

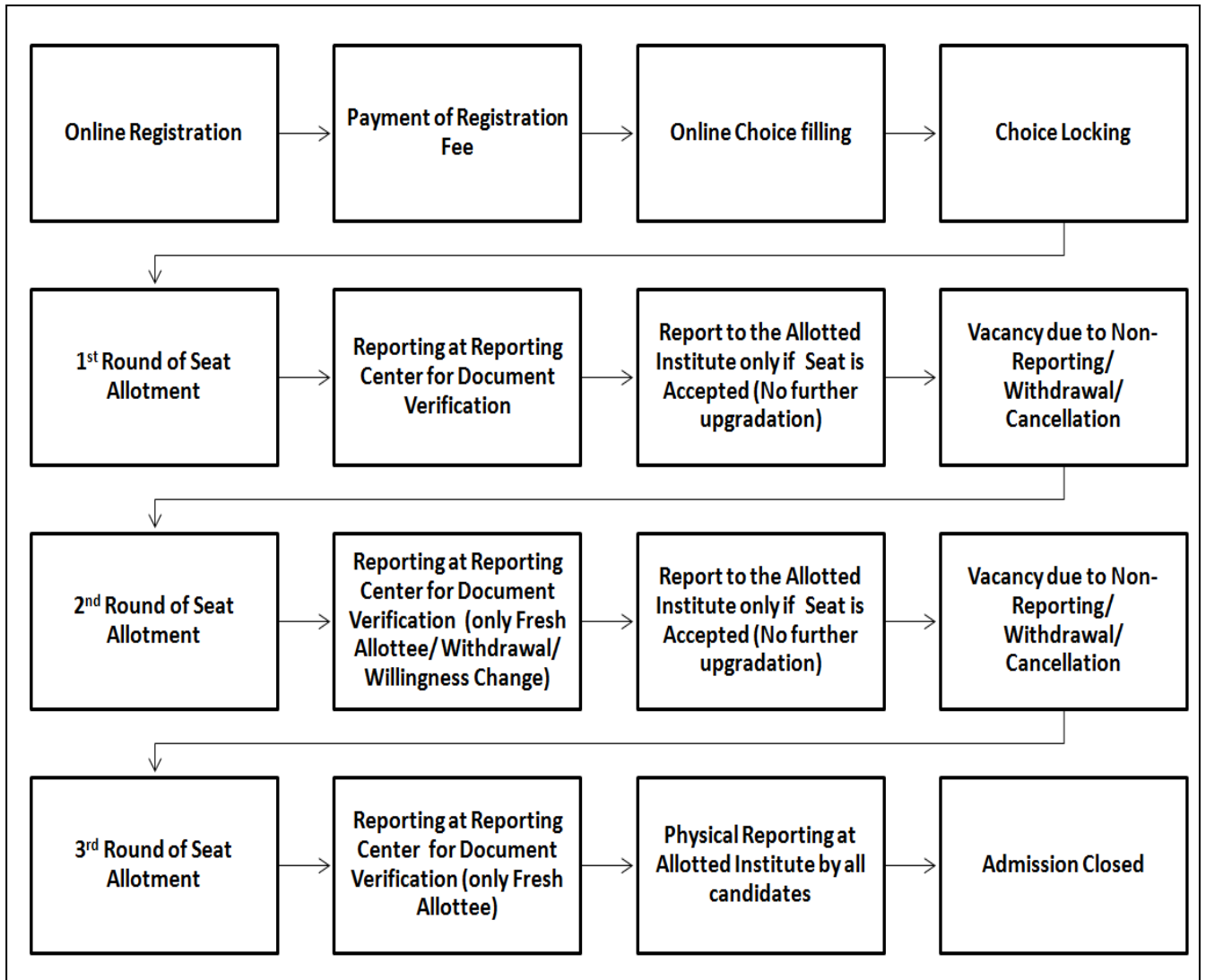
West Bengal Joint Entrance Examinations Board

AQ 13/1, Salt Lake, Kolkata- 700 091

Website: www.wbjeeb.in

COUNSELLING & ADMISSION PROCESS - 2016

1. Counselling Flow for WBJEEM-2016 Counselling



2. Online Registration & Payment of Counselling Fees for WBJEEM

- Online Registration by eligible candidates is allowed only once in **1st round of counselling** through single interface irrespective whether they are eligible for GMR or PMR. No fresh registrations will be allowed in the **2nd and 3rd rounds** of counselling.
- After successful registration, a candidate is also required to pay an amount of **Rs. 500/ as Registration fee**. After payment, candidate will be allowed to fill the choices.
- Mode of Fee Payment: Debit/Credit Card and e-challan of Allahabad Bank
- **Norms for updating Candidate's personal data during registration**
Category, PwD status, TFW status, State of Domicile, Religion, Gender etc.; once declared by candidate in the WBJEEM-2016 Application Form, cannot be changed at the counselling time under any circumstances.
- Only those Candidates who have registered online and made payment of counselling fee are eligible for choice filling.

