

Centralized Counselling for

M.Sc./M.Sc.(Tech.)

Admissions

(CCMN 2024)

Information Brochure

(Version 1.0)



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Coordinated by



Sardar Vallabhbhai National Institute of Technology, Surat

Gujarat – 395007, India

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From the Desk of Chairman CCMN-2024



Prof. Anupam Shukla

Director, SVNIT Surat & Chairman, CCMN-2024

Dear prospective students,

Congratulations on your wonderful achievement in the Joint Admission Test for Masters (JAM). With your remarkable performance in the JAM, you are eligible for CCMN-2024 (Centralized Counselling for M.Sc./ M.Sc. (Tech) Admissions – 2024). The CCMN is a centralized counselling procedure based on the valid JAM score for admissions to Master of Science/ M.Sc. (Tech) Programmes to NITs and selected CFTIs. The CCMN-2024 is being facilitated by the Sardar Vallabhbhai National Institute of Technology (SVNIT), Surat.

It is of utmost importance for us to ensure that all the sanctioned seats at participating institutes are filled efficiently in a transparent manner. We shall also take every care to see that the aspirants get all the support and coordination from the counselling teams without any hassle. Ultimately, the students must get the best opportunities to pursue their dreams in accordance with their merits. I am sure that the CCMN-2024 will fill up almost all the available seats at all the participating institutes for various programs under the purview of CCMN-2024 in order to optimize the valuable resources.

I, along with my team, promise you that no stone will be left unturned to conduct the admission process smoothly and efficiently. At the same time, we also seek support and diligence from our prospective applicants and other stakeholders in submitting data and documents in prescribed formats within stipulated times during and after the online counselling. I also request all aspiring applicants to carefully read the information brochure, which contains detailed processes, schedules, and the flow chart of the admission processes. It is also important to go through the list of participating institutes, seat matrix, eligibility criteria, and FAQs. This information will be available on the CCMN-2024 website and will be regularly updated from time to time. Having said this, please rest assured that our teams will be on their toes to support you during the entire admission process. Do not hesitate to reach out to us, if you have any query related to the process. Various modes to contact the team members shall be made available on the website, and it will be ensured that the right person connects to you to resolve the query.

On behalf of the CCMN-2024 and on my personal behalf, I wish all the eligible candidates and other stakeholders a successful admission process. I am sure, together we shall achieve our goals effectively.

Jai Hind.

Prof. Anupam Shukla

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About CCMN-2024

CCMN-2024 is a common platform for candidates to apply for M.Sc./ M.Sc.(Tech.) programmes, based on their JAM score of year 2024, in NITs, IEST Shibpur and some CFTIs (For details, please refer to the list of Participating Institutes on CCMN website). This centralized system provides a common and convenient platform for online counselling wherein the candidates can fill-in a single online application form and apply to all programmes in all the participating institutions to which they are eligible. The CCMN was initiated in the year 2015 for centralized admission to PG programmes and since then has undergone several changes to make it more student-friendly and include newer institutions under its umbrella. **The prospective candidates are advised to carefully read the information brochure and visit the CCMN website regularly for updates and other details regarding the online counselling process.**

List of Abbreviations

Table 1: Abbreviations related to the category of the candidate/seat

Sr. No.	Category	Abbreviations	
		JAM	CCMN
1	General Category of candidate	GEN	GEN
2	Persons with disabilities from General Category	–	GEN-PwD
3	Economically Weaker Sections	EWS	GEN-EWS
4	Persons with disabilities from Economically Weaker Sections	–	GEN-EWS-PwD
5	Other Backward Classes with valid Non-Creamy Layer certificate	OBC (NCL)	OBC
6	Persons with disabilities from Other Backward Classes with valid Non-Creamy Layer certificate	–	OBC-PwD
7	Scheduled Caste	SC	SC
8	Persons with disabilities from Scheduled Caste	–	SC-PwD
9	Scheduled Tribe	ST	ST
10	Persons with disabilities from Scheduled Tribe	–	ST-PwD
11	Open Category of seat	-	Open

Note: Throughout the information brochure, consider OBC as Other Backward Classes with valid Non-Creamy Layer (OBC – NCL) certificate.

Table 2: Other Abbreviations

Sr. No.	Abbreviation	Description
1	CCMN	Centralized Counselling for M.Sc./M.Sc(Tech.)
2	PwD	Persons with Disability
3	PI	Participating Institute
4	SR	Special Round
5	PSAL	Provisional Seat Allotment Letter
6	ODVC	Online Document Verification Certificate
7	PAL	Provisional Admission Letter
8	SAF	Seat Acceptance Fee
9	NSR	National Spot Round
10	FAI	Finally Allotted Institute
11	PAF	Partial Admission Fee

Types of Fees

Table 3: Types of Fees

Fee Type	Description	Amount
Registration Fee	Non-refundable registration fee to be deposited for participating in CCMN-2024 Counselling process (Regular Rounds 1, 2, and 3).	₹ 3,500/- for GEN/ GEN-EWS/OBC ₹ 3,000/- for SC/ST/PwD
Seat Acceptance Fee (SAF)	Fee to be deposited by a candidate when (s)he accepts the seat allotted to her/him. This will be a part of institute fee and will be adjusted against the finally allotted Institute's admission fee.	₹ 15,000/- for GEN/ GEN-EWS/OBC ₹ 10,000/- for SC/ST/PwD
Partial Admission Fee (PAF)	Partial admission fee to be deposited by the candidate on CCMN portal if (s)he wants to confirm her/his seat. This will be a part of the institute fee and will be adjusted against the finally allotted institute's admission fee.	₹ 10,000/- for GEN/ GEN-EWS/OBC ₹ 5,000/- for SC/ST/PwD
Special Round (SR) Registration Fee	If the candidate wishes to participate in the Special Rounds of CCMN-2024, a fresh registration along with the payment of Non-refundable registration fee is mandatory (Special Rounds 1, and 2).	₹ 3,500/- for GEN/ GEN-EWS/OBC ₹ 3,000/- for SC/ST/PwD
SR Participation Fee	Fee to be deposited during the registration of special round along with the SR registration fee. This will be a part of the institute fee and will be adjusted against the finally allotted institute's admission fee. (If a candidate has already paid SAF and PAF in regular rounds then that fee will be adjusted towards SR participation fee. If a candidate has only paid SAF during regular rounds but not paid PAF then difference of SR participation fee and SAF will have to be deposited)	₹ 25,000/- for GEN/ GEN-EWS/OBC ₹ 15,000/- for SC/ST/PwD
National Spot Round (NSR) Registration Fee	If the candidate wishes to participate in the National Spot Round of CCMN-2024, a fresh registration along with the payment of Non-refundable registration fee is mandatory.	₹ 3,500/- for GEN/ GEN-EWS/OBC ₹ 3,000/- for SC/ST/PwD
NSR Participation Fee	Fee to be deposited during the registration of National Spot Round along with the NSR registration fee. This will be a part of the institute fee and will be adjusted against the finally allotted institute's admission fee. (If a candidate has already paid SAF and PAF / SR participation fee in previous rounds then that fee will be adjusted towards NSR participation fee. If a candidate has only paid SAF during regular rounds but not paid PAF then difference of NSR participation fee and SAF will have to be deposited)	₹ 25,000/- for GEN/ GEN-EWS/OBC ₹ 15,000/- for SC/ST/PwD

1. Introduction

The centralized online process for admission to PG Programmes (M.Sc./M.sc.(Tech)) is being organized by CCMN-2024 for NITs, IEST Shibpur and some CFTIs, hereinafter called 'Participating Institutes' (PIs), as per schedule given on CCMN website. These are the premier institutions of the country imparting world class technical education.

Important features of the admission procedure, admission schedule, process flow chart and contact details of CCMN-2024 headquarter are given in this brochure. The list of PIs and their Seat Distribution, Eligibility Matrix, Date of commencement of classes, Fee Structure, Contact Addresses, etc. are given on the CCMN website <https://ccmn.admissions.nic.in>. **Candidates are advised to read this brochure carefully and visit the CCMN website regularly for all the updates regarding the counselling process.**

The Counselling process of **Regular Rounds** consists of following stages excluding pre-registration (refer section 5 for details and Annexure I for Flow Chart of the Counselling process):

- Online Registration, Payment of Registration Fee, Choice Filling and Locking of Choices (refer section 5.1)
- Three Rounds of Counselling: Seat Allotment, Depositing Seat Acceptance Fee, Submitting Willingness, Uploading Documents, and Online Document Verification (refer section 5.2)
- Payment of Partial Admission Fee (refer section 5.3)
- Physical Reporting at the Finally Allotted Institute (refer section 5.4)

In addition to regular rounds, two Special Rounds (SR), and a National Spot Round (NSR) will also be conducted to fill-up the vacant seats, if any. For a detailed counselling process of Special Rounds and National Spot Round, please refer to Section 7 / Section 9.

