

Centralised online Admission at the undergraduate level

**An Initiative of the State Council of
Higher Education, West Bengal**

Frequently Asked Questions

College Related Queries

Q.1.	How will a candidate apply for courses and colleges after registration?
A.1.	Candidate will be able to choose college/ institute for a specific course as desired by the candidate among the available courses.
Q.2.	How will the candidate create a preference list when choosing multiple courses/institutions?
A.2.	A candidate applying for multiple courses will be required to rank the courses/institutions in order of preference exercised by the candidate. Seat allotment will be done taking into consideration the merit index based merit rank of the candidate and on the basis of preferences exercised by the candidate.
Q.3.	How will the candidate know the eligibility criteria for a course for a specific college?
A.3.	Before the creation of a profile by the candidate, a candidate can check the eligibility on the website of the respective college/ institution available in the portal. Again, once the profile is successfully created and submitted, the portal will check candidate's eligibility with respect to any course/programme in any college in any district under any University. Eligibility will be course/programme and HEI-specific
Q.4.	When will the document verification done in the college?
A.4.	The admitted student's data will be transferred to the respective colleges/HEIs through the admission portal. The college/HEI, in turn will notify the candidates by email/SMS/website notification for physical verification of the candidates' credentials.

Frequently Asked Questions

Course Related Queries

Q.1.	Which courses are available in the Centralised Admission Portal?
A.1.	4 Year B.A./B.Sc./B.Com. Honours/Honours with research and 3 Year Multidisciplinary Programmes, B.C.A, BBA, B.ML.T and B.Voc. Courses are available in the portal.
Q.2.	How will the candidate know how and which course to apply?
A.2.	The candidate can search for courses in which he/ she is interested in and view university/college/district/subject wise availability of seats in the entire state of West Bengal where the candidate can apply.
Q.3.	Can the candidate search for courses before the start of admission and before registering in the portal?
A.3.	Yes. A candidate can search for courses, colleges, universities even before registering in the portal and access all relevant details such as course-wise eligibility criteria, number of vacancies, formula for merit-index calculation, subjects offered in 1st Semester, college profile etc.
Q.4.	How many courses/ colleges/ institutions can be selected by the candidate to give his/her preference?
A.4.	A maximum of 25 courses/colleges/institutions can be chosen in order of preference by the candidate.

Frequently Asked Questions

Course Related Queries

Q5	How will a candidate apply for courses and colleges after registration ?
A.5.	Candidate will be able to choose college/ institute for a specific course as desired by the candidate among the available courses.
Q.6.	How will the candidate create a preference list when choosing multiple courses/institutions
A.6.	A candidate applying for multiple courses will be required to rank the courses in order of her/his preference. Seat allotment will be done on the basis of merit index based merit rank of the candidate and on the basis of preferences exercised by the candidate.
Q.7.	Does the candidate need to enter his/her opted combination of subjects (Major and/or Minor) in his/her chosen course during application?
A.7.	Yes. Candidates applying in 4-yr Hons.& Hons. with research/3-yr Multidisciplinary Course/Programme must choose combination of subjects (Major and/or Minor) during the application process.
Q.8.	Is B.Ed, Law and Agriculture courses included in the admission portal?
A.8.	No. B.Ed., Law and Agriculture courses are not included in the portal.

Frequently Asked Questions

General Admission Related Queries

Q.1.	Who can apply in the UG Centralised Admission Portal
A.1.	Any candidate who has passed Higher Secondary or equivalent examination (from a recognized board/council) may register in the Centralised Admission Portal, subject to certain restrictions in terms of the year of passing as set by the concerned Universities.
Q.2.	What should be the passing year of 10+2 for having the eligibility to apply for course/s in the Centralised Admission Portal?
A.2.	Passing year/s is/are specified for each college/Institution for a specific course in the portal.
Q.3.	Which colleges/universities are not included in the Centralised Admission Portal?
A.3.	Presidency University, Jadavpur University, Autonomous Colleges, Minority Educational Institutes/Colleges, B.Ed., Law, Fine Arts and Performing Arts, Crafts, Dance, Music Colleges/Courses, colleges offering engineering, pharmacy, nursing, medical courses and self-financing/private colleges shall be out of the purview of the Centralised Admission Portal
Q.4.	Which colleges/courses are included in the UG Centralised Admission Portal ?
A.4.	List of colleges/programmes/courses is included in the UG Centralised Admission Portal is available in the download menu of home page of the portal.

