

## **Important Instructions for Confirmation of seat in Round-1 for MBA/MCA courses admission year 2024-25.**

The seat allotment for MBA/MCA courses will be displayed on Dt:16/08/2024 in the candidate login, the candidate will have to click **Seat Allotment result** link in their login account and after clicking seat allotment result, if any seat is allocated the concerned candidate can see the **Provisional allotted institute**. The candidates who have been allotted seat in this round shall have to follow the below mentioned steps for confirmation of allotted seat and payment of token tuition fee thereof.

- 1. Admission confirmation period is Dt:16/08/2024 to Dt:20/08/2024.**
- 2. If the fee mentioned is zero**, then the candidate has to press the **“ACCEPT”** button to Confirm the admission. If the candidate does not wish to confirm the provisional allotment, then they may also choose to decline it.
- 3. The candidate has to pay the token tuition fees as mentioned in the Pay seat acceptance fee in his login account.** The fees is to be paid only through online payment mode using **credit card / debit card / net-banking/UPI** during the period mention above in **Instruction-1** by clicking the link **Pay seat acceptance fee**. After paying seat acceptance fees as per mention in your seat allotment letter, your admission will be confirm.
- 4. After the payment of fee via the online payment gateway between Dt:16/08/2024 to Dt:20/08/2024**, the admission of the candidate will be automatically confirmed.
- 5. For printing of provisional admission letter**, the candidate will need to login to his/her account after fess payment and he/she will be able take a print of the provisional admission letter by clicking **Download Admission letter**.
- 6. If the candidate fails to confirm the allotted admission within the time limit as stated above**, then this allotment will be automatically cancelled. The candidate will thereafter not be eligible to get this seat in the next (reshuffling) round of counseling, if any.
- 7. If the candidate belongs to scheduled caste (SC) or scheduled tribe (ST) category and is admitted in a Self-Finance Institute where the fee indicated in the Pay seat acceptance fee in candidate’s login account is zero (0)**, then the candidate **will have to submit the "Free Ship Card" at the admitted institute**. If the candidate is unable to produce the "Free Ship Card" at the admitted institute, then the candidate will need to pay the prescribed fee at the admitting institute.
- 8. If you want to withdraw your given admission please login into your account during stipulated time as mentioned in schedule**, click on **“Admission withdrawal”** link between **Dt:16/08/2024 to Dt:20/08/2024**. Enter the OTP received on your mobile and click on **“Confirm Admission Withdraw”** button. Your paid fee will be refunded as per prevailing rules. **Once you withdraw your Admission, you are not entitled to get same course and same institute in subsequent rounds, if any.**