3. Online Choice Filling

- All the registered candidates who have also paid the counselling fees are required to submit their choices (in order of institute and branch) online from any internet point during the specified period.
- Choices will be shown as per candidate eligibility (whether the candidates are eligible for GMR or PMR or Both).
- ***Candidates are required to submit the single set of choices, even if they are eligible for both.***
- TFW candidates have an option to fill the choices with-TFW and without-TFW seat in any order of preference.
- For the initial three rounds Choice filling is allowed only once before the 1st round of seat allotment. No fresh choice submission or alteration of existing choices is allowed in 2nd and 3rd round of counselling.
- The choices submitted by candidates in the 1st round will be processed up to 3rd rounds for up-gradation, if candidate desires through willingness at RC.
- Candidates can fill in as much number of choices in the order of preference as they wish to from the list of available choices.
- 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 choices.

4. Choice Locking & Printing of Locked Choices

- Candidates MUST lock their choices only after they have finalized them but, in any case, before 5.00 PM of last date. **The locking of choices involves a few steps after the LOCK button is clicked. This includes, entering the password, confirming the locking etc. Candidate should follow all the steps carefully to complete the locking procedure.**
- After the choices are locked, candidates will not be able to change 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 once the choices are locked.
- If candidates fail to explicitly lock their choices by 5.00 PM of last date, **their last saved choices will be automatically locked** after this deadline. Candidates are therefore strongly advised to lock their choices themselves and secure a printout of these locked choices. Registered candidates who do not exercise any choices or fail to save them will not be considered for admission and seat allotment. Candidates can login again after locking the choices; **the locked choices will be displayed but cannot be modified or altered.**

5. Seat Allotment – General Rules

- During this step, the choices submitted by the candidates will be processed centrally and seats will be provisionally allotted in the order of merit as per GMR or PMR on the basis of the locked choices. The allotment result will be available on the website. **Individual allotment letters will not be sent to the candidates by post.** However, candidates MUST get a printout of the allotment details from the website.
- Candidates who are allotted a seat first time in any round; will have to personally report to the **Reporting Centres** to complete the admission formalities, failing which their provisional seat allotment automatically get cancelled and will not be considered for subsequent online rounds of seat allotment.
- Seat allotment through online counselling will be done in all the **three rounds**. In the **first round**, all the seats will be allotted to the candidates and the result indicating the institution and course allotted will be available on the website. In the **second & third** rounds, seats will be allotted against the available vacancies in the respective rounds, and the results will be available on the web site.
- A candidate who is offered a seat under different reservation shall be considered for allotment in OP category (in same choice) in subsequent

rounds subject to eligibility and availability of vacant seats.

- **Candidates who, at any stage, withdraw their provisional admission will not be considered for subsequent online rounds of seat allotment.**

6. First Round of Allotment

- The choices locked by the candidates during main counselling, will be processed centrally and the results will be available on the website.
- All the candidates who get an allotment will report to **Reporting Centres** for taking provisional admission during specified period, failing which their seat allotment shall stand cancelled. Also, they will not be considered for further online rounds of seat allotment. The seats thus falling vacant due to non-reporting will be considered for allotment in the subsequent rounds of allotment. The detailed reporting procedures are described in the reporting procedure section.
- Candidate after successfully reporting at Reporting Centres, if desires to **Withdraw his/her Seat Allotment**, then he/she will have to report to the **same Reporting Centre** where provisional admission was taken. Refund rules will be applicable.

7. Reporting process at RC, getting 1st time Allotment in any rounds

- Candidates, who get their seat allotment for the first time in any of the three rounds of allotment, will report to the **Reporting Centres** during the respective reporting periods and not to their Allotted Institutes. The Allotted Institutes will accept only those candidates who have reported at RC and opted no-upgradation.
- All successful allotted candidates are required to pay the Seat Acceptance Fee using eChallan of Allahabad Bank or Debit/Credit Card as per the following and then download the Provisional Seat Allotment letter

Allotted Quota	Fee Amount in Rs.
TFW	4,000
University/Government Institute	5,000
SFI	20,000

