

Important Admission Guidelines

1. Candidates are advised to read the Information Brochure carefully, before applying online on the website <https://jacchd.admissions.nic.in>. The Counselling fee is to be deposited through online payment (Debit card/Credit card/Internet banking/UPI).
2. There is **no Chandigarh Quota** for institutes of Panjab University i.e. (i) University Institute of Engineering and Technology (UIET), Panjab University, Chandigarh; (ii) Dr. S. S. B. University Institute of Chemical Engineering & Technology (Dr. SSBUI CET), Panjab University, Chandigarh; (iii) University Institute of Engineering and Technology, Panjab University SSG Regional Centre, Hoshiarpur (UIET, PUSSGRC).
3. For admission to institutes under Chandigarh Administration, the admissions shall be under two categories i.e. CHANDIGARH QUOTA and OUTSIDE CHANDIGARH QUOTA. Those candidates, who have passed the qualifying examination (12th/equivalent) from schools/colleges located in the Union Territory of Chandigarh and recognized by the Chandigarh Administration, shall be considered under the **Chandigarh Quota**. All other candidates, who have passed their qualifying examination from elsewhere, shall fall under the **Outside Chandigarh Quota**. The candidate has to upload the detailed marks sheet of qualifying examination (12th/equivalent) before the last date of registration.
4. During registration process, a candidate has to provide his/ her category/ sub-category information. **The Panjab University Institutions have no reservation under OBC category.** Therefore, the candidates who have opted OBC in JEE (Main)-2024 can apply under BC category provided they fulfill the requirement of BC as per Panjab University norms, else they will be considered under General Category. **If the BC certificate does not have a mention of belonging to a non-creamy layer, then in order to be eligible for BC category, it is mandatory to submit separate certificate of belonging to non-creamy layer along with the relevant category certificate.**
5. No candidate will be considered for admission against a category for which he/she has not applied. If no mention is made about the category in his/her application, the candidate will be considered only for the General Category.
6. Every candidate should apply for the reserved category/subcategory(ies), to which he/she belongs to, in the admission form. All candidates will be firstly considered in the General Category irrespective of the fact that they have applied for admission under reserved categories. This shall be subject to the conditions that the candidates of SC/ST/PwD/BC categories fulfil the minimum eligibility requirement of General category. However, the

candidates applying in EWS category (under Tuition Fee Waiver Scheme) will firstly be considered in the EWS category and then in the General category during the seat allotment process.

7. **No separate reporting/Counselling letters shall be issued at any stage.** Candidates are advised to frequently visit the website, <https://jacchd.admissions.nic.in>, for important dates and detailed Schedule regarding online Counselling.
8. (a) Admissions will be conducted through **five rounds of online counselling**, i.e. three rounds namely first, second and third followed by one Special Round and one Spot round of counselling.
 - (b) All candidates who have (i) freshly registered for Special Round and (ii) those who have registered before first round of counselling (irrespective of their participation in previous rounds) can participate in the Special Round.
 - (c) All those candidates, who have successfully registered themselves as defined in clause 8(b) and have paid the Counselling fee by due date can participate in special and spot rounds of Counselling.
 - (d) Those candidates who have registered themselves before the special round by paying the Counselling fee, they can also participate in Spot Round of Counselling by paying ₹40,000/- (if not paid till Special Round) before choice submission in the Spot round.
 - (e) If a candidate is allotted a seat, he/she would have to pay the Seat Acceptance Fee of ₹40,000/- (Rupees Forty Thousand Only) to confirm his/her allotted seat. Further, the candidate has to submit his/her choice of willingness for upgradation (Yes Upgradation/ Freeze - No Upgradation) for the subsequent rounds of Counselling as per the schedule given on the website.
9. The candidates applying in reserved categories need to upload all supporting certificates in support of their claim. For each of the category/ sub-category(ies), the candidate is applying for, a single PDF file which may have multiple pages is to be uploaded.
10. A candidate claiming reservation in more than one sub-category(ies), would be required to upload all the supporting documents for Document Verification as per the counselling schedule mentioned on the website. **Failure to upload the document(s) of a particular sub-category, will debar the candidate from participating in that particular sub-category.**
11. The candidates applying for **various categories have to upload required documents for VERIFICATION before online counselling, as per the schedule given on the website.** Candidates are required to bring **one set of self-attested photocopies** of all supporting

documents/certificates along with original documents/certificates at the time of reporting. After the completion of verification of documents, the candidate will not be allowed to make any changes.