Frequently Asked Questions

General Admission Related Queries

Q.5.	May I apply for admission to UG courses under Open University from the portal?
A.5.	No.
Q.6.	Do we need to appear for any separate examination to get admission in an individual college/HEI
A.6.	No.
Q.7.	What is the process to take fresh admission in a new college if candidate was admitted in a different college last year?
A.7.	The process of fresh admission will be the same for such candidates in the centralized admission portal. The candidate will be required to provide the data regarding previous admission as sought during creation of profile in the portal. However, after taking admission the candidate will have to report regarding previous admission/registration to new college authority during physical verification of documents for appropriate follow up action.
Q.8.	What are the basic functions of the UG Centralised Admission Portal?
A.8.	<ul style="list-style-type: none">• Registration & Profile Creation of the Candidate• Applications by the Candidates• Creating a Preference List of the Applications by the Candidate• Generation of Merit Lists• Seat Allotment• Payment of Admission Fee• Provisional Admission• Up-gradation

Frequently Asked Questions

General Admission Related Queries

Q.9.	Does a candidate need to apply separately for each college even after applying in the Centralised Admission Portal?
A.9	No. The candidate needs to apply only once in the Undergraduate Centralised Admission Portal and will have to report to college once online provisional admission process is complete and the candidate is called for physical verification in the respective college
Q.10.	How will the candidate know when to apply and the deadlines of the admission process?
A.10.	All important dates will be widely circulated through newspaper advertisements, social media and will be available in the home page “Notice Board” tab of Centralised Admission Portal (UG).
Q.11.	What are the basic steps for applying in the Online Admission process?
A.11.	The candidate has to register, after which the candidate will be allotted a login ID and password, which can be used by the candidate to login to the portal and create a profile which is the online application form. After filling up of the application form, in the next step, the candidate will choose courses and colleges and submit a course/ college-wise preference list.

Frequently Asked Questions

General Admission Related Queries

Q.12.	What are the different documents required for uploading during the application process?
A.12.	<ul style="list-style-type: none">• Scanned copy of Proof of DOB [PDF;≤ 2MB]• Scanned copy of 10+2 registration certificate [PDF;≤ 2MB]• Scanned copy of 10th Mark sheet [PDF;≤ 2MB]• Scanned copy of 10+ 2 Mark sheet [PDF;≤ 2MB]• Scanned copy of Relevant Social Category Certificate if applicable [PDF;≤ 2MB]• Scanned copy of PWD Certificate (if applicable) [PDF;≤ 2MB]• Scanned copy of EWS Certificate (if applicable) [PDF;≤ 2MB]• Scanned Photograph of the candidate [JPG/JPEG/PNG≤ 2MB]• Scanned Signature of the candidate [JPG/JPEG/PNG≤ 2MB]• Scanned Bank passbook/crossed cheque/bank statement [PDF;≤ 2MB]• Scanned copy of Valid photo ID proof [PDF;≤ 2MB]• Scanned copy of District/State/National/International Level Sports certificate for candidates who possess such certificate [PDF;≤ 2MB]
Q.13.	Who are the issuing authority for EWS certificate ? Is income certificate required?
A.13.	District Magistrate/Sub-Divisional Officer/Municipal corporation/ Municipality are the issuing authority of the EWS certificate. Income certificate is not required.