If at any stage it is found that the information submitted by the candidate about her/his Qualifying Degree is different from her/his undergraduate degree, then the allotment will be cancelled.

During document verification, the verifying officer may enquire the candidate about her/his documents. If the candidate does not respond within the scheduled time, then the case would be considered as non-reported.

It is important to ensure that the candidate should regularly check the registered email for notices, schedules/enquiries/comments during the counselling period and prompt action/s must be taken accordingly. The candidate should be available on the registered phone number to respond to the queries raised during the counselling process.

The CCMN-2024 counselling is for full time seats carrying scholarship. It is NOT for candidates seeking admission to Sponsored Seats or Part Time programmes, for which candidate should contact the respective institutes for the same.

2. Eligibility Requirements

A candidate to be eligible for M.Sc/M.Sc(Tech.):

- i. Must have a valid JAM score of the year 2024.
 - ii. In qualifying degree, the candidates should have passed and secured at least 6.5 CGPA (on a 10- point scale) or 60% for GEN/GEN-EWS/OBC, whereas 6.0 CGPA (on a 10-point scale) or 55% in case of SC/ST/PwD candidates. **The above mentioned CGPA/Percentage should be awarded by a recognized University/Institute.**
- Only primary mode of evaluation (CGPA or percentage) as mentioned in the qualifying degree certificate/mark sheet shall be considered while verifying eligibility. **In case both CGPA and percentage are mentioned, then only CGPA would be considered.**
 - **Conversion from CGPA to percentage or vice versa given by an individual Institute/university will not be allowed.**
 - **If CGPA is on a different scale than the 10-point scale, then it would be linearly mapped to a 10-point scale.**
 - In case, the result of qualifying degree is awaited, provisional admission is permitted to a candidate subject to meeting above minimum qualifying degree requirements latest by **September 30, 2024**. A certificate from the Head of the current institute (format given on the CCMN website) to that effect should be submitted during document verification.
 - For each programme, eligibility is defined based on certain combinations of degree-disciplines and JAM paper. Please refer to CCMN website <https://ccmn.admissions.nic.in> for the seat matrix and eligibility matrix, which provides the number of seats available under different categories in each programme.
 - For certain programmes in few participating Institutes, special eligibility criteria are applicable (given on CCMN website). Eligibility against these special requirements shall not be checked during the registration process but will be verified during online document verification as well as during physical reporting at the finally allotted institute. **Candidates are required to ensure that they fulfill all such special requirements before choosing such programmes during choice filling. Candidates will be solely responsible for their fulfilling of and compliance to these special eligibility requirements. CCMN-2024 will not entertain any claims arising out of the candidate's failure to comply with these special eligibility criteria even at a later stage. Candidates must note that special eligibility would only be checked when that particular seat is allotted and not anytime in earlier rounds. Candidates must specifically note that in case they fail to satisfy special eligibility of the allotted seat at any stage then they may be left without any allotted seat. If any such candidates**

satisfy all other eligibility criteria, they may be considered for the allotment in further rounds, if any, depending on the remaining vacant seats.

3. Rules for Seat Allotment

3.1 Merit List Preparation

Merit for seat allotment will be prepared based on "Common Percentile" (calculated from the JAM Rank of year 2024) obtained by the candidate. In case of the same "Common Percentile", to resolve and determine inter-se-merit of candidates, following criteria will be used in the stated order.

- i. The preference will be given to that candidate who has obtained a higher JAM Score in the year 2024.
- ii. In the unlikely event of candidates having the same JAM score, Date of Birth will be considered for breaking ties. Elder candidate will be given preference.
- iii. In the highly unlikely event of candidates having the same "Common Percentile", JAM score, and Date of Birth, rank will be decided on the basis of random number generation. Candidate with lower random number generated will be given preference.

3.2 Allotment Rules

Seat allotment is based on the merit list, choice list, category of the candidate, and availability of seats. Sequence in which seat will be allotted to a candidate belonging to any particular category is given in Table 4:

Table 4: Sequence of Seat Categories for allocation

Sr. No.	Candidate's category tag	Sequence of Seat Categories for allocation
1	GEN	1. OPEN
2	GEN-PwD	1. OPEN 2. OPEN-PwD
3	GEN-EWS	1. OPEN 2. GEN-EWS
4	GEN-EWS-PwD	1. OPEN 2. OPEN-PwD 3. GEN-EWS 4. GEN-EWS-PwD
5	OBC	1. OPEN 2. OBC

6	OBC-PwD	1. OPEN 2. OPEN-PwD 3. OBC 4. OBC-PwD
7	SC	1. OPEN 2. SC
8	SC-PwD	1. OPEN 2. OPEN-PwD 3. SC 4. SC-PwD
9	ST	1. OPEN 2. ST
10	ST-PwD	1. OPEN 2. OPEN-PwD 3. ST 4. ST-PwD

The above sequence (in third column) will be followed only for those seat categories in which the candidate fulfills the eligibility requirements as per section 2.

3.3 Conversion Rules for Programme Groups

There will not be de-reservation of unfilled seats at all. However, in Special Round-1 (SR-1) and Special Round-2 (SR-2), the unfilled seats, if any, in the Programme Groups G2, G3, etc. will be converted into the lower numbered group in the same category. In a particular round (SR-1 and SR-2), first iteration of allotment will be carried out without conversion and then the subsequent iteration will be carried out with conversion of unfilled seats related as per the following rules.

The conversion of unfilled seats will occur among the programme groups viz. from Programme group G5 to G4, G4 to G3, G3 to G2, G2 to G1. (refer section 14 “Seat and Eligibility Matrix” about details of these groups) in the same category.

Programme group G5 seats will be converted to G4 group only when G5 group candidates possessing the minimum eligibility criteria are not available for G5 group seats and so on for other groups.

4. Reservation of Seats

Reservation of seats for various categories is as per the norms of Government of India. Please refer to the CCMN website for the detailed seat matrix.

5. Counselling Process for Regular Rounds

The Counselling process broadly involves the following stages:

- i. Online Registration, Payment of Registration Fee, Choice Filling and Locking.

- ii. Three Regular Rounds of counselling including seat allotment, uploading of required documents by the candidate, verification of uploaded documents by the verifying officers of the participating institutions, resolution of queries raised, if any, by the candidates and generation of online document verification certificate
- iii. Reporting at the Finally Allotted Institute for Admission: Candidates are required to keep on visiting the CCMN website regularly for any change/ update pertaining to Physical reporting/ Fee payment based on any unforeseen situation and deposit of partial admission fee at CCMN portal. If candidates fail to adhere to such new changes/updates and due to the same any adverse action is taken, they will be solely responsible for the same.

5.1 Online Registration, Payment of Registration Fee, Choice Filling and Locking

5.1.1 Online Registration

To participate in the CCMN-2024 Counselling process, all eligible candidates must first register themselves through an online registration process during the specified period (refer Schedule given on CCMN website) by providing JAM credentials, qualifying degrees, personal details, etc.

5.1.2 Payment of Registration Fee, Choice Filling and Locking

Upon successful registration, the candidates will be able to pay the requisite registration fee (refer Table 3 for fee details). The registration fee can be paid using UPI/Debit Card/Credit Card/Net Banking (refer section 11 for payment methods).

Please note that:

- **The registration fee is non-refundable** and will NOT be adjusted towards any other fee.
- All candidates must carefully enter their correct personal details, academic credentials, bank details, and other information during online registration.
- Candidates must read carefully all terms and conditions before clicking on the "I agree" checkbox.
- If the information submitted by the candidate is found to be fraudulent, incorrect or untrue at any stage, the seat allotted (if any) may be cancelled without any further reference and fees paid may be forfeited. Moreover, such candidates may no longer be considered eligible in subsequent rounds for admission and may also be liable for legal action.