12. **The admission of a candidate against any category shall be provisional subject to the verification of his/her category certificates by the Document verifying Officer at the time of physical reporting and his/her admission is liable to be cancelled (under this provision), anytime, if documents are not found to be in proper order.**
13. To give financial assistance to the candidates belonging to **Economically Weaker Section (EWS)**, few seats have been earmarked in certain branches in some of the participating Institutes under Tuition fee waiver (TFW) scheme (Kindly refer to seat distribution in Chapter 5 and Chapter 6). **If a candidate is allotted a branch of his/her choice under EWS category, only then he/she is entitled for the benefits of EWS category. A candidate, even if, he/she (is eligible in EWS category, but is allotted a branch (as per his/her choices) in General Category or any other category will be required to pay full fee and all other funds as applicable for the allotted institute.**

CAUTION: The candidates desirous of applying under TFW scheme needs to be careful while filling the choice of EWS as there are two options:

- a. **With TFW**
- b. **Without TFW**

14. A candidate, who takes provisional admission and wants to cancel his/her allotment, will have to **withdraw as per the procedure and schedule given in the Section 4.13.**
15. In case, a candidate has previously secured admission in another institute / college / university and, because of this reason, is unable to produce his/her original certificates at the time of reporting/Counselling, he/she may be allowed provisional admission, provided he/she submits copies of his/her certificates attested by a Group A Gazetted officer and produces a certificate, from the competent authority on the authorized letter head of the previous institute where he/she had taken admission, mentioning that all his/her original certificates are submitted in that institution. **He/she will be required to submit his/her original certificates within 05 working days of getting provisional admission, otherwise his/her admission shall automatically stand cancelled.**
16. **A candidate, who does not deposit fee online by the due date and time specified for the purpose (See Counselling Schedule given on the Website), shall forfeit his/her seat automatically.**

17. Candidates passing their 12th or equivalent examination from Boards/Councils have to submit migration certificate from the respective Council/Board within a month from the date of provisional admission.
18. Candidates shall participate in the Counselling and report for admission at their own expenses.
19. All admissions to B.E./B.Arch./Integrated B.E.(Chemical)-MBA courses shall be **PROVISIONAL** and subject to approval by the competent authorities.
20. The admissions under NRI/Foreign Nationals category shall be conducted by Direct Admissions of Students Abroad-2024 (DASA-2024) or through office of the Dean of International Students for participating institutes under Panjab University. The aspirants are advised to refer to the respective website: <https://www.dasanit.org> and <https://dis.puchd.ac.in/>. For candidates seeking admission to UG programmes under NRI/FN Category in Participating Institutes under Panjab University, the condition of appearing in Entrance Test is waived off from the academic session 2024-25. However, after admission, the candidates have to pay fees and other charges as admissible to NRI/Foreign Nationals. Please visit <https://dis.puchd.ac.in/> for details.
21. In case of any dispute regarding admissions to B.E./B.Arch./Integrated B.E. (Chemical)-MBA courses, the decision of the JAC-2024 shall be final. The Honorable High Court of Punjab and Haryana alone will have the jurisdiction to settle and decide all matters and disputes.
22. Candidate who has not been allotted any seat up to Third round of Counselling or has registered afresh for Special Round of counselling, has to deposit ₹40,000 as advance seat acceptance fee before choice submission in the Spot Round of counselling.
23. Candidate who has withdrawn from the allotted seat before the Spot round of Counselling or who has paid advance seat acceptance fee of ₹40,000/- but has not been allotted any seat will be refunded ₹40,000/- by JAC 2024.
24. Candidate who wishes to surrender his/her allotted seat after Spot Round of counselling will be **entitled for refund as per the allotted Institute's Refund Rules** given in Chapter 5 and Chapter 6. The refund rules of different institutes shall come in force following the day when the admission gets closed.
25. **HOSTEL FACILITY:** The candidates, who want to avail hostel facilities, should contact the respective allotted institute/college on the day of physical reporting so as to apply for seat in the hostel. It may not be possible to accommodate a candidate in the hostel, if he/she does not apply for the hostel seat on the day of physical reporting and/or does not follow the prescribed

procedure for the same. The hostel allotment shall be as per rules and regulations of the institute allotted to the candidate.

Counselling and Admission Process

Total No. of Rounds : 5 (in the following order)

Regular Rounds : 3 (First, Second & Third)