Frequently Asked Questions

General Admission Related Queries

Q.14.	Is Aadhaar number required for filling up the application form?
A.14.	Yes. Aadhaar number is required
Q.15.	Is mobile number mandatory for registration?
A.15.	Yes
Q.16.	Can the same mobile number be used by more than one candidate?
A.16.	No
Q.17.	Is email id mandatory for a candidate?
A.17.	Yes
Q.18.	Can the same email id be used by more than one candidate?
A.18.	No
Q.19.	How will the candidate log in after registration?
A.19.	During registration, the candidate will have to provide a login id and password which can be used by the candidate to log in afterwards
Q.20.	How will a candidate apply for courses and colleges after registration?
A.20.	Candidate will be able to choose college/ institute for a specific course as desired by the candidate among the available courses by using the “Search” option/tab.

Frequently Asked Questions

General Admission Related Queries

Q.21.	How will the candidate create a preference list when choosing multiple courses/institutions?
A.21.	A candidate applying for multiple courses will be required to rank the courses in order of preference. Seat allotment will be done taking into consideration the merit index based merit rank of the candidate and on the basis of preferences exercised by the candidate.
Q.22.	Can the candidate alter/edit the preference list?
A.22.	A candidate can change the preference list by adding/deleting courses or by re-ordering the list any numbers of times till the closure of the application window.
Q.23.	Does the candidate need to enter his/her opted combination of subjects (Major and/or Minor) in his/her chosen course during application?
A.23.	Candidates applying in 4-yr Hons.& Hons. with research/3-yr Multidisciplinary Course/Programme must choose combination of subjects (Major and/or Minor) during application process.
Q.24.	How will the candidate submit his/her application?
A.24.	A “Save” button will be available below the preference list in the dashboard of the candidate. The candidate needs to save all preferences by clicking this button. On closure of application window, profile information and applications with preference list will be auto-submitted and no further change can be done to it. Candidate may anytime login to the portal and download the application form throughout the entire period of the admission process

Frequently Asked Questions

General Admission Related Queries

Q.25.	What is merit index?
A.25.	Each and every Higher Education Institution has specified a formula for calculating the merit index for each course which is clearly explained in the portal.
Q.26.	How will the candidate know how the merit index for a course for a specific college is calculated?
A.26.	It is clearly mentioned in the portal and the calculation is shown besides the merit index of the candidate in the portal.
Q.27.	How merit lists will be prepared?
A.27.	Merit lists will be prepared per college per course in the descending order of merit index for that particular course.
Q.28.	What is General Merit Rank (GMR)?
A.28.	General Merit Rank (GMR) will be generated based on merit of the candidates irrespective of their reservation status for each and every Institution & Course/Programme.
Q.29.	What is Category Merit Rank (CMR)?
A.29.	Category Merit Rank (CMR) List will also be generated for reserved category candidates for each and every Institution & Course/Programme.

Frequently Asked Questions

General Admission Related Queries

Q.30.	What happens in case of a tie between candidates with the same merit index ?
A.30.	If there is a tie between candidates with the same merit index for a seat of a particular programme (category wise), the tie breaking rule prescribed by the college/HEI will be used to break the tie.
Q.31.	How allocation lists will be generated?
A.31.	Along with the merit list, a particular candidate will be allocated only a single position in the allocation list for a specific course in a specific institute in a particular round depending on the candidate's merit index and preference list.
Q.32.	How seat allotment will be done for UR and PwD categories?
A.32.	Seat Allotment will be done HEI/Programme wise according to merit and preference. The UR seats will be allocated to candidates irrespective of their social category: i) PwD candidates will be placed to their respective seats ii) Candidates other than PwD will be placed in UR seats

