not submit fresh choices, their choices submitted during the first round of counseling would be considered for seat allotment as per the actual category.

- **Group–III:** Candidates who have been allotted a seat in the first round of counselling and reported at the Admission centre and completed formalities of admission, and also submitted willingness for upgradation in affirmity. These candidates can modify their choices through internet or their earlier submitted choices would be considered for upgradation automatically by the system during the second round of allotment.
  - **Group–IV:** Candidates who have been allotted a seat in the first round of counselling and reported at the Admission centre and completed formalities of admission, and also submitted willingness for upgradation in negative, these candidates would not be allowed to submit fresh choices and their earlier allotted seat would be retained.
- The choices that will be submitted by these candidates (belonging to whichever group) will be processed centrally and the seat allotment result would be made available on the website.
  - Candidates of **Group – I & II**, who get a seat allotment in this round are required to report to an Admission Center for provisional admission during the specified period failing which their allotted seat would stand automatically cancelled **and these candidates would not be considered in subsequent rounds of counselling**. The reporting procedure at the Admission Center for provisional admission is given in Section 1.7.
  - Candidates of **Group – III**, may get a seat of higher preferred choice or their previously allotted seat is retained. Such candidates are not required to report for admission.
  - Candidates of **Group – IV**, their previously allotted seat shall remain unchanged. Such candidates are not required to report any admission centre.

### 1.9 Third Round of counselling

- No choice submission in 3<sup>rd</sup> round of counselling
- Only the choices of previous round will be processed in 3<sup>rd</sup> round of counselling.
- Seat allotment procedure will be as follows:

Step 1: Allotment to all eligible candidates as per initial approved process against vacancies of seats available before the start of 3<sup>rd</sup> round of allotment and other virtual vacancies get added during the allotment process (due to upgradation of seats)

Step 2: After successful completion of step 1, the vacancies available against OB-PH would be converted to OP-PH thus making all OB-PH seats to zero. Again, Step 1 would be repeated for allotment of the seats against the resultant vacancies arising due to conversion of OB-PH to OP-PH categories seats.

Step 3: After successful completion of step 2, the vacancies available against rest of the PH seats would be converted to the respective parent categories viz., OP-PH to OP, SC-PH to SC and ST-PH to ST making all respective PH seats to zero.

Step 4: Again, Step 1 would be repeated for allotment of the seats against the resultant vacancies arising due to conversion of PH to respective parent categories seats. In case, during the seat allotment process, if any PH seat gets vacant during upgradation, those seats would remain vacant in PH category itself and would not be considered for allotment.

Step 5: After successful completion of step 4, the vacancies available against OBC would be converted to the OP category viz., OBC to OP, thus making all OBC seats to zero.

Step 6: Again, Step 1 would be repeated for allotment of the seats against the resultant vacancies arising due to conversion of OBC to OP category seats. In case, during the seat allotment process, if any of the OBC seats gets vacant during upgradation those seats would remain vacant in OBC category itself and would not be considered for allotment.

#### **Hostel Seat Allotment Procedure**

The process adopted in Step 1 to Step 6 of the above would be repeated for Hostel Seat Allotment also after completion of step 6 to the final list of allotted candidates as per availability of hostel seats.

#### **1.10 Physical Reporting at Allotted Institute**

- All candidates who have taken provisional admission in round 1, 2 or 3 of seat allotments, will have to report finally at the Allotted Institution as per the schedule.
- All PIs will update online reporting status to NIC, with which Admission process will be closed.

#### **1.11 Consequences of Not Reporting to the Admission Center**

The allotment of seats to candidates who could not report within the stipulated period to the Admission Center would be cancelled and these candidates would not be considered for seat allotment in subsequent rounds.

#### **1.12 Norms for updating Candidate's personal data**

During Online Registration process, eligible candidates can update their personal information in the following ways:

- Category can be changed from (SC/ST/OBC) to Open but vice versa is not allowed.
- Sub Category (PH) can be changed from Yes to No, but vice versa is not allowed.
- Kashmiri Migrants (KM) can be changed from Yes to No, but vice versa is not allowed.

- Change of gender is permitted.
- **Any change in the candidate's name, mother's name, father's name and date of birth shall not be permitted through this interface.**

### 1.13 Withdrawal of Allotted Seats and Refund Rule

- Candidates can withdraw from counseling during the specified period and they will be entitled for refund as given in the table below:
- Candidates, who take provisional admission by reporting at an Admission Center and want to cancel their allotted seat and seek the refund of fee, will have to personally report for withdrawal and refund at the same Admission Center (where provisional admission was obtained) as per given schedule as under.
- The candidate will receive 50% of the 1<sup>st</sup> semester fee from NCHMCT after submission of their claim in writing in Admission Centre as per details given below
- An amount of Rs.1000/- towards counseling fee is not refundable.

<b>Withdrawal and Refund of fee</b>		
<b>Round</b>	<b>Duration</b>	<b>Refundable amount</b>
After 1 <sup>st</sup> round	14 <sup>th</sup> – 17 <sup>th</sup> June, 2011	Rs.20,025/- (50% of 1 <sup>st</sup> semester fee and caution money)
After 2 <sup>nd</sup> round	25 <sup>th</sup> – 28 <sup>th</sup> June, 2011 Except 26 <sup>th</sup> June, 2011	Rs.20,025/- (50% of 1 <sup>st</sup> semester fee and caution money)
After 3 <sup>rd</sup> round	Not join at Institute	Rs.2500/- (caution money only)

The fee shall be refunded through Draft within a period of 45 days from the date of commencement of the academic session.