Special Round : 1

Spot Round : 1

Process Flow of Various Rounds

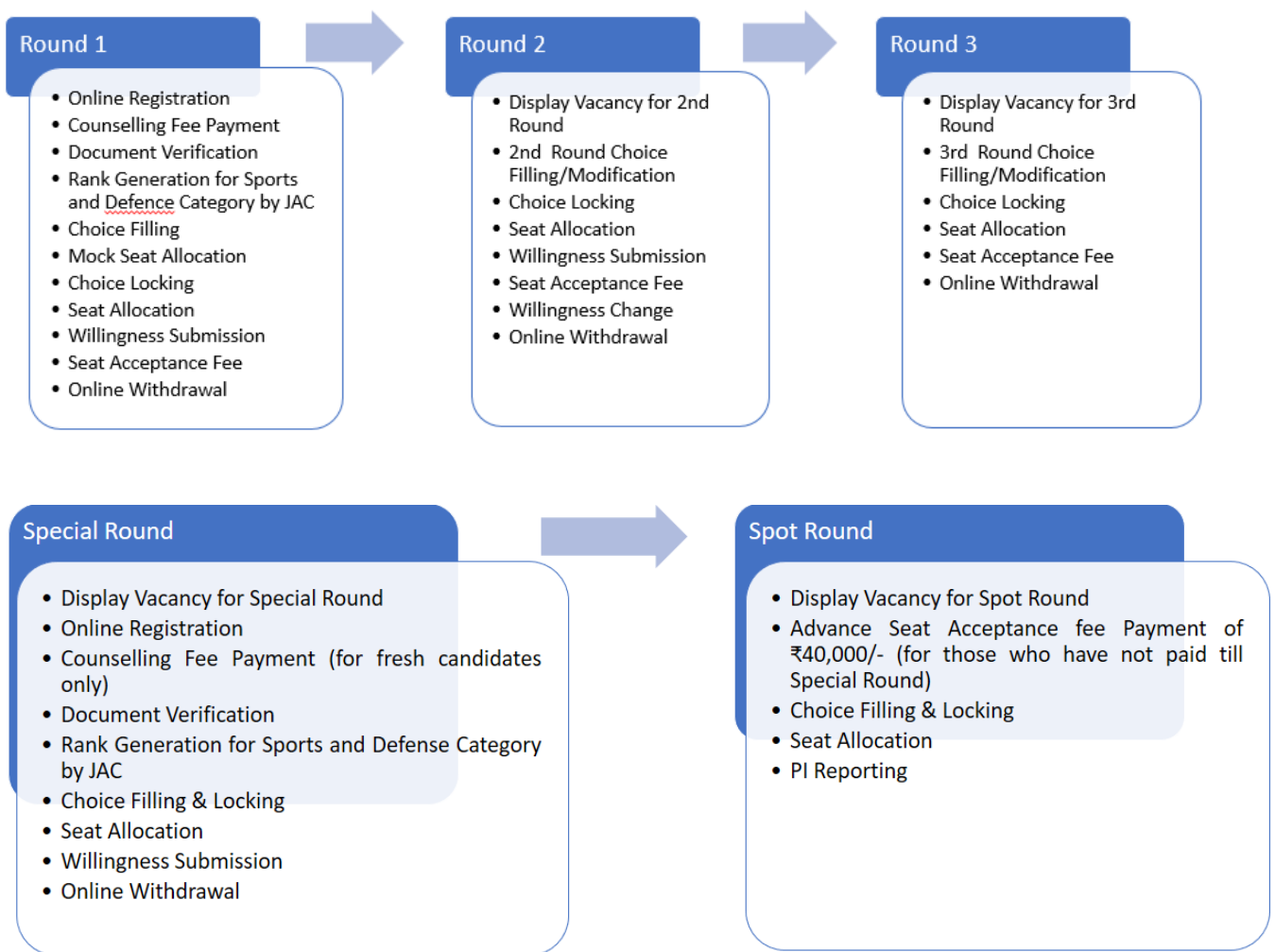


Fig: Pictorial Representation of Counselling Process

4.1 Online Registration and Payment of Counselling fee

4.1.1 All aspiring candidates, who are eligible, are required to fill Online Registration Form at <https://jacchd.admissions.nic.in> and pay the Counselling fee online.

4.1.2 Filling of Online Registration Form followed by payment of **Counselling fee** by eligible candidates shall be allowed at the beginning of the admission process and also prior to the Special Round as per the schedule displayed on the website.

4.1.3 Authentication & Login generation

4.1.3.1 **Authentication:** Eligible candidates shall authenticate themselves by providing the following four parameters-

- a. **JEE (Main 2024) Application No.**
- b. **Candidate's Name**
- c. **Mother's Name**
- d. **Date of Birth**

4.1.3.2 **Creating Login:** After successful authentication, the candidate will create his/ her login credentials [JEE Main Application No. shall be the login id, and the candidate should create a password of his own] and provide contact information (i.e., Email id and Mobile number).

4.1.4 Candidates are advised to record/remember their password for all future logins. **CONFIDENTIALITY OF THE PASSWORD IS SOLELY THE RESPONSIBILITY OF THE CANDIDATE** and all care must be taken to maintain its security. Candidates are advised not to disclose or share their password with anybody. **JAC-2024, NIC and NICSI WILL NOT BE RESPONSIBLE FOR VIOLATION OR MISUSE OF THE PASSWORD OF THE CANDIDATE.**

4.1.5 If a candidate forgets his/her password, the additional information provided by the candidate at the time of registration will be used to get the new password. Hence, every candidate must enter the required additional information as indicated in the registration form at the time of registration.

4.1.6 After successful login, the page containing his/her basic information including All India Rank will be displayed in **Read only mode**. Candidates are required to complete the following activities:

- a. All candidates are required to fill the Online Registration Form. During Form filling, candidates are required to furnish the following information and upload the relevant documents:

- i. Category (General, General-EWS, BC, SC, ST).
 - ii. Sub-category(ies) as appearing on registration form.
 - iii. Total marks obtained in various subjects of the qualifying examination (i.e. 10+2 examination) as per the eligibility criteria mentioned on Chapter 2 of Information Brochure 2024.
 - iv. Place of the school from where the candidate has appeared for the qualifying examination (Chandigarh/ Outside Chandigarh).
- b. After successful submission of registration form, the candidates are required to pay one-time **Counselling fee** (Non-Refundable) through Debit Card/ Credit Card/Internet banking /UPI.

Important Note: The counselling fee is non-refundable and is charged for conducting the counselling process.