Frequently Asked Questions

General Admission Related Queries

Q.33.	How seat allotment will be done for reserved categories?
A.33.	If a reserved category candidate belonging to SC, ST, OBC-A or OBC-B and EWS is allotted a UR seat by merit, the same candidate may also be allotted the respective reserved category seat, if eligible. In that case, the same person may be allotted 02 (two) seats against the same course/institution combination. In such cases, the candidate will have to opt for one (either UR or Reserved Category) seat at the time of taking provisional admission.
Q.34.	How ranking will be done for PwD/Differently-abled candidate?
A.34.	No separate rank will be generated for PwD/differently-abled candidates. However, there will be horizontal reservation for PwD candidates in all categories where such applicants are available as per Government rules now in force. So, Category wise PwD list will be published for each programme/course.
Q.35.	Is there any reservation for sports category?
A.35.	No reservation is allotted for sports category in the portal.
Q.36.	Can the candidate change/ edit data entered in the application form / profile of the candidate?
A.36.	Yes, all data can be edited till the last date of submission of forms except those entered during the registration process. However, if editing of data is done in result and mother tongue of the candidate in profile, the candidate will be shown a message that preference list previously created by the candidate will be deleted and the candidate will have to create the preference list afresh.

Frequently Asked Questions

General Admission Related Queries

Q.37.	What will the candidate do if a he/she makes any mistake during registration in those fields which are not editable (like Registration number, passing year, email ID, mobile number, caste category)?
A.37.	Candidate will have to call the West Bengal State Council of Higher Education (9147052383, 9147052384, 9147052385, Landline 03323245964)for cancellation of registration after which the candidate will be able to register afresh
Q.38.	How will a candidate be allocated a particular course/institution?
A.38.	Candidates will be allotted their highest available preference based on merit index based merit rank and availability of seats.
Q.39.	How will the candidate know whether he/ she has been selected for a college/institute/course?
A.39.	The candidate will get SMS in his/ her registered mobile number and email alert and can view his/ her position in the merit list and allocation list after logging in the portal.
Q.40.	How will the candidate take admission once selected?
A.40.	The candidate has to log in and pay the requisite admission fees online.

Frequently Asked Questions

General Admission Related Queries

Q.41.	How admission fees can be paid?
A.41.	Online using net banking/Credit/debit card or using UPI like Paytm or phone pay etc.
Q.42.	What will happen if a candidate does not get the chance of admission in any of the colleges in the preference list?
A.42.	The candidate need to create 'Preference List' a new in the Mop-up round in terms of the notifications to be published (provided seats are vacant).
Q.43.	Can the student claim admission to any seat once date of admission for that round is over?
A.43.	No.
Q.44.	How a prospective candidate will be able to get detailed information about any college?
A.44.	Any prospective candidate may visit the official website of any college/HEI. The website address is available in the Centralised Admission Portal (UG).
Q.45.	How will the candidate cancel admission?
A.45.	An option for cancellation of admission will be available and if the student selects the 'Cancel' button confirming cancellation, it will be processed by the system

Frequently Asked Questions

General Admission Related Queries

Q.46.	How long admission can be cancelled and refund will be processed by the portal?
A.46.	Till the end of the last round of admission as notified in the portal.
Q.47.	Can the candidate cancel admission after the portal closes?
A.47.	The candidate has to apply to the concerned college/HEI as per rules in force.
Q.48.	What is meant by provisional admission?
A.48.	Admission taken through online portal will be provisional until physical verification of documents is done by the college.
Q.49.	When will an admitted candidate confirm his/ her admission?
A.49.	Admission will be confirmed once the candidate's documents are physically verified successfully in the concerned college/ institute by the college authority and successful completion of the registration with the university.

Frequently Asked Questions

General Admission Related Queries

Q.50.	Which documents will be required during physical verification in the college?
A.50.	All original documents and one self attested photocopy of: <ul style="list-style-type: none">• Original of the proof of DOB• Original of the 10+2 registration certificate• Original of the 10 th Marksheet• Original of the 10+ 2 Marksheet• Original of the Respective Social Category Certificate (If applicable)• Original of the PWD Certificate (if applicable)• Original of the EWS Certificate• Photograph (Passport sized)• Original of the Valid photo Id proof• Original of the Aadhaar• Original of the District/State/National/International Level Sports certificate for candidates who possess such certificat
Q.51.	When will the document verification done in the college?
A.51.	After completion of the online aspect of the admission process (which will be notified through Email/ SMS and dates will be available in the website of the specific college/institution).
Q.52.	Whether applicants can apply from BSK and how?
A.52.	Yes. Candidates may please visit https://bsk.wb.gov.in . The details will also be available in the homepage of the Centralised Online Admission portal

Frequently Asked Questions

General Admission Related Queries

Q.53. How many Phases of admission will be conducted?