Upon successful registration and payment of registration fee, the candidates will be able to fill and lock their choices of programmes in the order of their preference from the list of eligible programmes, offered by various PIs, appearing in their respective CCMN login. **Candidates should carefully read details about the programs, name of the degree (M.Sc./M.Sc.(Tech.)/M.S. etc.) and other specific requirements, if any, for the programs they wish to apply for, on the website of respective institutes before the choice filling.**

During the choice filling, the candidates are free to change, reorder, delete and add their choices of programmes / Institutes as per their preference within the stipulated time period. The candidate will not be able to add/delete/reorder the choices after due date and time of choice filling is over. Candidates must take print copy of their registration form, which contains the locked choices and terms and conditions. **This print copy has to be signed and submitted by the candidate at the time of physical reporting at the finally allotted Institute.**

Please note that:

- **Candidates must ensure themselves that they fully satisfy the eligibility criteria, including the special eligibility criteria** (given on the CCMN website) for their chosen programmes, before filling and locking them in their choice list. *CCMN and PIs are not responsible for cancellation of their allotted seat and/or admission due to their non- fulfillment of eligibility criteria, including special eligibility criteria.*
- All the candidates must lock their final choices within the deadline as per CCMN-2024 schedule. If a candidate fails to lock her/his choices within the deadline, her/his last saved choices will be automatically locked and the same list will be considered for further Counselling process.
- The saved choice list of the candidate must contain at least one programme. Registered candidates who do not fill any choice or fail to save them by the deadline of choice filling will not be considered for seat allotment and admission.
- **Candidates are advised to fill and lock their choices very carefully.**

Candidates may take assistance through helpline email CCMN2024helpdesk@svnit.ac.in regarding issues related with registration and choice filling. Candidates may also contact the help centers of participating institute for help related to choice of the programmes. The contact details of the help centers are available on the CCMN website.

5.2 Three Regular Rounds of Counselling

Three rounds of seat allotment and document verification will be conducted, which will be followed by physical reporting at the finally allotted institute.

5.2.1 First Round of Counselling

Eligible candidates for seat allotment: Candidates who have registered for CCMN-2024, paid registration fee and filled & saved choices.

5.2.1.1 Seat Allotment

All the available seats will be considered for the allotment. The choices submitted by the candidates during registration will be processed and a seat will be allotted based on the merit, as per the rules of allotment (See Section 3). The allotment result will be declared on the CCMN website and candidates will be able to download their Provisional Seat

Allotment Letter (PSAL) from their CCMN login after depositing the Seat Acceptance Fee. **No hard copy of the Provisional Seat Allotment Letter will be sent to the candidates individually.**

On allotment of a seat, the candidate is required to pay the **Seat Acceptance Fee**, submit willingness and upload the required documents within the stipulated time as notified on the website from time to time as per the procedure mentioned in subsequent sections. If the candidate fails to perform any of these activities within the stipulated time period, (s)he will lose any claim on the allotted seat and will not be considered for seat allotment in subsequent rounds of Counselling.

5.2.1.2 Payment of Seat Acceptance Fee

When a seat is allotted to the candidate, (s)he has to pay the **Seat Acceptance Fee** (refer Table 3) through UPI/Debit Card/Credit Card/Net Banking (refer section 11 for methods of payment) during the period mentioned in the Schedule given on the website. In case the candidate fails to pay the Seat Acceptance Fee, her/his seat allotment shall automatically stand cancelled and (s)he will not be considered for the subsequent rounds of allotment. **Proof of payment of Seat Acceptance Fee has to be produced by the candidate at the time of reporting at the finally allotted institute. Only after payment of Seat Acceptance Fee, the candidate will be able to download the Provisional Seat Allotment Letter (PSAL), submit willingness and upload the documents online.**

5.2.1.3 Online Submission of Willingness

On allotment of a seat and payment of Seat Acceptance Fee, the candidates **are required to exercise one of the following** willingness online through their login:

- i. **Float**, if they wish to be considered in the next round for all of their better preferred choices (i.e. across the Institutes) or,
- ii. **Slide**, if they wish to be considered in the next round for their better preferred choices only within the Institute allotted to them or,
- iii. **Freeze**, if they are satisfied with the currently allotted seat and not interested in their better preferred choices in the subsequent round(s).

5.2.1.4 Online Document Uploading

On allotment of a seat and payment of Seat Acceptance Fee, the candidate will have to upload the required documents (as per list mentioned in Annexure-III) through their login for online verification as per the schedule given on the CCMN website. Please note that the option of document upload will be enabled only **after payment of Seat Acceptance Fee**. Guidelines for document uploading will be made available on the CCMN website.

PwD candidates are required to upload the scanned copy of an **Affidavit** in a format mentioned in **Annexure-VI** in addition to the PwD certificate, which they need to carry in original at the time of physical reporting at the allotted institute.

If the original certificates are not in English/Hindi, English/Hindi version/translation of such certificates, duly certified by the Principal/Director or other competent authority, will be required along with the original certificate(s).

5.2.1.5 Online Document Verification

The document verification will be done by the verifying officers of the participating institutes only in the online mode. In case of a doubt/query regarding the documents, the Document Verifying Officer will raise a query to the candidate, against which, the candidate can respond through her/his login. **This interaction between the Document Verifying Officer and the candidate can occur multiple times till the issue is resolved.** The candidate will be compulsorily required to submit her/his clarifications/documents in response to the queries raised by the Document Verifying Officer in **the stipulated time period**, failing which (s)he will be treated as **Not-Reported**, and hence her/his seat will be cancelled and (s)he will not be considered for seat allotment in subsequent rounds. Thus, the candidates are advised to regularly visit their login portal for any such query raised by the verifying officer and respond to the same within stipulated time. In case, the seat is cancelled in Regular Rounds, the candidate may participate in Special Rounds, if (s)he fulfills the eligibility requirements at that time.

Candidates may note that special eligibility condition(s) of any program would be checked by the allotted institute only after that seat is allotted to the candidate. Special eligibility condition(s) of a choice filled by the candidate are not checked during document verification in case that seat is not allotted to the candidate. So, if in the next round a candidate is allotted a seat with special eligibility condition(s) and at that time it is found that candidate is not fulfilling the special eligibility condition(s) for that seat, her/his allotment would be cancelled and the candidate herself/himself would be responsible for the same. IN ESSENCE, CANDIDATE MUST CAREFULLY CHECK THAT (S)HE IS FULFILLING SPECIAL ELIGIBILITY CONDITION(S) FOR THE SEAT BEFORE ADDING IT AS HER/HIS CHOICE.

Updation of Candidate's data / Cancellation of seat during document verification

- a. During document verification, if the personal data submitted by the candidate during online registration is found to be false, her/his seat allotment is liable to be cancelled.
- b. If a candidate fails to produce a valid category/PwD certificate, her/his allotment will stand cancelled if the presently allotted seat was based on her/his claimed category.

However, in such a case, if still eligible after updation of the category, (s)he may be considered for allotment in subsequent rounds, as per her/his updated category. But, after updating the category, if the candidate does not satisfy the minimum eligibility criteria, (s)he will NOT be considered for the subsequent rounds of the Counselling process. The category data may be updated during the online document verification period, after obtaining an undertaking (Annexure-VII) from the candidate to be uploaded online (which will be required to be submitted in original at the time of physical reporting at the finally allotted institute).

Following category conversion of the candidate is permitted:

Claimed Category	New Category (PERMITTED)
GEN-EWS	GEN
OBC	GEN
SC	GEN
ST	GEN
GEN-PwD	GEN
GEN-EWS-PwD	GEN-EWS / GEN-PwD
OBC-PwD	OBC
SC-PwD	SC
ST-PwD	ST

Following category conversion of the candidate is not permitted:

Claimed Category	New Category (NOT PERMITTED)
GEN	GEN-EWS/OBC/SC/ST
GEN-EWS	OBC/SC/ST
OBC	GEN-EWS/SC/ST
SC	GEN-EWS/OBC/ST
ST	GEN-EWS/OBC/SC
SC	SC-PwD
ST	ST-PwD
OBC	OBC-PwD
GEN-EWS / GEN-PwD	GEN-EWS-PwD
GEN	GEN-PwD

- c. In case, the candidate is found ineligible at the time of document verification (online / physical reporting at the allotted institute) due to mismatch between her/his

degree/discipline as per documents and that filled up during registration, her/his seat is liable to be cancelled and qualification degree/discipline name will be updated in the system. Such candidates will be considered in subsequent rounds and only those choices will be considered for allotment for which (s)he is eligible as per her/his updated qualification degree/discipline. Refer section 14 for Eligibility matrix of various programmes. The candidates are responsible to check the programmes in which they are eligible before including them in the Choice List during registration.

- d. In case, the marks/CGPA filled in during registration do not match with that in documents, the same will be updated by the Document Verifying Officer. Thus the candidates are required to visit their login portal to see such update, if any. If the candidate fails to satisfy the minimum eligibility criteria based on updated information (refer section 2), her/his allotted seat shall stand cancelled and such candidate will not be considered for seat allotment in subsequent rounds, if any.
- e. In case, the qualifying degree passing status filled in at the time of registration is found to be different at the time of document verification, her/his qualifying degree passing status will be updated in the system if status is changed from “Appearing” to “Passed” but vice-versa is not allowed. In case, the status is changed to “Passed”, the minimum eligibility criteria will be checked as mentioned above.
- f. In case, Candidates having qualifying degree status as “Appearing” and have not uploaded course completion certificate (format available in CCMN website) duly signed by the head of the institution or relevant undertaking, her/his allotted seat shall stand cancelled and such candidate will not be considered for seat allotment in subsequent rounds, if any.
- g. In case, the candidate’s qualifying degree passing year filled in during registration does not match with the documents, it will be updated in the system.
- h. In case the date of birth filled up by the candidate during registration does not match with the documents, then the seat may be cancelled if the actual date of birth (as per documents) is later than that filled by the candidate during registration.
- i. If a candidate does not fulfil the special eligibility criteria for the allotted seat, if any, her/his allotment will stand cancelled. However, (s)he will be considered for allotment in further rounds against the programmes for which (s)he will be eligible.