- 4.1.8 After each Login, the candidate must logout at the end.
- 4.1.9 Only those candidates who have registered online and have made payment of Counselling fee are eligible for choice filling.
- 4.1.10 Last date for Online Registration and filling Counselling fee details before first round and Special Round of counseling will be as per the schedule given on the website.
- 4.1.11 Candidates applying under Sports and Defence Category seats must upload the scanned copies of the relevant documents (as per the formats available on website) as a single pdf file, which may have multiple pages.
- 4.1.12 All registered candidates who have also opted for any one or more reservation benefit(s) in the registration form like (**Chandigarh-Quota, SC, ST, BC, PwD, Sports, Freedom Fighter, Kashmiri Migrants/Displaced, Terrorist/Riot Victim, One Girl Child out of the only two girl children, Transgender Student, Cancer/AIDS/Thalassemia patients, Kargil Martyrs, EWS, General-EWS, Rural area, Border Area and Defence etc.**) should upload **all supporting documents** for verification, **failing which the benefit of above categories/quota will not be extended to them.** However, candidate shall be eligible for choice filling under General category (without the benefit of any reservation), subject to fulfilling the eligibility criteria (as mentioned in Chapter 2).

4.2 Document verification

Document verification of the candidate belonging to following categories/quotas along with their supporting documents and affidavits/undertakings is **Mandatory**.

- **Chandigarh Quota**
- **Scheduled Caste (SC)**
- **Scheduled Tribe (ST)**
- **General-EWS (EW)**
- **Backward Class (BC)**
- **Persons with Disability (PH)**
- **Freedom Fighter (FF)**
- **Kashmiri Migrant/Displaced Persons(KM)**
- **Terrorist/Riot Victim (RV)**
- **One Girl Child out of the only two girl children (SG)**
- **Transgender Student (TG)**
- **Cancer patient (CA)**
- **AIDS patient (AP)**
- **Thalassemia patient (TP)**
- **Kargil Martyrs (KA)**
- **Economically Weaker Section (EWS) (E1/E2)**
- **Rural area (RA)**
- **Border area (BA)**
- **Defence (D1:17-40, D2:17-37)**
- **Sports (SP)**

All registered Candidates of **General and reserved** categories, who wish to avail the benefit of any **one or more of the abovementioned categories**, should upload their category certificates for document verification before the last date as per schedule mentioned on the website.

Note: Candidates are required to upload one set of self-attested photocopies of all supporting documents/certificates/affidavits/undertakings during online registration. After document verification, candidates will not be allowed to make any changes. Failure to upload the supporting document of a particular category will debar the candidate from participating in that particular category.

For details about certificate formats and other relevant documents, which are to be uploaded for the above mentioned categories, please refer to the website <https://jacchd.admissions.nic.in> for the available formats.

IMPORTANT: Candidates, who do not upload the documents for Document Verification (because of any reason) or are found ineligible for a particular reserved category, shall not be considered for counselling in that specified reserved category(ies) and shall be considered for counselling only under the General Category.

4.3 Online Choice Filling

- 4.3.1 All registered candidates are required to submit their choices of Institute and Branch in the order of their preference.
- 4.3.2 Candidates are required to submit single set of combined choices for Engineering & Architecture streams, if they are eligible for both the streams.
- 4.3.3 Choice filling is **OPTIONAL** for those candidates who are eligible only for Architecture as per JEE (Main)-2024. Only one choice of Architecture in CCA shall be considered automatically after successful registration.
- 4.3.4 Candidates can fill in as many numbers of choices in the order of preference, as they wish to, from the list of available choices.
- 4.3.5 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 set of choices.**

4.4 MOCK Counselling

- 4.4.1 Based on the number of registered candidates who have submitted their choices at any given time, the system will be able to provide an idea of the seat that may be allotted. This indicative seat availability (**Mock Counselling**) is to help the candidates to subsequently finalize their most appropriate choice of seats.
- 4.4.2 The indicative seat availability shall be displayed once during the specified period on the website. **Candidates are advised to visit the website regularly for this purpose.**
- 4.4.3 The final allotment of seat, in the allotment rounds, may be different from the indicative seat availability.

4.5 Choice Locking & Printing of Locked Choices

- 4.5.1 Candidates **MUST** lock their choices only after they have finalized them, but in any case, **before the last date & time.** The locking of choices involves a few steps after the LOCK button is clicked. This includes re-entering the password and confirming the locking. Candidate should ensure himself/herself that he/she has followed all the steps carefully to complete the locking procedure.
- 4.5.2 After the choices are locked, candidates will not be able to change/alter 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, only, if the choices are locked following appropriate procedure.

4.5.3 If a candidate fails to explicitly lock the choices by the last date & time, **the last saved choices will be automatically locked** after the deadline. Candidates are therefore strongly advised to lock their choices themselves and also ensure to secure a printout of these locked choices.

4.5.4 Registered candidates, who do not exercise any choices in any of the three rounds and Special Round, shall not be considered for seat allotment. However, they will be eligible for Spot Round of Counselling after depositing advance seat acceptance fee of ₹40,000/-.

4.5.5 The candidate can login again to view the locked choices. However, the locked choices cannot be modified or altered.

4.6 General Seat Allotment Rules

4.6.1 During this process, the choices submitted by the candidates shall be processed centrally and seats shall be allotted. The allotment result will be published on the website and also communicated through SMS/Sandes to all successful candidates. (Please make it sure of the correct phone number is being provided during application filling step).

