

Guidelines to be followed in the Online Counselling process for admission to the Diploma in Engineering and Technology for the session 2024-25

Accept Allotment of seat:

1. The eligible candidates who get the seat allotment must accept it through the portal.
2. If no seat is allotted, the eligible candidates will automatically be considered in the next counselling.
3. If a candidate does not accept an allotted seat within the specified time period as mentioned in the schedule, his/her candidature will be forfeited from the entire admission process and will be omitted from the entire counselling process as well.
4. If a candidate wishes to exit from the counselling process he may do so by selecting the appropriate option, in that case, his/her candidature will be forfeited for the entire counselling process.

Report to the institute:

5. The candidates must visit the allotted institutions with the required documents for physical verification. Institutions will check and verify their documents physically. Any document deemed ineligible may be rejected by the institution, and the candidature may be forfeited from the entire admission process.
6. If a candidate accepts the allotted seat but does not report at the institution for document verification and admission within the specified time, his/her candidature will be forfeited from the entire admission process.

Admission & Fee payment:

7. The candidates have to visit the allotted institutions with the required documents for physical verification only on the 1st allotment.
8. The candidates must pay the below-mentioned admission fees at the time of Document Verification at the institute where they get the 1st seat allotment.
 - i. Rs **4700 (Four Thousand Seven Hundred)** for all candidates except for Tuition Fee Waiver (TFW) category excluding examination fees, hostel rent and mess dues.
 - ii. Rs **4200 (Four Thousand Two Hundred)** for TFW candidates excluding examination fees, hostel rent and mess dues.
9. Candidates who choose a better option won't have to pay the admission fee each time they are allotted a seat. They will have to pay the institute 10% of the total fee amount when they finally freeze their seats and take admission.
10. Document Verification will be done at the institute level at the time of admission. The checklist of documents for document verification is mentioned in **Annexure – I**
11. If the data entered in the online portal do not match during physical verification with original documents, then his/her candidature will be rejected for that round. The competent authority will do the correction of the data of the candidate. It may be considered for the next rounds with corrected data if the candidate fulfils the eligibility criteria.
12. The hostel and mess expenses will be collected at the institute level after the allotment of the hostel to the candidates as per prescribed rates/guidelines.
13. There may be spot counselling only in those institutes where vacancy arises after online counselling is over. The respective institutes will fill the vacant seats according to their caste and category on a first-come, first-serve basis.

Annexure-I

Candidates will have to produce for verification the following documents in original at the time of admission and submit the self-attested photocopies of the same along with 5 (Five) recent passport-size photographs with their signature.

DOCUMENTS REQUIRED FOR ALL CANDIDATES:

1	AGE PROOF	H.S.L.C. OR ITS EQUIVALENT EXAMINATION ADMIT CARD/MARKSHEET.
2	QUALIFYING EXAMINATION MARK SHEET	H.S.L.C OR ITS EQUIVALENT EXAMINATION MARK SHEET
3	PERMANENT RESIDENT CERTIFICATE	PERMANENT RESIDENT CERTIFICATE OF ASSAM [PRC] FOR THE CENTRAL GOVERNMENT EMPLOYEES QUOTA PLEASE FOLLOW THE INSTRUCTION OF THE C.G.E. QUOTA
4	ALLOTMENT PROOF	PRINTOUT OF THE SCREENSHOT OF ALLOTMENT FROM THE WEBSITE

IN ADDITION TO THE ABOVE THE OTHER DOCUMENTS ARE REQUIRED AGAINST THE BELOW-MENTIONED CASTE/ CATEGORY AS FOLLOWS:

1.	SC/ST[P]/ ST[H]	CASTE CERTIFICATE
2.	OBC/MOBC [NON-CREAMY LAYER]	CASTE CERTIFICATE ALONG WITH NON-CREAMY LAYER CERTIFICATE [NCL],
3	TGLC/EX-TGLC/KOCH-RAJBANSHI/ CHUTIA/TAI-AHOM [NON-CREAMY LAYER]	CASTE CERTIFICATE ALONG WITH NON-CREAMY LAYER CERTIFICATE [NCL], Annexure 1.
4	MORAN/MOTAK COMMUNITY CASTE CERTIFICATE ALONG WITH NON-CREAMY LAYER CERTIFICATE [NCL]	CASTE CERTIFICATE MENTIONING THE COMMUNITY AS MORAN ALONG WITH NON-CREAMY LAYER CERTIFICATE [NCL]
5	GRANDSON/GRAND-DAUGHTER OF FREEDOM FIGHTER	1. A. FREEDOM FIGHTER CERTIFICATE FROM THE PRINCIPAL PRIVATE SECRETARY TO THE CHIEF MINISTER, ASSAM. B. FREEDOM FIGHTER CERTIFICATE FROM HOME AND POLITICAL DEPARTMENT. 2. 2. RELATIONSHIP CERTIFICATE FROM CONCERNED DEPUTY COMMISSIONER.
6	SON/DAUGHTER OF RETIRED DEFENSE PERSON	CERTIFICATE FROM THE DIRECTOR, RAJYIK SAINIK BOARD, ASSAM
7	SON/DAUGHTER OF CENTRAL GOVERNMENT EMPLOYEES	1. PERMANENT RESIDENT CERTIFICATE REQUIRED FROM THE

		CONCERNED STATE AUTHORITIES OUTSIDE ASSAM. 2. CERTIFICATE REGARDING THE SERVICE OF FATHER/MOTHER FROM THE CONCERNED AUTHORITY LOCATED IN ASSAM [ANNEXURE-II]
8	PERSONS WITH DISABILITIES [PwD]	IDENTITY CARD FOR DIFFERENTLY ABLED ISSUED BY THE SOCIAL WELFARE DEPARTMENT
9	ECONOMICALLY WEAKER SECTIONS [EWS]	VALID EWS CERTIFICATE
10	TUITION FEE WAIVER [TFW]	ANNUAL INCOME CERTIFICATE ISSUED BY THE AUTHORITY NOT BELOW THE RANK OF REVENUE CIRCLE OFFICER.
11	T.S.L.C CANDIDATE	CERTIFICATE AND MARK SHEET ISSUED BY SCTE, ASSAM

Upgradation of seat:

1. Candidates who have secured admission but still wish to participate in the subsequent round of counselling to find a better choice based on their choice filling orders can do so through the portal.
2. The candidate does not have to visit personally for document verification where he or she gets a new allotment under upgradation after getting verified with confirmed status in the institution where the candidate was allotted at first, since, the documents have already been examined by the institution where he or she was allotted first and marked as "Verified" on the portal. The next institution can retrieve the documents from the portal itself.
3. If a candidate has been verified on a provisional basis and got allotment in another institute per the chosen preferences as a better option, the candidate must visit the new institute to verify any discrepant documents. However, until the discrepant documents are verified, his/her verification will continue to be provisional.
4. If a candidate gets an allotment after opting for better options in another institution and accepts the allotment accordingly, the previous allotment will be cancelled automatically on receipt of the verification confirmation from the new institution. The candidate need not have to pay the fee again.

Updating/modification of choice filing:

1. Candidates who haven't yet received an allocation, who haven't frozen their seats, or whose applications haven't been rejected for any reason

will have the scope to edit or revise their preferences at the end of the 2nd round of counselling as per the schedule.

2. Candidates whose choice filling has been modified or edited the updated preferences will be taken into consideration for subsequent rounds of counselling and those whose choices have not been modified will be treated as the prior one.