In case of seat cancellation due to any of the above reasons, **NO** fresh choice filling will be permitted at this stage under any circumstance. Refund of Fee will be dealt by the Refund Rules (refer section 12).

Issuance of Online Document Verification Certificate (ODVC)

As an outcome of online verification of documents, an ODVC will be generated, which will be available for download in the candidate’s login. The ODVC will indicate the personal details of the candidate, details of the Institution and programme allotted, details of Seat

Acceptance Fee, the willingness (Float or Slide or Freeze) exercised by the candidate for subsequent rounds of allotment, and STATUS of document verification. The candidate should check all the entries in the ODVC and download it for producing the signed copy of the same at the time of physical reporting at the finally allotted institute.

All the candidates who have obtained ODVC from the portal and have Float or Slide willingness, should regularly visit the CCMN website for the status / up-gradation of their allotted seat in the subsequent rounds of allotment. They should take a print copy of the Provisional Seat Allotment Letter (PSAL) indicating the new allotment, if any, as available on the CCMN portal.

Based on documents uploaded by the candidate for online document verification and fulfillment of queries raised by the document verifying officer, the STATUS of ODVC may be:

- Documents Verified Online for minimum eligibility
- Seat cancelled and eligible for subsequent rounds
- Seat cancelled and not eligible for subsequent rounds

After successful document verification and confirmation of the seat, the candidate will be required to complete the admission formalities by depositing the Partial Admission Fee (PAF) during the period specified after Round-3 of Regular Rounds as per schedule mentioned on the CCMN website failing which their seat will be cancelled and it will be treated as “Auto-Withdrawal” (Refer to Section 5.3).

After taking admission in the allotted institute by depositing the PAF in the stipulated time, the candidates are required to report at the Finally Allotted Institute (FAI) in the “Final Reporting” period as per schedule mentioned on the website, failing which their seat will be cancelled and the fee deposited will be forfeited.

In case of seat cancellation, the candidate will lose any claim on the cancelled seat and the entitled refund, if any, will be made as per refund rules (refer section 12).

5.2.1.6 Change of Willingness / Withdrawal

After document verification, the candidates can exercise one of the following options during the period given in the schedule on website, if required:

- Change of Willingness (One more type of Willingness “Surrender and Participate in Next Round” is provided here in addition to “Float”, “Slide”, and “Freeze”)
- Withdrawal

This activity is optional, hence, if a candidate does not exercise any of these options at this stage, the `WILLINGNESS' submitted earlier will be carried forward for subsequent rounds of allotment. Once 'Withdrawal' is exercised by a candidate (s)he will not be allowed to change the Willingness, however, vice-versa is allowed.

These options may be exercised by the candidate through her/his login well authenticated by a One-Time Password (OTP). While exercising the option, the One-Time Password (OTP) will be sent to the registered mobile number as well as on email ID of the candidate. Candidates are required to enter the OTP correctly to confirm the chosen option.

5.2.1.6.1 Change of Willingness

Candidates, who have already exercised their willingness at the time of online document uploading through their login and got the documents verified successfully online, may change their willingness for subsequent rounds ONLINE during the period given in the schedule on website through their CCMN login. One more type of Willingness "Surrender and Participate in Next Round" will also be available at this stage. Permission to change in Willingness will be as per following Table:

Table 5: Permission of Willingness Change

From	To
Float	Slide
Float	Freeze
Float	Surrender and Participate in Next Round
Slide	Freeze

i.e. the willingness can be changed from *Float* to *Slide*, or *Float* to *Freeze*, or *Float* to "Surrender and Participate in Next Round", or *Slide* to *Freeze*. The vice-versa changes, i.e., from *Freeze* to *Slide*, or "Surrender and Participate in Next Round" to *Float* or *Freeze* to *Float*, or *Slide* to *Float* are not permitted.

This activity is optional, hence, if a candidate does not change the `WILLINGNESS', her/his earlier specified WILLINGNESS will be considered in the subsequent round(s) of allotment.

5.2.1.6.2 Surrender & Participate in Next Round

After successful online document verification, if the candidate wishes to surrender the currently allotted seat at this stage but wishes to participate in subsequent regular rounds, (s)he may select this Willingness, which means the candidate REJECTS the offered seat in the current round and wishes to participate in the next regular round. Such candidate will be considered in the next round for her/his choices above the currently allotted seat

(which (s)he has surrendered). Irrespective of the candidate being allotted / not allotted any seat in the next round, **(s)he will have no claim on the seat allotted in the current round, which (s)he has surrendered.** This implies if no seat is allotted in the next round, the candidate will lose the already allotted seat in the current round.

5.2.1.6.3 Withdrawal from Allotted Seat

After successful document verification, if a candidate wishes to withdraw from CCMN-2024, (s)he can do so ONLINE by logging in to her/his CCMN login. The withdrawal from the Counselling process can be done **during the period given in the schedule on the website.**

All candidates, who withdraw their seat, forfeit all claims on the seat allotted to them. After the allotted seat is cancelled, the candidate cannot participate in further rounds of the Counselling process, however can apply in Special Rounds and/or National Spot Round as a fresh candidate by paying the required fee.

5.2.2 Second Round of Counselling

Eligible Candidates: There is no fresh registration and choice filling in this round. Registered candidates will not be allowed to add/ alter their choices. Candidates eligible for seat allotment in current round fall into any one of the following types:

- Type-I: Registered candidates who were not allotted any seat in the previous round.
- Type-II: Registered candidates who were allotted seats in previous round and deposited Seat Acceptance Fee, but their allotted seats were cancelled during online document verification due to non-fulfilment of any required criterion and are still eligible for Counselling.
- Type-III: Registered candidates who were allotted seats in the previous round, and have deposited Seat Acceptance Fee, specified “*Float*”/ “*Slide*” as their willingness and got documents verified online successfully. However, candidates with willingness as “*Freeze*” will also be processed only for category upgradation without changing the seat allotment.
- Type-IV: Registered candidates who were allotted seats in previous round, deposited Seat Acceptance Fee, got documents verified online successfully, and have exercised “*Surrender and Participate in Next Round*” option

5.2.2.1 Seat Allotment

The choices of eligible candidates as mentioned above will be processed and a seat will be allotted based on the merit, as per the rules of allotment (see Section 3). The choices to be considered for allotment will be based on rules below:

- Float:** All the choices above the choice allotted in the previous round will be processed. If no higher choice is allotted based on the merit, then the seat allotted in the previous round will be retained.
- Slide:** All the choices (of the Institute allotted in previous round) above the choice allotted in previous round will be processed. If no higher choice is allotted based on the merit, then the seat allotted in the previous round will be retained.
- Surrender & Participate in Next Round:** All the choices above the choice allotted in the previous round will be processed. If no higher choice is allotted based on merit, then the candidate will proceed further in the counselling process without any seat in her/his hand and the candidate will have no claim on the surrendered seat.
- Freeze:** There will not be any change in Seat Allotment, however, such candidates will be processed only for category upgradation.

If the allotted seat is of better preferred choice for a candidate who had specified her/his willingness as Float/Slide in the previous round, then (s)he will forfeit the claim on the seat allotted to her/him in the earlier rounds.

The allotment result will be published on the CCMN website and candidates can download their provisional seat allotment letter from their CCMN login. **No hard copy of the provisional seat allotment letter will be sent to any candidate.**

5.2.2.2 Payment of Seat Acceptance Fee

Refer section 5.2.1.2 for procedure for payment of **Seat Acceptance Fee**. Candidates who have already paid the Seat Acceptance Fee in any of the previous rounds are not required to pay again at this stage.

5.2.2.3 Online Submission of Willingness

Refer section 5.2.1.3 for procedure and rules for online submission of willingness. Candidates who have already submitted their willingness online in a previous round are not required to submit their willingness at this stage. However, if the candidate wishes to change her/his willingness, (s)he can do so at a different stage as mentioned in section 5.2.2.6.

5.2.2.4 Online Document Uploading

Refer section 5.2.1.4 for procedure of online document uploading. Candidates who have already got their documents verified online in any of the previous rounds are not required to upload their documents again. However, special eligibility condition shall be checked. If a candidate does not fulfil special eligibility condition (s)he will

be out of the regular counselling rounds and can participate in the special rounds and/or NSR as per the details given in section 7 and 9.