4.6.2 Result of seat allotment will also be accessible after login by the candidate. If a seat is allotted, then Seat Allotment details shall be displayed on the screen.

4.6.3 Candidates, who are allotted a seat for the first time **in any of the first three rounds and the Special Round of Counselling**, are required to complete the following:

- a. Pay the seat acceptance fee online (an amount of ₹40,000/-) through Debit Card/Credit Card/Internet banking/UPI as per the Counselling Schedule given on the website.
- b. Submit online the choice of **Willingness for upgradation** (Yes–Upgradation/ Freeze - No Upgradation) for the subsequent rounds of Counselling except for the Spot Round of Counselling.

Online Provisional Admission letter (containing Seat Allotment Detail, Fee Payment Detail and Willingness for upgradation) shall be generated after completion of steps (a) and (b).

4.6.4 Those candidates, whose seat acceptance fee payment status is confirmed on JAC portal in candidate's profile, will be treated as successfully reported candidates against allotted seats.

- 4.6.5 Candidates who get seat allotment first time in any of the first three rounds but subsequently **do not pay** the seat acceptance fee, their allotted seat shall get **cancelled automatically** and will not be eligible to participate in the subsequent rounds of Counselling except for the **Special and Spot Rounds of Counselling**. The participation in the Spot round of Counselling shall be allowed only after the advance payment of seat acceptance fee of ₹40,000/-.
- 4.6.6 **Candidates, who at any stage withdraw their provisional admission, shall not be considered for subsequent rounds of Counselling except for the Special and Spot Rounds of Counselling.** The participation in the Spot round of Counselling shall be allowed only after the advance payment of seat acceptance fee of ₹40,000/-.
- 4.6.7 A candidate who is offered a seat under any reserved category shall be considered for allotment in General Category in subsequent rounds subject to his/her eligibility and also the availability of vacant seats. However, the category related benefits of such candidates (except EWS) shall remain in force.
- 4.6.8 For candidates, who are also eligible in Sports or/and Defence seats, the choices related to Sports/Defence seats will be processed based on Sports/Defence Rank. The best available option shall finally be allotted to the candidate.
- 4.6.9 Candidates who are eligible in Engineering and Architecture stream are required to submit a single set of combined choices including **both** the streams. The choices related to engineering stream shall be processed based on Engineering All India Rank and choices related to Architecture Stream shall be processed based on Architecture All India Rank.

4.7 First Round of Counselling

- 4.7.1 All the choices submitted by candidates during Counselling shall be processed centrally and the results will be available on the website.
- 4.7.1.1 The successful candidate, who has been allotted a seat, is required to pay the seat acceptance fee (described in **Section 4.6.3**), **failing which the allotted seat shall automatically be cancelled and the candidate shall not be considered for subsequent rounds of Counselling except Special and Spot Rounds of Counselling.** The candidate must also submit the choice of **Willingness for upgradation** (Yes–Upgradation/ Freeze - No Upgradation) for the subsequent rounds of Counselling.

4.7.1.2 Candidates are not required to go for Physical reporting after seat allotment. Payment of fee using any one of the payment mode (Debit Card/Credit Card/ Internet banking/UPI) and online submission of willingness for the subsequent rounds will be treated as reporting against the allotted seat. **Such candidates are required to report at the allotted institute after the third Round of Counselling.**

4.7.2 Based on candidate's fee payment and willingness, admitted seats and vacant seats shall be displayed for Second Round of Counselling.

4.8 Second Round of Counselling

4.8.1 No fresh registrations would be allowed in the second round.

4.8.2 **Who is Not Eligible:** The following types of candidates are not eligible:

- a. Not paid seat acceptance fee after seat is allotted in the first round of allotment.
- b. Withdrawal after getting admission in the first round.

4.8.3 **Who is Eligible:** The following types of candidates are eligible:

- a. **Type-I:** Registered candidates who were not allotted a seat in the First round. These candidates may visit the website and modify their earlier choices (OPTIONAL) else choices submitted in the First Round shall continue to be considered in this round also.
- b. **Type-II:** Candidates who were allotted a seat in the First round of Counselling and paid the seat acceptance fee and submitted willingness "**Freeze - No Upgradation**". These candidates will not be allowed to modify their choices in the Second round. **Note: Their earlier allotted seat shall be retained in the same category or in the upgraded categories as per General Seat Allotment Rules (Section 4.6).**
- c. **Type-III:** Candidates who were allotted a seat in the First round of Counselling and paid the seat acceptance fee and submitted willingness "**Yes upgradation**". These candidates may also modify their earlier submitted choices (OPTIONAL) or their First round of choices shall be considered for Second round of seat allotment. As per their final choices, **a new seat may be allotted, or the previous seat will be retained.** If this type of candidate desires to modify their choices in this round, then it is mandatory for them to have the previous allotted option as one of the filled choices in this round, failing which the system will not allow to **Save** or **Lock** the modified choices.