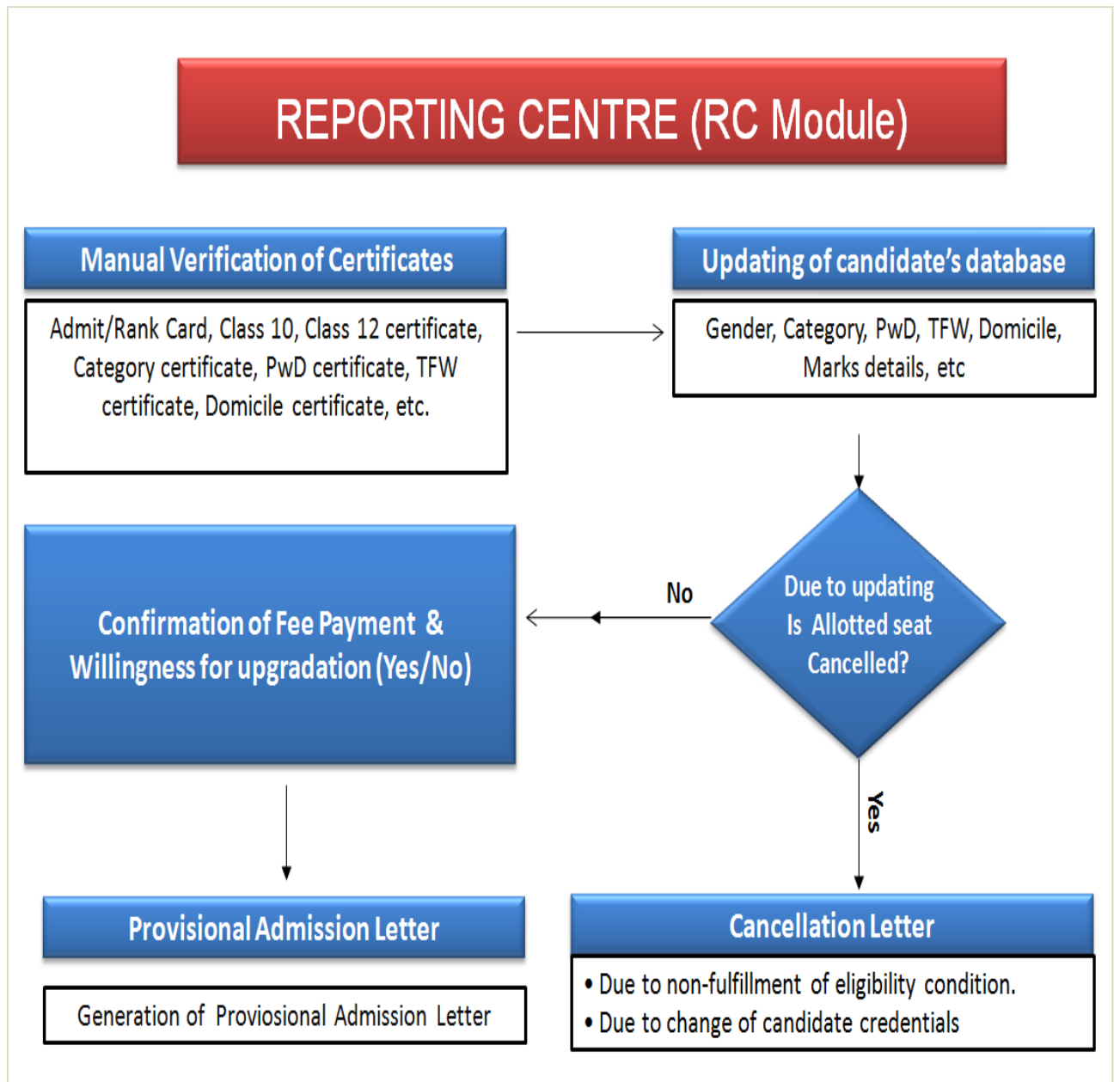
Further, if candidate upgraded in the subsequent round then balance amount to be paid/adjusted by the candidates through the final allotted institute.

- Further, candidates are required to exercise option for the participation in the subsequent rounds of the counselling. These candidates are also required to **sign a declaration** that in the event of allotment of a seat in the subsequent rounds, their earlier allotted seat would be automatically cancelled and the

cancelled seat would be offered to the candidate next in the merit who might have sought that seat through his/her earlier submitted choices.

- In case the candidates have exercised option in the **negative** (for **no-upgradation**), they would retain earlier allotted seat and would not be considered for seat allotment in the subsequent rounds of counselling. **However, these candidates will be considered for category up-gradation against the same allotted seat.**
- A provisional admission letter (containing seat allotment detail, fee detail and also willingness for up-gradation) will be issued to the candidates at the Reporting Center after the fees are paid, and all certificates / credentials are found in order otherwise allotted seat will be automatically cancelled and candidate may or may not be eligible for further rounds of counselling.
- Wherever no valid seat is available for upgrade in subsequent rounds, candidate will retain previous seat. Likewise, wherever a valid seat becomes available, the candidate is upgraded and automatically releases the earlier seat. In that sense, all allotment and admission are provisional.

8. Online Reporting Process work Flow



9. Second Round of Seat Allotment

There is no fresh registration and choice filling in 2nd round of counselling. Choices of main counselling will be considered in this round of allotment.