A.53. The First phase of Admission consists of

- Registration by the Candidate
- Profile creation
- Application and Creating preferences List
- Publication of Institution wise Merit List and Allocation List
- Admission taken by the candidate
- One Upgrade Round
- Publication of Institution wise Merit List and Allocation List in Upgrade Round
- Admission by the Student in Upgrade Round.

The last and Mop-Up Phase (subject to availability of vacant seats) consists of –

- Registration by fresh candidates
- Profile creation & Creation of Preference list by Fresh candidates
- Preference List creation by the Candidates (who have not been allotted seats/ who have been allotted but not admitted/ who have been admitted but cancelled admission in first phase)
- Publication of Institution wise Merit List and Allocation List in Mop-up Phase
- Admission by the Student in Mop-up Phase
- Upgrade Round of Mop-up Phase
- Publication of Institution wise Merit List in Mop-up Phase and Allocation List in Upgrade Round of Mop-Up Phase,
- Admission by the Student in Upgrade Round of Mop-Up Phase.

Frequently Asked Questions

Payment Related Queries

Q.1.	Is there any fees for registration in UG Centralised Admission Portal ?
A.1.	No registration fees is required to be paid for registration/application in the UG Centralised Admission Portal.
Q.2.	How will the candidate take admission once selected?
A.2.	The candidate has to log in and pay the requisite admission fees online
Q.3.	How admission fees can be paid?
A.3.	Online payment of admission fees to be done using net banking/Credit/debit card or using UPI like Paytm or phone pay etc.
Q.4.	How will the candidate cancel admission?
A.4.	Admission may be cancelled by clicking the “Cancel Admission” tab in the dashboard of the candidate till the end of the last round of admission as notified in the portal
Q.5.	How will the candidate get refund of admission fees if he/she cancels admission?
A.5.	Admission fees will be refunded after the cancellation of admission in due course. The refund will be transferred to the bank account as specified by the candidate in his/her profile.

Frequently Asked Questions

Payment Related Queries

Q.6.	Will a candidate be allowed to provide any other's bank details for receiving refund (if any) ?
A.6.	Yes, although bank details of the candidate is preferred
Q.7.	If any candidate informs us about any transaction failure/duplicate payment issue during online payment, what steps shall we take in this regard?
A.7.	Immediately it must be informed to the WBSCHE(West Bengal State Council of Higher Education) team (email Id: support@wbcap.in/, 9147052383, 9147052384, 9147052385, Landline 03323245964) to take appropriate steps.

Frequently Asked Questions

Up-gradation Related Queries

Q.1.	What is up-gradation?
A.1.	Up-gradation is a process whereby an already admitted candidate can improve to a position of higher preference by opting upgrade option and getting admitted to the preferred option if seat is available.
Q.2.	When will the candidate not be considered for up-gradation after admission in previous round?
A.2.	A candidate will not be considered for upgradation if the candidate is admitted to a seat allotted to him/her as first preference.
Q.3.	Will the candidate be considered for up-gradation if the candidate does not take admission in an allocated seat?
A.3.	No. If a candidate fails to take admission, she/he will not be considered in later Upgrade Rounds other than the Mop-Up round, if any.
Q.4.	Which seats will be considered for up-gradation?
A.4.	Only those seats where no admission has been taken and/or cancelled subsequent to admission in the previous rounds will be considered as 'Available Seats' for the subsequent Up-gradation Round/s