IMPORTANT NOTE:

- A candidate has to fill his/her previous allotted choice (Name of the previous allotted Institute & Branch will be displayed) on the portal while filling the second round of choices. Without filling this choice, he/she will not be allowed to Save/Lock choices.
- 2nd Round of allotment is based purely on the order of choices submitted in 2nd round, failing which, 1st round of choices will be considered for upgradation in 2nd round.

4.8.4 **Seat Allotment Rules for Second Round**

4.8.4.1 The choices finally submitted by the above types of candidates (Type I, II and III) will be processed centrally and the results would be made available on the website.

4.8.4.2 **For Type–I candidates**, who get an allotment for the first time in the second round will have to pay the seat acceptance fee of ₹40,000/- and submit willingness for upgradation as described in **Section 4.6.3, failing which the allotted seat shall automatically be cancelled and the candidate shall not be considered for subsequent rounds of Counselling except Special and Spot Rounds of Counselling.**

The candidate must also submit the choice of **Willingness for upgradation** (Yes–Upgradation/ Freeze - No Upgradation) for the subsequent rounds of Counselling.

4.8.4.3 **For Type–II candidates**, their previously allotted seat remains unchanged. Their previous allotted seat will be retained in the same category or in the up-graded categories as per General Seat Allotment Rules.

4.8.4.4 **Type–III candidates** may get a seat of higher preferred choice or their previously allotted seat may remain unchanged. Such candidates need not to do any activity unless they desire a change in their willingness from **“Yes Upgradation”** to **“Freeze - No Upgradation”**.

4.8.5 **For Type-III candidates**, who had exercised willingness **“Yes Upgradation”** after First round of seat allotment but desire to change the willingness **“Freeze - No Upgradation”** after Second round of seat allotment can do so online after login. **However, change of willingness from “Freeze - No Upgradation” to “Yes Upgradation” is not allowed.**

Candidates are not required to go anywhere for physical reporting after seat allotment. Payment of fee using any one of the modes and online submission of willingness for the subsequent rounds will be treated as reporting against the allotted seat.

4.9 **Third Round of Counselling**

4.9.1 No fresh registrations would be allowed in the Third round of Counselling.

4.9.2 **Who is Not Eligible:** The following types of candidates are not eligible

- a. Not paid seat acceptance fee after seat is allotted in First/Second round of allotment.

- b. Withdrawal after getting admission in First/Second round.

4.9.3 **Who is Eligible:** The following types of candidates are eligible:

- a. **Type–I:** Registered candidates who were not allotted any seat in the First/Second round of allotment. This type of candidates may visit the website and modify their earlier choices (OPTIONAL) else choices submitted in the First/Second round will be considered in this round as well.
- b. **Type–II:** Candidates who were allotted a seat in the First/Second round of Counselling and paid the seat acceptance fee and submitted willingness “Freeze - No Upgradation”. This type of candidates will not be allowed to modify their choices in the Third round. **Note: Their earlier allotted seat will be retained in the same category or in the upgraded categories as per General Seat Allotment Rules.**
- c. **Type–III:** Candidates who were allotted a seat in the Second round of Counselling and paid the seat acceptance fee and submitted willingness “**Yes upgradation**”. This type of candidates may also modify their earlier submitted choices (OPTIONAL) or their Second round of choices will be considered for Third round of seat allotment. As per their final choices, **a new seat may be allotted or the previous seat will be retained.** If such type of candidates desire to modify their choices in this round, then it is mandatory for these candidates to have the previous allotted option as one of the filled choices in this round. In case of failure to do so, the system will not allow to **Save** or **Lock** the modified choices.

IMPORTANT NOTE: A candidate has to fill his/her previous allotted choice (Name of the previous allotted Institute & Branch will be displayed) on the portal while filling choices for the Third Round.

4.9.4 **Seat Allotment Rules for Third Round**

4.9.4.1 The choices finally submitted by above types of candidates (Type I, II and III) will be processed centrally and the results would be made available on the website.

4.9.4.2 **For Type–I candidates,** who get an allotment for the first time in Third round will have to pay the seat acceptance fee online as described in **Section 4.6.3,**

failing which the allotted seat shall automatically be cancelled and the candidate shall not be considered for subsequent rounds of Counselling except Special and Spot Rounds of Counselling. The candidate must also submit the choice of **Willingness for upgradation** (Yes–Upgradation/ Freeze - No Upgradation) for the subsequent rounds of Counselling.

- 4.9.4.3 **For Type–II candidates**, their previously allotted seat remains unchanged. Such candidates are also required to physically report to the allotted institute as per Counselling Schedule given on the website, to complete the admission process. Their previous allotted seat will be retained in the same category or in the up-graded categories as per General Seat Allotment Rules.
- 4.9.4.4 **Type–III candidates** may get a seat of higher preferred choice or their previously allotted seat may remain unchanged. Such candidates need not to do any activity unless they desire a change in their willingness from “**Yes Upgradation**” to “**Freeze - No Upgradation**”.

4.10 Physical Reporting after the Third Round of Counselling

- 4.10.1 All the candidates who have paid the seat acceptance fee after seat allotment in the First/Second/Third Round of Counselling **will have to physically report as per Counselling Schedule** given on the website, to complete the admission process and subsequently attend the classes. **Such candidates are informed that they need to make their own prior arrangements of stay for transit period so as to enable them to attend classes subsequent to Physical Reporting.**

The admission of a candidate against any category shall be provisional subject to the verification of his/her category certificates by the Document verifying Officer at the time of physical reporting and his/her admission is liable to be cancelled (under this provision) anytime if documents are not found to be in proper order.

