

## Chapter 5- On-Line Counselling Procedure

### **5.1 Online Choice Filling**

- i) All the registered candidates who have paid the registration-cum-counselling fee are required to exercise their choices of University/Institute and Branch in order of their preference.
- ii) As per the eligibility of the candidate, available seat information relating to University/Institution and Branches will be displayed.
- iii) Candidates can fill in as much number of choices in the order of preference as they wish to fill, from the list of available choices.
- iv) Candidates are permitted, if they so desire, to change or re-order their choices, delete earlier choices and add new choices any number of times until they lock their final choices.

### **5.2 Choice Locking & Printing of Locked Choices**

- i) Choices filled by candidate will be locked automatically after registration period is over i.e. 12-07-2014 (Midnight). Once the choices are locked, it cannot be unlocked and hence preferences of the branches cannot be changed.
- ii) 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 candidate at the time of registration is displayed once the choices are locked.
- iii) Candidates have to take the print out of the filled choices only after closing of registration and have to submit a duly signed print out of the same at the time of admission.

### **5.3 Seat Allotment – General Rules**

- 1). During this step, the choices submitted by the candidates will be processed centrally and seats will be allotted in the order of merit as explained below on the basis of the locked choices. The allotment result will be available on the website <http://www.jacdelhi.nic.in>.

#### **2). Preparation of Merit List in respect of DTU and IGDTUW**

As per JEE (Main)-2014 All India Rank(AIR) as given by CBSE and on the basis of the locked choices. The allotment result will be available on the website <http://www.jacdelhi.nic.in>.

#### **3). Preparation of Merit list in respect of IIIT Delhi**

- i) Total marks obtained in Paper I in JEE Mains 2014, converted to base of 60
- ii) Normalized marks obtained in Class 12<sup>th</sup> or other qualifying exam as given by JEE Mains, converted to base of 40.
- iii) Bonus marks (maximum: 10), if any, as defined in **Annexure A**
- iv) The merit list will be based on the total of the above three.

**In case of a tie, the candidate with higher rank in JEE Mains 2014 as issued by CBSE shall rank higher.**

**4). Admission Fee per annum:**

Group	Admission Fee Amount
IGDTUW	Rs. 65,000/-
DTU	Rs. 75,000/-
IIIT	Rs. 90,000/- Per Semester (Remaining fee of Rs 90,000 to be paid in the month of January 2015)

- 5). Candidates who are allotted a seat first time in any round; will have to pay the admission fee as per allotted University/institute using any of the following modes within the stipulated time as per counselling schedule at **Annexure B**:
- e-challan of HDFC Bank.
  - Using Debit/Credit Card through HDFC BANK payment gateway services
- 6). **Payment of admission fee through e-Challan:** Candidates are required to download the HDFC BANK's e-challan from the same website and pay an amount as per Group I/II in any branch of HDFC Bank. After payment, candidates are required to visit the website once again and enter the e-challan payment details like transaction no., branch code & branch name, date of deposit. Candidates are also required to submit the WILLINGNESS FOR PARTICIPATION IN THE FURTHER ROUND OF COUNSELLING.
- 7). **Payment of admission fee through Debit/Credit card:** Candidate can directly click at the appropriate link for payment. System will redirect to the bank's payment gateway website and after successful payment again back to the counselling website from where it was originated. Candidates are also required to submit the WILLINGNESS FOR PARTICIPATION IN THE FURTHER ROUND OF COUNSELLING
- 8). Those candidates, who pay their admission fee as per allotted University/Institute and submitted willingness for participation for the subsequent rounds, WILL ONLY BE CONSIDERED AS SUCCESSFUL ADMITTED CANDIDATES.
- 9). **Important Note:** Candidates who get seat allotment first time in any round and who do not pay their fee as per allotted University/institute will forfeit their seat allotment automatically and will not be considered for subsequent ONLINE rounds of seat allotment. IT IS MANDATORY FOR THE CANDIDATES TO PAY THE ADMISSION FEE TO BE CONSIDERED FOR THE FURTHER ROUND OF ONLINE COUNSELLING.
- 10). **Online Provisional Admission letter** (containing seat allotment detail, fee payment detail and willingness for up-gradation) will be generated online for the candidates. Candidates must take a print out of this letter. In the subsequent rounds due to upgradation,
- In the subsequent rounds of counselling if a candidate's choice of university / institute is upgraded, he/she has to pay additional as applicable to JAC Account and report to the respective institute / university, failing which their allotted seat will be automatically cancelled and candidate will not be considered for subsequent ONLINE rounds of seat allotment. Such upgraded candidates to a new institute will have no claim, whatsoever, on the seat allotted to them earlier.**
  - If a candidate shifts from university/institute in subsequent rounds of counselling he/she will be refunded the excess amount if any, only after final round of counselling by JAC.