Who is eligible for 2nd Round of allotment?

Candidates eligible for seat allotment in 2nd round are fall into one of the following groups:

Group-I: Registered candidates who did not get any seat allotment in the 1st round.

Group-II: Registered candidates who were allotted a seat in the first round of counselling and reported at the reporting centre but their allotted seat has been cancelled due to non-fulfillment of eligibility criteria.

Group-III: Registered candidates who were allotted a seat in the first round of counselling and reported at the reporting centre and completed admission formalities and also submitted willingness “**Yes**” for up-gradation in the subsequent rounds of counselling.

Group-IV: Candidates who were allotted a seat in the first round of counselling and reported at the reporting centre and completed admission formalities and submitted willingness “**NO**” for up-gradation. **Their old allotted seat will be retained in the same category or in the up-graded category.**

Who is not eligible for 2nd Round of allotment?

- **Not reported** at RC after seat allotment in 1st round
- **Reported & Withdrawn** from RC.
- Became **non-eligible** due to non conformity of documents.

Business Rule for Seat Allotment:

- Group-I: All the choices will be processed.
- Group-II: All the choices will be processed.
- Group-III: Only the higher preferred choices will be processed.
- Group-IV: only the previous allotted choices will be processed for category upgradation.
- Such of those candidates of **Group – I & II** who get a seat allotment in this round shall personally report to **the reporting centre** for provisional admission during the specified period, failing which their allotted seat stand automatically cancelled **and these candidates will not be considered in subsequent rounds of counselling.** The reporting procedure at the **reporting centre** for provisional admission is given in **Section 7.**
- Candidates of **Group – III** may get a seat of higher preferred choice or their previously allotted seat may remain unchanged. Those candidates need not report at **the reporting centre for document verification** unless they desire a change in their willingness from “**Yes-Upgradation**” to “**No-Upgradation**”.
- Group-III candidates, who had exercised option “Yes-Upgradation” and

now desired to change the Option to "No-Upgradation", after 2nd round of allotment should approach the same RC during the specified period. Change of Option from "NO" to "YES" is NOT Allowed. Revised letter will be issued.

- Candidates of **Group – IV**, their previously allotted seat remain unchanged. Such candidates are not required to report at **the reporting centre**.

10.Third Round of counselling:

- Business Rules for **Eligible candidates** and **Not Eligible candidates** for 3rd round of counselling will be same as described in the 2nd round of counselling.
- Fresh allottee of 3rd round will report to any Reporting Centres during the specified period for completion of Admission formalities. The reporting procedure at the **reporting centre** for provisional admission is given in **Section 7**.
- All reported candidates of Round1, 2 and 3 will finally report to Allotted Institute as per schedule to complete the online admission process.
- Conversion will be take place in 3rd round of counselling.

11.Change of Willingness

- Candidates, who have taken the provisional admission in the 1st round, can change their willingness for upgradation from "**YES-Upgradation**" to "**NO-Upgradation**" after the 2nd round of allotment during the specified period. Change of Option from "**NO**" to "**YES**" is NOT allowed.
- For this purpose, candidates shall personally report to the same Reporting Centre where provisional admission letter was issued during the specified period. The procedure for change of Options are as follows:
 - Candidates must submit the provisional admission letter issued in the 1st round.
 - Candidates shall fill in and sign the form for change of Option.
 - A modified letter will be issued by the Reporting Centre.
- **Those who are not interested to change the willingness option, need not report. Their willingness option submitted earlier will be considered in the subsequent online rounds of allotment.**

12. Withdrawal of Allotted Seat and Refund of Fees

- A candidate, who takes provisional admission by reporting at an Reporting Center and want to Withdraw their allotted seat and seek the refund of fee, will have to personally report for withdrawal and refund at the same reporting centre where provisional admission was obtained as per given schedule.
- As per the norms of the WBJEEB, refund rules of the Ministry of Human Resource Development , Govt. of India vide No. F-1-3/2007 (CPP-II) dt. 23.04.2007 will be applicable.

13. Conversion Rules in Third round of counselling

- In the first step of processing, candidate will be processed without any conversion alike 2nd round of seat allotment.
- IF any vacancies in SCPH, STPH, BCAPH, BCBPH category exist then it will be directly convert into OPPH as per follows:
 - SCPH →OPPH
 - STPH →OPPH
 - BCAPH→OPPH
 - BCBPH→OPPH
- Then convert OPPH → OP and re-Allotment
- Then convert ST → SC and re-Allotment.
- Then convert SC → OP and re-Allotment
- Then convert BCA → OP and re-Allotment
- Then convert BCB → OP and re-Allotment
- And this conversion process will be followed until the seats in SCPH, STPH,BCAPH, BCBPH, SC, ST, BCA and BCB categories become '0'.