- 4.10.2 **The allotted seat of candidates (First Round, Second Round, Third Round of Counselling) who do not report physically as per Counselling Schedule given on the website will STAND CANCELLED automatically.**

- 4.10.3 All participating institutes will update the status of Physical Reporting of the candidates. Final status of vacant seats shall be published on the website before the choice filling starts for the Special Round of Counselling.

4.11 Special Round of Counselling

- 4.11.1 Fresh registrations would be allowed before the Special Round of Counselling.

- 4.11.2 **Who is Not Eligible:** The following types of candidates are not eligible:

Candidates due to non-fulfillment of minimum academic eligibility criteria will not be allowed to participate in the Special Round of counselling.

- 4.11.3 **Who is Eligible:** The following types of candidates are eligible:

- a. **Type 1-** Fresh candidates: All those candidates who did not register in the first round of counselling or not paid the Counselling fee in main counselling shall be treated as Fresh Candidates for the Special Round of Counselling and shall be eligible for available vacant seats.
- b. **Type–II:** Registered candidates who were not allotted any seat in the First/Second/Third rounds of allotment. These types of candidates may visit the website and modify their earlier choices (OPTIONAL) else choices submitted in the First/Second/Third rounds shall be considered in this round as well.
- c. **Type–III:** Candidates who were allotted a seat in the First/Second/Third rounds of Counselling and paid the seat acceptance fee but could not physically report at the allotted institute after third round of counselling. These type of candidates shall be allowed to modify their choices in the Special Round of Counselling.
- d. **Type–IV:** Candidates who were allotted a seat in the First/Second /Third round of Counselling and paid the seat acceptance fee and physically reported at the allotted institute after third round of counselling. This type of candidates can also modify their earlier submitted choices for the Special Round of seat allotment.

As per their final choices, **a new seat may be allotted or the previous seat will be retained.** It is mandatory for these candidates to have the previous allotted option as one of the filled choices in this round. In case of failure to do so, the system will not allow to **Save** or **Lock** the modified choices.

IMPORTANT NOTE: A candidate has to fill his/her previous allotted choice (Name of the previous allotted Institute & Branch will be displayed) on the portal while filling choices for the Special Round.

- e. **Type–V:** Candidates who have given their withdrawal during any previous rounds of Counselling are also eligible for the Special Round of Counselling against the available Vacant Seats. **All these candidates need to mandatorily fill fresh choices for seat allotment.**
- f. **Type–VI:** Candidates who have not paid the seat acceptance fees during any of the previous rounds or did not save their choices during any of the previous rounds or whose allotted seat was cancelled due to incorrect information provided by the candidates are also eligible for the Special Round of Counselling against the available Vacant Seats. **All these candidates need to mandatorily fill fresh choices for seat allotment.**

4.11.4 **Seat Allotment Rules for the Special Round**

The choices finally submitted by above types of candidates (Type I, II, III, IV, V and VI) will be processed centrally and the results would be made available on the website.

4.12 **Spot Round of Counselling**

- 4.12.1 All registered candidates who have paid Counselling fee, irrespective of whether any seat is allotted or not, upto the Special Round of Counselling, are eligible for the Spot Round of Counselling against the available vacant seats.
- 4.12.2 For participation in the Spot Round of Counselling, the candidate must **pay ₹40,000/- as advance seat acceptance fee** prior to seat allotment. If a seat is allotted, the fee of ₹40,000/- shall not be refunded. If a seat is not allotted, this fee will be fully refunded.
- 4.12.3 Those candidates, who are admitted and do not wish to participate in the Spot Round of Counselling, will not be considered for seat allocation. **However, he/she will be considered for category up-gradation. Their earlier admitted seat after Special Round will be retained in the same branch and in the same institute. This category upgradation will not be applicable for candidates who have been allotted a branch under the EWS category under Tuition Fee Waiver Scheme.**
- 4.12.4 **Who is Not Eligible:** The following types of candidates are not eligible:

Candidates due to non-fulfillment of minimum academic eligibility criteria will not be allowed to participate in Spot Round of counselling.

4.12.5 **Who is Eligible:** The following types of candidates are eligible:

a) **Type I- Registered but NOT allotted any seat:** All registered candidates who have paid Counselling fee are eligible in the Spot Round of counselling. There are two types of candidates:

(i) Who have already paid the Seat Acceptance Fee of ₹40,000/-. Such candidates are not required to pay any fee in the Spot Round.

(ii) Who have NOT paid the Seat Acceptance Fee of ₹40,000/-. Such candidates are required to pay the same in advance for participation in the Spot Round.

b) **Type II- Provisionally Admitted Candidates:** All registered candidates who have paid Counselling fee as well as seat acceptance fee upto Special Round of Counselling are eligible in the Spot Round of counselling. Such candidates are not required to pay any other fee in the Spot Round.