5.2.2.5 Online Document Verification

Refer section 5.2.1.5 for procedure of online document verification. Candidates who have already got their documents verified online in a previous round are not required to get their documents verified again. However, if there are some special eligibility condition(s) for the seat that has been allotted to a candidate in the second round, who was allotted a seat in the first round also, the same shall be checked by the document verifying officer of the institute allotted in this round. If the candidate is found ineligible by the document verifying officer, then the allotted seat will be cancelled and the candidate herself/himself will be responsible for such a condition. It is therefore advised that the candidates check special eligibility condition(s) for any seat carefully during the choice filling and subsequent locking. If a candidate is found ineligible for the upgraded seat, (s)he will not have any claim on any of the seats allotted to her/him during any of the two rounds. However, such candidate may be allotted a seat in next regular round depending on seat vacancy.

5.2.2.6 Change of Willingness / Withdrawal

Refer section 5.2.1.6 for procedure of exercising anyone of the options “*Change of Willingness*”, or “*Withdrawal*”.

5.2.3 Third Round of Counselling

Eligible Candidates: Refer section 5.2.2; the procedure mentioned therein shall be followed.

5.2.3.1 Seat Allotment

Refer section 5.2.2.1 for procedure and rules of seat allotment, which shall be followed.

5.2.3.2 Payment of Seat Acceptance Fee

Refer section 5.2.1.2 for procedure for payment of **Seat Acceptance Fee**, which shall be followed.

Candidates who have already paid the Seat Acceptance Fee in a previous round are not required to pay again at this stage.

5.2.3.3 Online Submission of Willingness

This activity is not required in this round as this is the last regular round and the candidates are required to report physically at the finally allotted institute as per schedule given on the website.

5.2.3.4 Online Document Uploading

Refer section 5.2.1.4 for procedure of online document uploading, which shall be followed. Candidates who have already got their documents verified online in a previous round are not required to upload their documents again. However, special eligibility condition shall be checked and refer section 5.2.2.5 which shall be followed. If a candidate does not fulfil special eligibility condition (s)he will be out of the regular counselling rounds and can participate in the special rounds and/or NSR as per the details given in section 7 and 9.

5.2.3.5 Online Document Verification

Refer section 5.2.2.5 for procedure of online document verification, which shall be followed.

5.3 Payment of Partial Admission Fee and Provisional Admission Letter

All the candidates who have been allotted a seat in any of the three regular rounds and have got their documents verified and willing to confirm their seat will have to pay the partial admission fee on the CCMN portal in the online mode within the stipulated time period.

As an outcome of successful online document verification and online deposition of partial admission fee, a **Provisional Admission Letter (PAL)** will be generated.

If a candidate fails to deposit the partial admission fee as per the schedule given on the website, then the allotted seat will be automatically cancelled. Refer section 12 for refund rules. However, such candidates can participate in the subsequent round(s).

5.4 Physical Reporting at Finally Allotted Institute (FAI)

After confirmation of the seat by paying the PAF, if the candidate does not participate in any subsequent rounds, candidate **must physically report at the Finally Allotted Institute (FAI)** as per the schedule given on the CCMN/FAI website. Refer Section 10 for further details.

The PwD candidates will be required to undergo the medical examination by the medical board of the Finally Allotted Institute (FAI) at the time of physical reporting as per schedule mentioned on the CCMN/FAI website. Based on medical examination at the FAI, if the medical board finds the candidate ineligible for PwD category at that time, her/his seat may be cancelled. Refer Section 10 for further details.

6. Withdrawal from Admitted Institute after Regular Rounds

After successful online admission in the finally allotted Institute, the candidate may withdraw from the admitted Institute online as per Schedule through her/his login well authenticated by a One- Time Password (OTP). On Withdrawal from the admitted Institute, the candidate will not have any claim on the allotted seat. Refer **section 12** for refund rules.

Such candidates may participate in Subsequent Rounds by making fresh registration and choice filling.

7. Counselling Process of Special Rounds (SR)

Two Special Rounds (SR) will be conducted for filling the seats remaining vacant after the regular rounds as per schedule given on website. The tentative vacant seats for SR will be published on CCMN website.

7.1 Online Registration, Choice Filling and Locking for Special Rounds

Eligible Candidates for Registration: Candidates eligible for registration for Special Rounds fall into any one of the following types:

- Type-I: Candidates who did not register for CCMN Regular Rounds but are eligible as per the rules mentioned in Eligibility Criteria (Refer section 2) will be eligible for participating in the Special Rounds.
- Type-II: Candidates who have participated in CCMN Regular Rounds and got admitted on a seat (even if they have withdrawn later) will be eligible for participating in the Special Rounds by doing fresh registration and choice filling.
Please note that the candidates admitted in the Finally Allotted Institute (and not withdrawn) will retain their seat if a new seat is not allotted in the Special Rounds. However, if a new seat is allotted in Special Rounds, the earlier allotted seat will be **cancelled**.
- Type-III: Candidates who have participated in CCMN Regular Rounds but did not get any seat will be eligible for participating in the Special Rounds by doing fresh registration and choice filling.
- Type-IV: Candidates who have participated in CCMN Regular Rounds, got a seat allotted, however, the seat got cancelled during document verification, but still satisfy the eligibility criteria. Such candidates may also participate in the Special Rounds by doing fresh registration and choice filling.

If a candidate fails to register for the Special Rounds within stipulated time, (s)he will not be entertained in any of the Special Rounds.

The process for online registration and choice filling for special rounds is the same as that of regular rounds (as mentioned in Section 5.1) with a difference that the candidate is required to pay **SR Participation Fee** also along with the **SR Registration Fee**. Refer Table 3 for the SR Registration Fee and SR Participation Fee. In case a seat is allotted to the candidates in Special Rounds, the SR Participation Fee will be adjusted in the fee of the respective institute at the time of physical reporting. In case no seat is allotted / seat is cancelled/ not reported, refund will be processed as given in Section 12 for refund rules.

7.2 Detailed Procedure of Special Rounds of Counselling

7.2.1 First Special Round of Counselling

7.2.1.1 Seat Allotment

All the available seats will be considered for allotment. The choices submitted by the candidates during registration in Special Rounds will be processed and a seat will be allotted based on the merit, as per the rules of allotment (See Section 3). The allotment result will be declared on the CCMN website and candidates will be able to download their Provisional Seat Allotment Letter (PSAL) from their CCMN login. **No hard copy of the Provisional Seat Allotment Letter will be sent to the candidates individually.**

On allotment of a seat, the candidate is required to submit willingness, and upload the necessary documents as per the procedure mentioned in subsequent sections within the stipulated time period. If the candidate fails to perform any of these activities within the stipulated time period, (s)he will lose any claim on the allotted seat and will not be considered for seat allotment in subsequent rounds of Counselling.

7.2.1.2 Online Submission of Willingness

The procedure of online submission of willingness is the same as that for Regular Rounds as mentioned in section 5.2.1.3.

7.2.1.3 Online Document Uploading

The procedure of online document uploading is the same as that for Regular Rounds as mentioned in section 5.2.1.4.

Candidates who have already got their documents verified online in a previous round are not required to upload their documents again. **However, if there is any change in the personal details or choices which require the special eligibility check, the candidate is required to upload the required documents.** The candidates are advised to regularly check their login account on the CCMN portal regarding the requirement of uploading the documents.

7.2.1.4 Online Document Verification

The procedure of online document verification is the same as that for Regular Rounds as mentioned in section 5.2.1.5. The candidates whose documents have already been verified in the Regular Rounds may again be required to undergo document verification in some cases like change in the personal details or choices which require the special eligibility check.

7.2.1.5 Change of Willingness/ Withdrawal

The procedure of "Change of Willingness" and "Withdrawal" is the same as that for Regular Rounds as mentioned in section 5.2.1.6.

In addition to these rules, the candidates who have not been allotted any seat in SR-1 can also withdraw from Special Rounds. Also, the candidates who were allotted a seat in

Regular Rounds and are participating in Special Rounds while retaining that seat, can choose the Willingness “*Surrender and Participate in Next Round*”. By choosing this Willingness, the candidate will lose any claim on the allotted seat. Refer Refund Rules mentioned in Section 12.3 for refund, if any.

