

IMPORTANT INSTRUCTIONS AND ACTIONS TO BE TAKEN POST ALLOTMENT OF SEAT

Important instructions:

- 1) The candidate need to produce and submit the original documents during the reporting period. Photocopy of a document will not be considered.
- 2) For accepting the seat (i.e. for choosing the freeze or float option) candidate MUST visit the allotted college with all the relevant documents in original, The candidate shall strictly adhere to the schedule mentioned on the official website
- 3) **In case there is any mismatch among the submitted documents (For example, If there is a minor mismatch in your name / DOB in SSC and HSC mark sheet or any such other document), candidates need to produce and submit the affidavit clarifying the same.**
- 4) Candidate shall frequently visit and check the official website for admission related updates
- 5) **Candidate must either accept (Freeze/float) or refuse the seat, if the candidate does not take any action with respect to allotted seat; such candidate shall not be eligible for next round of online admissions. Such candidates will only be eligible for spot admission allotment rounds.**

Below are the meaning of terminologies and relevant details regarding- 'Refuse, Freeze, Float'

(a) **Refuse:** The candidate can refuse/reject the allotted seat.

Steps to refuse the allotted seat:

- To refuse the allotted seat, the candidate **is not required to visit** the allotted college.
 - Candidate can refuse the allotted college through candidate's own admission portal login
 - Such candidates are eligible for next admission rounds for options other than the refused option
 - **Those who have been allotted the first choice cannot refuse the allotted college.**
- (b) **Freeze-** Candidate accepts the offered seat and admission gets confirmed in allotted college
- *Such Candidates **will not be** considered in subsequent rounds of admission.*

(c) **Float-** Candidate accepts the offered seat and indicates that, if admission to an academic program of higher preference in any Institution is offered, they will accept it. Else, they will continue with the currently accepted academic program.

- *Such Candidates **will be** considered in the second round of admission.*
- For candidates who choose the Float option, and secure a seat of his choice of higher preference, then it would automatically result in the forfeiture of the seat accepted by the candidate in the earlier round.
- Float options will not be available to a candidate who is offered admission as per first choice.

Steps to accept the allotted seat:

- To accept the allotted seat, the candidate **MUST visit the allotted college.**
- Candidates need to take the **print out of “Provisional Allotment Letter”** from their Admission Portal Login and shall remain present in the allotted college with **original documents** within the reporting time mentioned in the admission schedule.
- The acceptance of such a candidate will be confirmed by college authorities only after checking and verifying the original documents; The documents submitted by the candidate in online application will be matched by the college authorities with the presented original documents.
- After verification of documents by the colleges related to allotment and acceptance by the college, candidate need to exercise Freeze / Float option through his own admission login. The candidate has to pay ‘**Seat acceptance fee**’ of **Rs.1000** through **Online payment ONLY.**
- The facility of seat acceptance fee payment is available in candidate’s admission portal login.
- Candidates securing admission through online admission allotment round and after completing freeze/float process, such candidates have to submit original documents and required fees to the concerned college as per the stipulated time table. If candidate fails to do so, such seats will be treated as vacant and will be filled by spot admission allotment round
- If the required documents are incomplete, the respective college will reject such admission and mention the ground for rejection of admission on college administration login