4.12.6 Vacancy due to withdrawal by candidates after the Special Round, shall be compiled and published on the website. All vacancies, inclusive of the new ones (i.e. those created while running the Spot Round seat allotment process), would be considered for the seat allotment.

4.12.7 **Choice Filling and Seat Allotment**

4.12.7.1 Candidates who have **not paid the fee of ₹40,000/-** in the Special Round are required to pay **advance seat acceptance fee** of ₹40,000/- online using Debit card/Credit card/ Internet banking/UPI prior to Choice filling. **If a seat is allotted, this fee will NOT be refunded. If a seat is not allotted, this fee will be FULLY refunded.**

4.12.7.2 **Fresh choice submission for all those candidates who want to participate in Spot Round is mandatory.** Earlier filled choices (if any) of the candidates will be treated as null & void and will not be considered for seat allotment for Spot Round of Counselling.

4.12.7.3 Candidates who are admitted and have reported physically are not required to pay any additional amount before choice filling for Spot Round of Counselling.

During choice submission, all the choices will be shown to the candidate irrespective of whether the actual seat is available or not (including finally admitted seat) because during processing few new vacancies may arise. In this round as per the fresh choice(s), seat will be allotted. If a seat is not available according to the candidate's choice, his/her earlier admitted seat after the Special Round will be retained.

- 4.12.8 The successfully allotted candidates have to report directly to the freshly allotted institute as per the Counselling Schedule and complete the admission formalities.

IMPORTANT NOTE: Fresh choice submission for all those candidates who want to participate in Spot Round is mandatory. During filling of choices, the candidate has to fill his/her previous allotted choice, if any (i.e., Name of the previous allotted Institute & Branch will be displayed). Without filling this choice, he/she will not be allowed to Save/Lock choices. Spot Round of allotment is based purely on the order of choices submitted freshly for participation in the Spot Round.

4.13 Withdrawal of Allotted Seat and Refund of Fee

4.13.1 The candidates, who are provisionally admitted after paying the seat acceptance fee of ₹40,000/- and want to withdraw their allotment before the Spot Round, must do ONLY through the admission portal as per the schedule given on the website.

4.13.2 The candidates have to login using their login credentials and initiate online withdrawal request. They are also required to submit bank details (in Capital letter) for refund of fee like Bank Name, Branch Name, IFSC Code, Account No and Name of the Account Holder. There should be no discrepancy while submitting the bank details. JAC 2024 will not be held responsible for any such lapses. Candidates have to agree with the online declaration that after withdrawal operation, their currently allotted seat will be cancelled and they will not be participating in the subsequent rounds of counselling. However, such candidates may participate in the Special/Spot Round of counselling.

4.13.3 To verify the request of the candidate, an OTP will be sent to the candidate on the registered mobile number. After verification of OTP, withdrawal will be done successfully in the system.

4.13.4 **Seat acceptance fee will be refunded only to those candidates who withdraw their seat before the Spot Round or those who have not been allotted any seat in the Spot Round by JAC-2024 after completion of Spot Round of counselling.**

NOTE: The seat withdrawal request shall be processed, if and only if, it is communicated through the admission portal. The JAC-2024 shall not be held responsible for not accepting the seat withdrawal request and subsequent refund of the seat acceptance fee through any other means such as phone/e-mail.

4.14 Physical Reporting at the Allotted Institute and Document Verification

All provisionally admitted candidates of (1st /2nd /3rd/ Special/Spot round) are required to physically report at the final allotted Institute as per the Counselling Schedule given on website, for final Document verification and subsequently attending the classes. **All candidates will submit self-attested photocopies of the documents (Kindly visit the website for the available formats) at the time of reporting.**

For the guidance of the candidates, the formats of some of the required certificates/affidavits/undertakings are given on the website. Original certificates supporting the claim for a category, as prescribed, should be signed by the authorities mentioned therein, under the legal and legible seal of the office.

The admission of a candidate against any category shall be provisional subject to the verification of his/her category certificates by the Document verifying Officer at the time of physical reporting and his/her admission is liable to be cancelled (under this provision) anytime if documents are not in proper order.

4.15 Refund of Fee

- a. **Kindly note that the Counselling fee is NON-REFUNDABLE.**
- b. Candidates who had applied for withdrawal of allotted seat as per schedule given on the website and those who had deposited advance seat acceptance fee of ₹40,000/- before the Spot Round but could not be allotted any seat, will be refunded the fee after Spot Round of Counselling by JAC-2024.
- c. If a student, after being granted admission, pays the seat acceptance fee but does not

physically report at the institute on the prescribed date, withdraws his admission and applies for a refund **before the Spot round of counselling**, the entire fee paid by him/her shall be refunded by JAC – 2024.

- d. All refund cases before the Spot round of counselling will be made by Chairman, JAC-2024 and accordingly, the student who wants to withdraw should do so only and strictly through the admission portal.
- e. **Request for withdrawal through e-mail/Phone is strictly prohibited.**
- f. Refund of fee, in the above cases, shall be made after the completion of **Spot round of counselling** in applicable cases.
- g. A student who withdraws his/her seat **after the Spot round of counselling**, will be given refund by the institute in which he/she got admitted and will be as per the institute's rules. The candidate has to submit request for refund to his/her allotted institute.