7.2.2 Second Special Round of Counselling

Eligible Candidates: There is no fresh registration and choice filling in Special Round-2. Registered candidates will not be allowed to add/ alter their choices. Candidates eligible for seat allotment in this round fall into any one of the following types:

- Type-I: Candidates registered for Special Rounds who were not allotted any seat in SR-1.
- Type-II: Candidates registered for Special Rounds who were allotted seats in SR-1, but their allotted seats were cancelled during online document verification due to non-fulfilment of any required criterion and are still eligible for Counselling.
- Type-III: Candidates registered for Special Rounds who were allotted seats in SR-1, specified “*Float*”/ “*Slide*” as their willingness and got documents verified online successfully. However, candidates with willingness as “*Freeze*” will also be processed only for category upgradation without changing the seat allotment.
- Type-IV: Candidates registered for Special Rounds who were allotted seats in SR-1, got documents verified online successfully, and have exercised “*Surrender and Participate in Next Round*” option

7.2.2.1 Seat Allotment

The procedure of Seat Allotment in SR-2 is the same as that for Regular Round-2 as mentioned in section 5.2.2.1.

7.2.2.2 Online Document Uploading

The procedure of online document uploading is the same as that for Regular Rounds as mentioned in section 5.2.2.4.

7.2.2.3 Online Document Verification

The procedure of online document uploading is the same as that for Regular Rounds as mentioned in section 5.2.2.5.

7.3 Physical Reporting at Finally Allotted Institute (FAI)

After confirmation of the seat, candidate **must physically report at the Finally Allotted Institute (FAI)** as per the schedule given on the CCMN/FAI website. Refer Section 10 for further details.

The PwD candidates will be required to undergo the medical examination by the medical board of the Finally Allotted Institute (FAI) at the time of physical reporting as per schedule

mentioned on the website of the FAI. Based on medical examination at the FAI, if the medical board finds the candidate ineligible for PwD category at that time, her/his seat may be cancelled. Refer Section 10 for further details.

8. Withdrawal from Admitted Institute after Special Rounds

After successful online admission in the finally allotted Institute, the candidate may withdraw from the admitted Institute online as per Schedule through her/his login well authenticated by a One Time Password (OTP). On Withdrawal from the admitted Institute, the candidate will not have any claim on the allotted seat. Refer section 12 for refund rules. Such candidates may participate in National Spot Round by making fresh registration and choice filling.

9. National Spot Round (final mop up round)

National Spot Round (NSR) will be conducted for filling the seats remaining vacant after special rounds as per schedule given on CCMN website. The tentative vacant seats for NSR will be published on CCMN website.

The undertaking as per annexure V-B is to be given by the candidate online at the time of registration.

9.1 Online Registration, Choice Filling and Locking for National Spot Round

Eligible Candidates for Registration: Candidates eligible for registration for National Spot Round fall into any one of the following types:

- Type-I: Candidates who did not register for CCMN previous rounds but are eligible as per the rules mentioned in Eligibility Criteria (Refer section 2).
- Type-II: Candidates who have participated in CCMN previous rounds and got admitted on a seat (even if they have withdrawn later) will be eligible for participating in the NSR by doing fresh registration and choice filling.
Please note that the candidates admitted in the Finally Allotted Institute (and not withdrawn) will retain their seat if a new seat is not allotted in the NSR. However, if a new seat is allotted in NSR, the earlier allotted seat will be **cancelled**.
- Type-III: Candidates who have participated in CCMN previous rounds but did not get any seat will be eligible for participating in the NSR by doing fresh registration and choice filling.
- Type-IV: Candidates who have participated in CCMN previous rounds, got a seat allotted, however, the seat got cancelled during document verification, but still satisfy the eligibility criteria. Such candidates may also participate in the NSR by doing fresh registration and choice filling.

If a candidate fails to register for the NSR within stipulated time, (s)he will not be entertained in NSR.

The process for online registration and choice filling for NSR is the same as that of regular rounds (as mentioned in Section 5.1) with a difference that the candidate is required to pay **NSR Participation Fee** also along with the **NSR Registration Fee**. Refer Table 3 for the NSR Registration Fee and NSR Participation Fee. Refer Section 11 for methods of payment of fee. In case a seat is allotted to the candidates in NSR, the NSR Participation Fee will be adjusted in the fee of the respective institute at the time of physical reporting. In case no seat is allotted / seat is cancelled/ not reported, refund will be processed as given in Section 12 for refund rules.

9.2 Detailed Procedure of NSR Counselling

9.2.1 Seat Allotment

All the available seats will be considered for allotment. The choices submitted by the candidates during registration in NSR will be processed and a seat will be allotted based on the merit, as per the rules of allotment (See Section 3). The allotment result will be declared on the CCMN website and candidates will be able to download their Provisional Seat Allotment Letter (PSAL) from their CCMN login. **No hard copy of the Provisional Seat Allotment Letter will be sent to the candidates individually.**

On allotment of a seat, the candidate is required to upload the required documents.

9.2.2 Online Document Uploading

The procedure of online document uploading is the same as that for Regular Rounds as mentioned in section 5.2.1.4.

Candidates who have already got their documents verified online in a previous round are not required to upload their documents again. **However, if there is any change in the personal details or choices which require the special eligibility check, the candidate is required to upload the required documents.** The candidates are advised to regularly check their login account on the CCMN portal regarding the requirement of uploading the documents.

9.2.3 Online Document Verification

The procedure of online document verification is the same as that for Regular Rounds as mentioned in section 5.2.1.5. The candidates whose documents have already been verified in the previous rounds may again be required to undergo document verification in some cases like change in the personal details or choices which require the special eligibility check.

10 Physical Reporting at Finally Allotted Institute (FAI)

A candidate after allotment of seat and successful online document verification, must report to finally allotted institute in-person, along with the required documents and pay the BALANCE FEE.

All candidates are required to physically report to the finally allotted Institute, as per schedule given on the website, which may change due to unavoidable situation/circumstances and thus the candidates should regularly visit the website for such new updation, if any. Candidates are required to carry their original documents along with a set of photocopies as per Annexure-IV for final reporting, document verification and admission. In addition to verification of the documents, the officials of the allotted institute will also check the **special eligibility conditions**, if any, for the seat allotted to the candidate.

If the original certificates are not in English/Hindi, English/Hindi version/translation of such certificates, duly certified by the Principal/Director or other competent authority, will be required along with the original certificate(s).

Even after having ODVC generated from Portal after online document verification, while verifying documents at the time of physical reporting, if it is found that the candidate is not eligible for the allotted seat then her/his seat allotment will be **cancelled** for which the candidate alone will be responsible. The CCMN/allotted Institute will not be responsible for cancellation of allotted seat /admission due to non- fulfilment of required eligibility criteria.

At the time of reporting to the allotted institute, the candidates will have to pay the balance admission fee i.e. the difference between the total fee of the allotted institute and online fee deposited by the candidate at the CCMN portal (excluding the registration fee of regular rounds/special rounds/ NSR, as applicable) to the respective allotted Institute in the mode prescribed by them on their respective website (Tentative fee structure of all PIs is given on the CCMN website).

The PwD candidates will be required to undergo the medical examination by the medical board of the allotted institute. Based on the medical examination, if the medical board finds the candidate ineligible for PwD category, her/his seat may be cancelled.

As an outcome of successful reporting and physical document verification at the finally allotted Institute, a PI Reporting Letter will be generated. The candidates may start attending the classes as per the schedule of the respective Institute.

If a candidate fails to report (due to any reason) at the allotted institute as per the schedule mentioned on CCMN website, which may change due to unavoidable situation/circumstances, then the allotted seat will be automatically cancelled and the

deposited SAF/ PAF/ SR participation fee/ national spot round participation fee would be forfeited. Refer Section 12 for refund rules.

If a candidate fails to deposit the balance fee of the allotted institute to the respective institute as per the schedule, then the allotted seat will be automatically cancelled and the deposited SAF/ PAF/ SR participation fee/ national spot round participation fee would be forfeited. Refer Section 12 for refund rules.

11. Methods of Payment of Fee

Candidates can deposit various types of fee (registration fee/Seat Acceptance Fee/ Partial Admission fee/ Special round participation fee / NSR Fee / any other) through UPI/Debit Card/Credit Card/Net Banking as per schedule given on the CCMN website. **CCMN will not be responsible for any payments made after the due date and time.**

12. Refund/Adjustment of Fee

Registration fee paid for Regular Rounds and/or Special Rounds and/or National Spot Round (NSR) is non-refundable and non-adjustable towards the fee of the allotted institute. **Refund of Seat Acceptance Fee/ Participation Fee, if any will be initiated after completion of entire counselling process.**

12.1 Adjustment of Seat Acceptance Fee and Participation Fee

- Seat Acceptance Fee (SAF) and Partial Admission Fee (PAF) deposited by the Candidate on allotment of a seat in Regular Rounds will be adjusted in the Institute fee at the time of reporting at the Finally Allotted Institute.
- The SAF and/or PAF paid in Regular Rounds will be adjusted in Special Rounds/NSR participation fee, if the candidate wishes to participate in Special Rounds/NSR, irrespective of whether the candidate has taken admission in Regular Rounds or not.
- Participation Fee collected during the Registration of Special rounds/NSR will be adjusted towards the Institute fee at the time of physical reporting at the finally allotted institute.