- 11). In the first round, all the seats will be allotted to the candidates and the result indicating the University/institution allotted will be available on the website [www.jacdelhi.nic.in](http://www.jacdelhi.nic.in). In the subsequent rounds, seats will be allotted against the available vacancies in the respective rounds, and the results will be available on the web site [www.jacdelhi.nic.in](http://www.jacdelhi.nic.in)
- 12). A candidate who is offered a seat under different reservation shall be considered for allotment in OPEN category in subsequent rounds subject to eligibility and availability of vacant seats. It is the sole responsibility of the candidate to prove his/her eligibility for claiming reservation under any of the reserved categories. The candidates under SC/ST/OBC/CW/PD/SG categories will be required to produce the original certificate of the respective reserved category issued by the competent authority (as listed in “CERTIFICATES REQUIRED” link of this website [www.jacdelhi.nic.in](http://www.jacdelhi.nic.in)) at the time of counselling. If the category certificate is not found to be in order, no benefit of the reserved category will be given and the candidate shall be considered to take admission in General Category as per eligibility and availability of the seat.
- 13). Spot round of counselling will be conducted only for DTU and IGDTUW subject to the availability of seats after 5<sup>th</sup> round of Counselling. Only those registered candidates will be eligible for Spot counseling as described in Section 5.9.

#### 5.4 First Round of Allotment

- i) The choices locked by the candidates during main counselling, will be processed centrally and the results will be available on the website.
- ii) All the candidates who get an allotment in this round will have to pay the admission fee and submit his/her willingness for participation for the subsequent rounds as described in **Section 5.3 Para 5**, failing which their allotted seat will be automatically cancelled and candidate will not be considered for subsequent ONLINE rounds of seat allotment.
- iii) Candidates are required to report as per schedule in the respective University/Institute where the seat has been allotted for the payment of admission fees and document verification.
- iv) **Based on candidate's fee payment and willingness for participation in the subsequent round, allocated seats and vacant seats will be displayed for 2<sup>nd</sup> round of counselling.**

#### 5.5 Second Round of Counselling

- 1). **No fresh registrations would be allowed in this round.**
- 2). In this round all eligible (Type-I & II as indicated below) candidates MUST visit the website as per counselling schedule. If a candidate has already exercised his/her option for freezing of allotted seat will not be considered for the further round of counselling.
- 3). **Who is eligible?: The following types of candidates are eligible**
  - (i) **Type-I:** Registered candidates who were not allotted any seats in the first round of seat allotment. These types of candidates MUST visit the website [www.jacdelhi.nic.in](http://www.jacdelhi.nic.in) as per counselling schedule.
  - (ii) **Type-II:** Candidates who were allotted a seat in the first round of counselling and paid the admission fee as desired and also submitted willingness “Yes” for participation for the further rounds.
- 4). The choices finally submitted by the candidates will be processed centrally and the results would be made available on the website [www.jacdelhi.nic.in](http://www.jacdelhi.nic.in).
- 5). Such candidates of Type – I, who get an allotment in this round, will have to pay the

admission fee and submit willingness for participation for the subsequent rounds as described in earlier section 5.4, failing which their allotted seat will be automatically cancelled and candidate will not be considered for subsequent ONLINE rounds of seat allotment.

- 6). Candidates of Type –II may get a seat of higher preferred choice or their previously allotted seat may remain unchanged.
- 7). Type-II candidates, who had exercised willingness “Yes-Upgradation for subsequent round” after round 1 seat allotment and who desire to change the willingness “No-Upgradation for subsequent round” after 2<sup>nd</sup> round of seat allotment. Such candidates can do so after login. Change of willingness from No to Yes is not allowed.

### **5.6 Third Round of counselling**

Same as Second round

### **5.7 Fourth**

Same as Third round.

### **5.8 Fifth Round (only for DTU and IGDTUW)**

Same as Fourth round

### **5.9 Spot round (only for DTU and IGDTUW subject to availability of seats)**

#### **1). ELIGIBILITY FOR SPOT ROUND**

Following candidates are eligible for SPOT round of admission provided that:

- (i) All registered candidates who have not been allotted any seat till Fifth Round of counselling.
- (ii) All registered candidates who were allotted seat in some round but did not report for admission at DTU/IGDTUW.
- (iii) All registered Candidates who have not filled any choices during registration process.
- (iv) All registered candidates who were allotted seat in some round of counselling, but seat was cancelled due to some deficiency.

#### **2). Branch allotted to the candidates in SPOT admissions shall be FINAL and will not be upgraded in any case.**

Only those registered candidates will be eligible for spot counselling who, either have not been allotted any seat during any rounds of on-line counselling or have confirmed their allotted seat by depositing the admission fee as applicable. They are required to report at respective University i.e. DTU/IGDTUW with all original documents (and one set of self-attested photocopies) as per the counselling schedule given on Annexure B of this brochure. All candidates must also bring the printed copy of provisional admission letter of JAC (if any) issued to them during on-line seat allotment rounds.

- 3). The choices filled by the candidates during earlier rounds of online counselling will not be valid for this spot round of counselling.
- 4). Allotments for the vacant seats in this round will be made on the basis of the merit and willingness of the candidates who are physically present.
- 5). All those candidates who may get fresh admission will have to deposit a Demand Draft of Rs 65000/- for admission in IGDTUW and Rs 75000/- for admission in DTU. CANDIDATE