Frequently Asked Questions

Up-gradation Related Queries

Q.5.	How will the provisionally admitted candidate cancel his/her admission if the candidate is allotted seat in higher preference in the next round after up-gradation?
A.5.	<p>If any provisionally admitted candidate (who opted for upgradation) is allotted another seat of higher preference in the upgrade round, the candidate shall have to click on the “Yes” button while taking admission to the up-graded seat, to vacate the earlier admitted seat.</p> <p>If the candidate decides not to take admission to the upgraded seat, the provisional admission taken earlier will remain valid and unchanged.</p>
Q.6.	If a candidate is not allocated any seat in a particular round, should the candidate wait for allocation in the next round of the admission process?
A.6.	Yes. The candidate will be allowed to alter the preference list in the Mop-Up round subject to the availability of seats

Frequently Asked Questions

Up-gradation Related Queries

Q.7.	Is it mandatory for the candidate to take admission if the candidate is allocated a seat in any institution?
A.7.	Yes. It is mandatory to take admission if a seat is allotted to retain his/her candidature in the portal . However, the candidate may apply afresh in the Mop-up round (if seats are available)
Q.8.	Does the candidate need to submit his/her willingness somewhere in the portal for up-gradation? Or it will be automatically exercised?
A.8.	Yes. The candidate is required to click on the Up-gradation button. Upgradation will not be automatically exercised

Frequently Asked Questions

Technical Queries

Q.1.	Can a candidate save the profile after entering data partially?
A.1.	Yes. There are seven sections/tabs in the profile (Personal information/Address/Additional information/ Results/ Documents/ Preview), and the candidate can save each section/tab of the Profile after entering data. So, data of each section of the profile if entered completely can be saved.
Q.2.	What are the size and nature of upload to be done during profile creation?
A.2.	<ul style="list-style-type: none">a.Scanned copy of Proof of DOB (Pdf format, max 2 MB)b.Scanned copy of 10+2 registration certificate(Pdf format, max 2 MB)c.Scanned copy of 10th Marksheet (Pdf format, max 2 MB)d.Scanned copy of 10+ 2 Marksheet(Pdf format, max 2 MB)e.Scanned copy of Relevant Social Category Certificate (If applicable)(Pdf format, max 2 MB)f.Scanned copy of PWD Certificate (if applicable) (Pdf format, max 2 MB)g.Scanned copy of EWS Certificate (if applicable) (Pdf format, max 2 MB)h.Scanned Photograph of the candidate(JPG/JPEG/PNG, max 2 MB)i.Scanned Signature of the candidate (JPG/JPEG/PNG, max 2 MB)j.Scanned Bank passbook/crossed cheque/bank statement (Pdf format, max 2 MB)k.Scanned copy of Valid photo Id proof(Pdf format, max 2 MB)l.Scanned copy of District/State/National/International Level Sports certificate for candidates who possess such certificate(Pdf format, max 2 MB)

Frequently Asked Questions

Technical Queries

Q.3.	How many system generated OTP will be received by the candidate during registration in the portal ?
A.3.	Two OTPs will be received by the candidate, one OTP in mobile and another in email of the candidate
Q.4.	How many system generated OTP will be received by the candidate during log in after registration for filling data in profile ?
A.4.	The same OTP will be received by the candidate both in mobile and in email of the candidate
Q.5.	What will the candidate do if there is a payment failure during taking admission in the portal ?
A.5.	Candidate immediately needs to inform West Bengal Council of Higher Education (Email:support@wbcap.in, Contact numbers: (9147052383, 9147052384, 9147052385, Landline 03323245964)
Q.6.	Can a candidate alter the preference list once created ?
A.6.	Yes, candidate can alter the preference list till the closure of the application window in the portal
Q.7.	How will the candidate log in after registration?
A.7.	After registration, a login Id will be generated by the system which is the email id of the candidate and the candidate can change this login id afterwards. The candidate will also have to provide a password which can be used by the candidate to log in afterwards

Frequently Asked Questions

Technical Queries

Q.8.	What is the password policy of the portal ?
A.8.	While creating the password for login, the candidate is required to follow the following points: At least one upper case (A,B,C,D...) At least one lower case (a,b,c,d...) At least one digit(1,2,3,4...) At least one special character(!,@,#,\$,%,*) At least 6 characters in length Maximum 16 characters in length
Q.9.	Is mobile number mandatory for registration in the portal?
A.9.	Yes. Candidates are advised not to change their mobile number during the entire process of online admission as it may result in not receiving important communications from the portal from time to time
Q.10.	Can the same mobile number be used by more than one candidate?
A.10.	No