12.2 Rules for Refund of Seat Acceptance Fee and/or PAF

- (a) After depositing the SAF in Regular Rounds:
 - (i) if the candidate does not upload the required documents, or
 - (ii) if discrepancy is found during document verification at any stage (online or during physical reporting)
- (b) After depositing the SAF in Regular Rounds and successful document verification, if the candidate selects the option “Surrender and Participate in Next Round” and no seat is allotted in subsequent Rounds

- (c) After depositing the SAF in Regular Rounds, if the candidate withdraws in RR-1 or RR-2 or RR-3.
- (d) After depositing the SAF in Regular Rounds, and successful online document verification during any of the CCMN rounds, the candidate does not pay partial admission fee on the CCMN portal.
- (e) After depositing the SAF and PAF, if the candidate withdraws at the end of Regular Rounds.

In all above cases i.e. (a) to (e), the seat will be cancelled and the SAF and/or PAF will be refunded after deducting processing fee of Rs. 2000/-. Refund to candidates falling in above category (a) to (e) will only be made if they do not participate in Special Rounds and/or NSR. In case such candidates register for Special Rounds / NSR by paying a non-refundable registration fee, the full amount of fees excluding the registration fees will be adjusted in the Participation Fee.

12.3 Rules for Refund of SR Participation Fee

- (a)
 - i. If no seat is allotted to the candidate in any of the Special Rounds, and the candidate has **retained a seat allotted in the regular rounds, it will be treated as seat allotted in Special Rounds**. In that case, the fee will not be refunded.
 - ii. If the candidate has paid participation fees during the registration of special round and no seat is allotted to the candidate in **any of the Special Rounds** and also does not participate in National Spot Round (NSR), the participation fee will be refunded without any deduction.
 - iii. If the candidate has paid participation fees during the registration of special round and no seat is allotted to the candidate in SR-1 and the candidate exercises "Withdrawal" in SR-1 and does not participate in National Spot Round (NSR), the Participation Fee will be refunded after deducting processing fee of Rs. 2000/-.
 - iv. If the candidate has only paid SAF but not paid PAF and no seat is allotted to the candidate in any of the special rounds, and does not participate in National Spot Round (NSR), the SR Participation Fee will be refunded after deducting processing fee of Rs. 2000/.
- (b) After allotment of seat in Special Round-1:
 - (i) if the candidate does not upload the required documents, or
 - (ii) if discrepancy is found during online document verification of SR-1

In all such cases, the seat will be **cancelled**, and if the candidate does not participate in National Spot Round (NSR), the Participation Fee will be refunded after deducting processing fee of Rs. 2000/-.

- (c) After allotment of seat in Special Round-1 and successful document verification (including those having got allotted seat in Regular Rounds and no change in allotment in SR-1), if the candidate selects the option “Surrender and Participate in Next Round” and no seat is allotted in Special Round-2, and if the candidate does not participate in National Spot Round (NSR), the SR Participation Fee will be refunded after deducting processing fee of Rs. 2000/-
- (d) After allotment of seat in Special Round-1 and successful document verification (including those having got allotted seat in Regular Rounds and no change in allotment in SR-1), if the candidate withdraws in SR-1, and if the candidate does not participate in National Spot Round (NSR), the SR Participation Fee will be refunded after deducting processing fee of Rs. 2000/-
- (e) After Allotment of seat in Special Round-2 (including seats retained from previous Regular Rounds or SR-1), if the candidate withdraws in SR-2, and if the candidate does not participate in National Spot Round (NSR), the SAF/PAF/SR Participation Fee will be refunded after deducting processing fee of Rs 2000/-

12.4 Rules for Refund of NSR Participation Fees

- (a)
 - i. If no seat is allotted to the candidate in NSR, and the candidate has **retained a seat allotted in the previous rounds, it will be treated as seat allotted in NSR**. In that case, the SAF/PAF/SR Participation Fee/ NSR Participation Fee will not be refunded.
 - ii. If the candidate did not participate in any of the previous round(s) and has paid NSR participation fee during the registration of NSR and no seat is allotted to the candidate in **NSR**, the NSR participation fee will be refunded without any deduction.
 - iii. If the candidate has paid participation fee during the registration of special round and no seat is allotted to the candidate in SR and NSR, the Participation Fee will be refunded without any deduction.
 - iv. If the candidate has only paid SAF but not paid PAF and no seat is allotted to the candidate in NSR, the NSR Participation Fee will be refunded after deducting processing fee of Rs. 2000/.
- (b) After allotment of seat in NSR, no refund will be made to the candidate. In case the allotted seat is cancelled during online document verification then the spot round participation fee will be refunded after deducting processing fee of Rs. 2000/-.

Note:

The SAF/PAF/ SR participation fee/ NSR participation fee will be forfeited in the following cases.

- **If a candidate has gone through successful online document verification but does not pay balance fee thereafter within the stipulated time as per the schedule.**
- **If a candidate who is allotted a seat but does not report for physical document verification at FAI.**