Frequently Asked Questions

Technical Queries

Q.11.	Is email id mandatory for a candidate?
A.11.	Yes
Q.12.	Can the same email id be used by more than one candidate?
A.12.	No
Q.13.	How allocation lists will be generated?
A.13.	Along with the merit list, a particular candidate will be allocated only a single position in the allocation list for a specific course in a specific institute in a particular round depending on his/her merit index and preference list
Q.14.	How seat allotment will be done for UR and PwD categories?
A.14.	Seat Allotment will be done HEI/Programme wise according to merit and preference. First, UR seats will be allocated to candidates irrespective of their social category: i) PwD candidates will be placed to their respective seats ii) Candidates other than PwD will be placed in normal UR seats
Q.15.	How seat allotment will be done for reserved categories?
A.15.	If a reserved category candidate belonging to SC, ST, OBC-A or OBC-B and EWS is allotted a UR seat by merit, the same candidate may also be allotted the respective reserved category seat, if eligible. In that case, the same person may be allotted 02 (two) seats against the same course/institution combination. In such cases, the candidate will have to opt for one (either UR or Reserved Category) seat at the time of taking provisional admission.

Frequently Asked Questions

Technical Queries

Q.16.	How ranking will be done for PwD/Differently-abled candidate?
A.16.	No separate rank will be generated for PwD/differently-abled candidates. However, there will be horizontal reservation for PwD candidates in all categories where such applicants are available as per Government rules now in force. So, category wise merit list will be published for PwD.
Q.17.	How does the candidate know his/her allotment of seat and GMR and CMR (if applicable)?
A.17.	A candidate will login to check his/her allotment. The allotment status will be shown in "View all" tab where the institute and course in which the candidate has been allotted a seat, if any will be shown. The candidate will also be able to see the corresponding GMR & CMR for all the applications in the candidate's preference list
Q.18.	Can the candidate change/ edit data entered in the application form / profile of the candidate?
A.18.	Yes, all data can be edited till the last date of submission of forms except those entered during the registration process. However, if editing of data is done in result and mother tongue of the candidate in profile, the candidate will be shown a message that previously created preference list will be deleted and the candidate will have to create the preference list afresh

Frequently Asked Questions

Technical Queries

Q.19.	What will be the remedy if a candidate makes any mistake during registration in those fields which are not editable (like Registration number, passing year, email id, mobile number, caste category)?
A.19.	Candidate will have to call the helpline (9147052383, 9147052384, 9147052385, Landline 03323245964) for cancellation of registration after which the candidate will be able to register afresh
Q.20.	How will a candidate be allocated a particular course/institution?
A.20.	Candidates will be allotted their highest available preference based on merit rank and availability of seats
Q.21.	How will the candidate get refund of admission fees if he/she cancels admission?
A.21.	Admission fees will be refunded after the cancellation of admission in due course
Q.22.	How long admission can be cancelled and refund will be processed by the portal?
A.22.	Admission may be cancelled by clicking the “Cancel Admission” tab in the dashboard of the candidate till the end of the last round of admission as notified in the portal

Frequently Asked Questions

Technical Queries

Q.23. If any candidate forgets to submit any preference and the application period gets over, will there be any chance of admission for that candidate in the present session?

A.23. No. Application of a candidate without preference list will be null and void. However, the candidate will be given an option to add preference in the Mop-up round (if any) depending on availability of seats

Q.24. Will there be any alert pop-up in the portal when candidate clicks on “Cancel Admission” button?

A.24. Yes

Q.25. Will a candidate will be able to re-upload a document for whatever reason ?

A.25. Yes. The candidate can re-upload the new document.

Q.26. Will the system allow any special character?

A.26. No