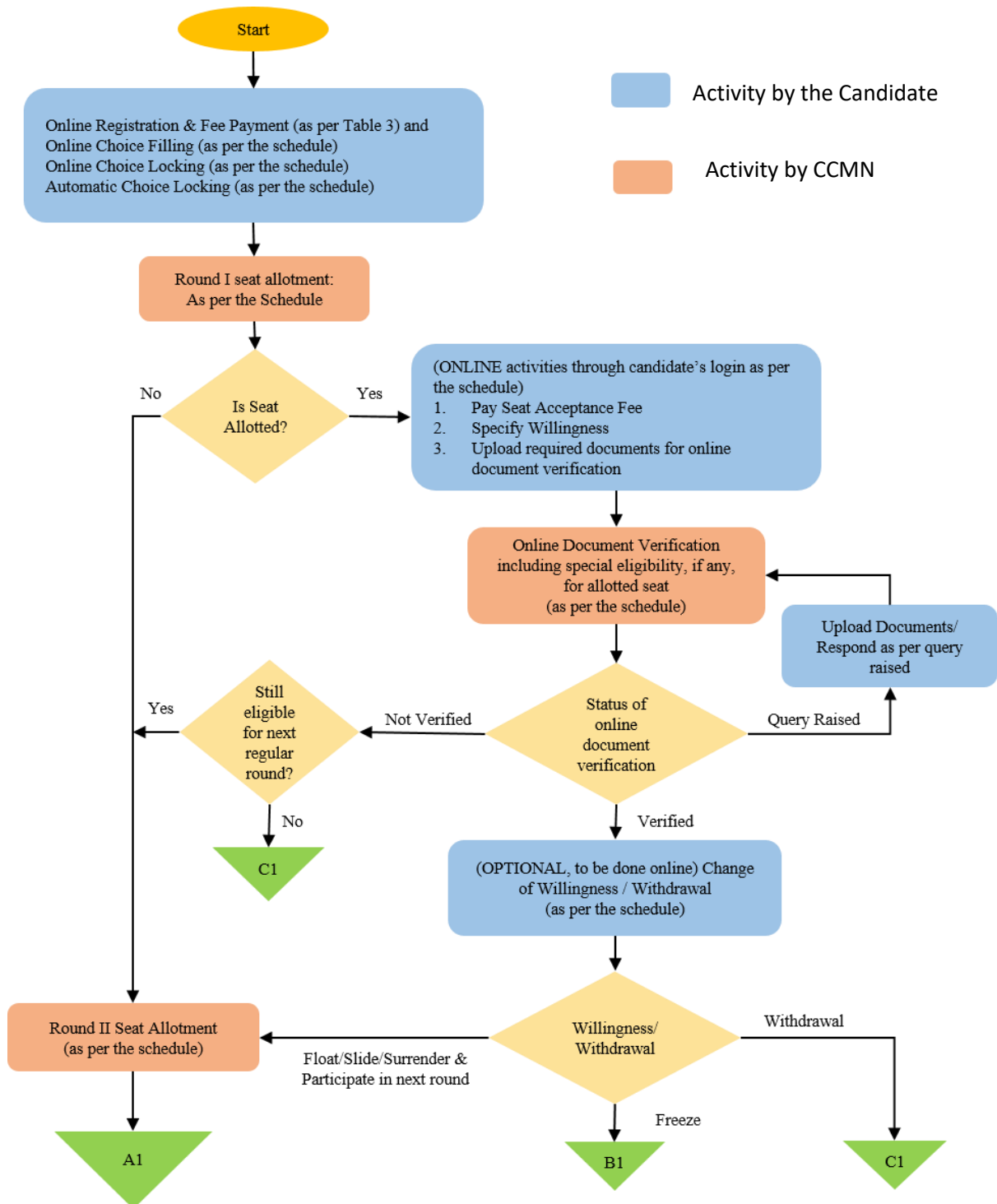
13. Legal Jurisdiction

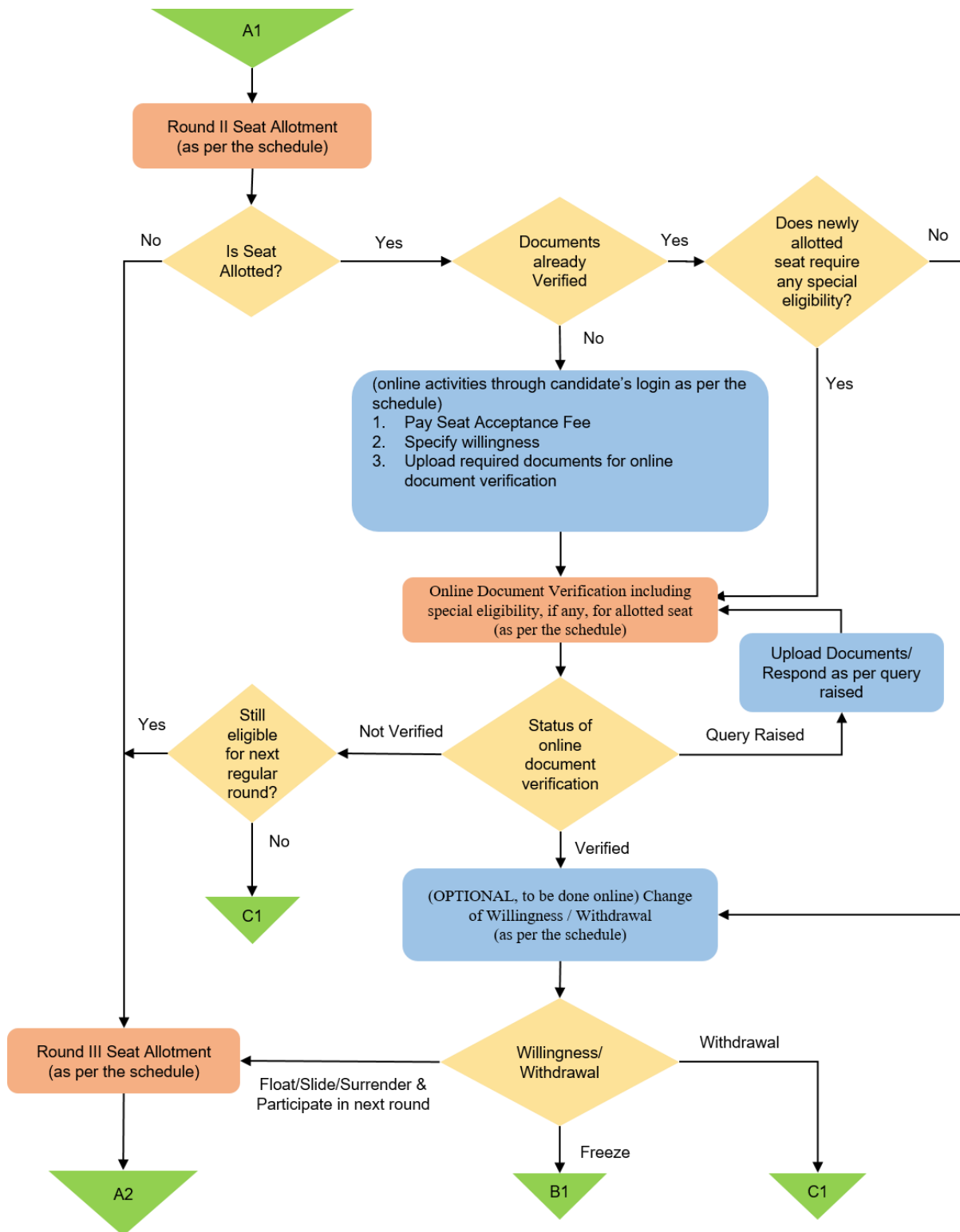
In case of any dispute arising out of the Counselling process at any stage up to the final allocation of institution and/or programme, the decision of Chairman, CCMN-2024 shall be final. All disputes arising out of the Counselling process at any stage up to the final allocation of institution and/or programme shall be subject to exclusive jurisdiction of the High Court of Gujarat and/or Courts situated at Surat only.

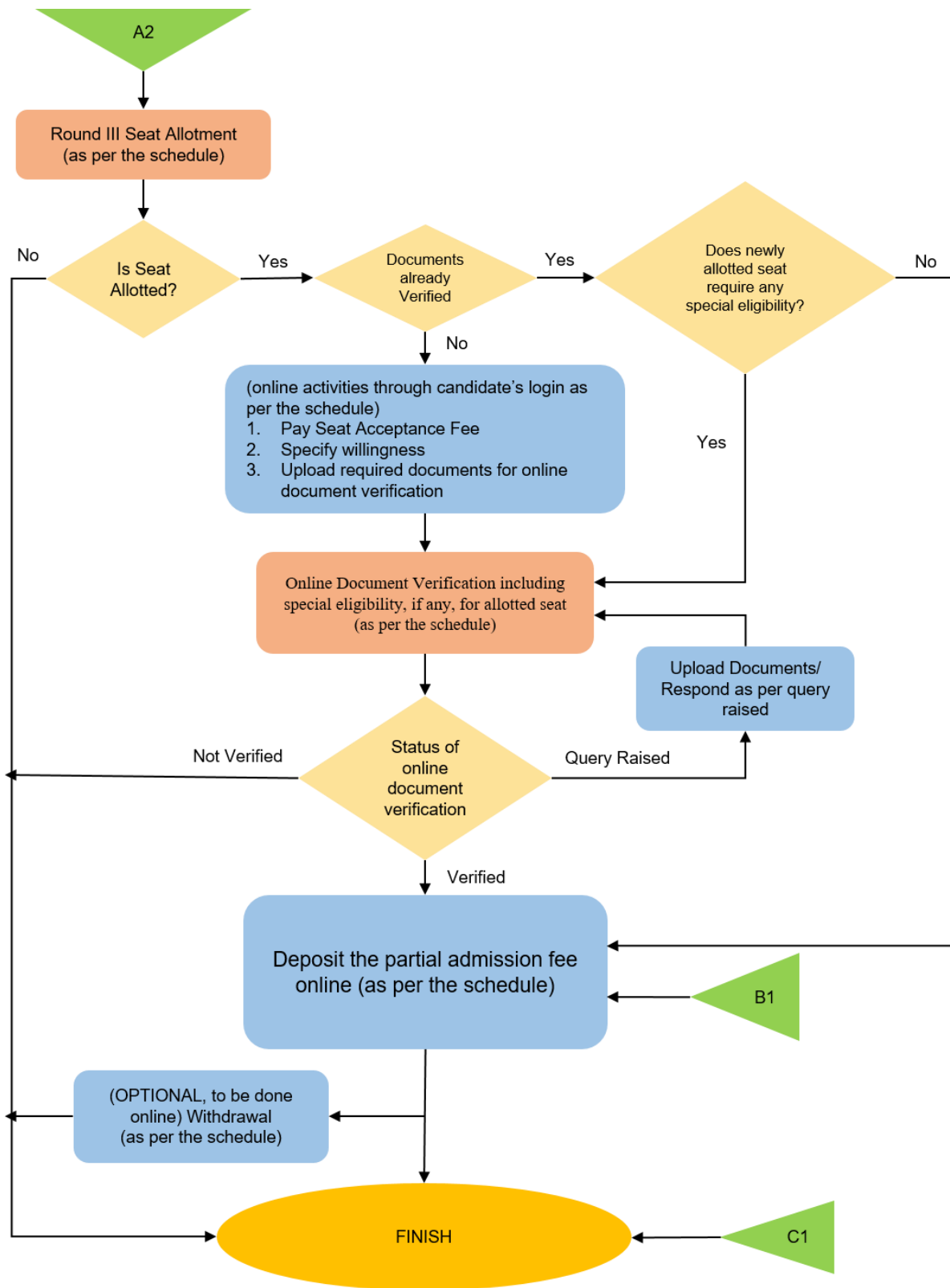
14. Seat and Eligibility Matrix

The category-wise seat matrix provided by the respective Participating Institutes (PI) and Eligibility matrix are given on the CCMN website <https://ccmn.admissions.nic.in>. Eligibility Matrix is the mapping of degree name with JAM subject for all the programmes in which admissions are offered by PIs through CCMN. The candidates may note that some institutes have bifurcated the seats of some programmes in groups G1, G2, G3, etc. based on the required intake of degree disciplines. The candidates are responsible to check the programmes in which they are eligible before including them in the Choice List during registration.

Annexure-I: Flowchart for Regular Rounds

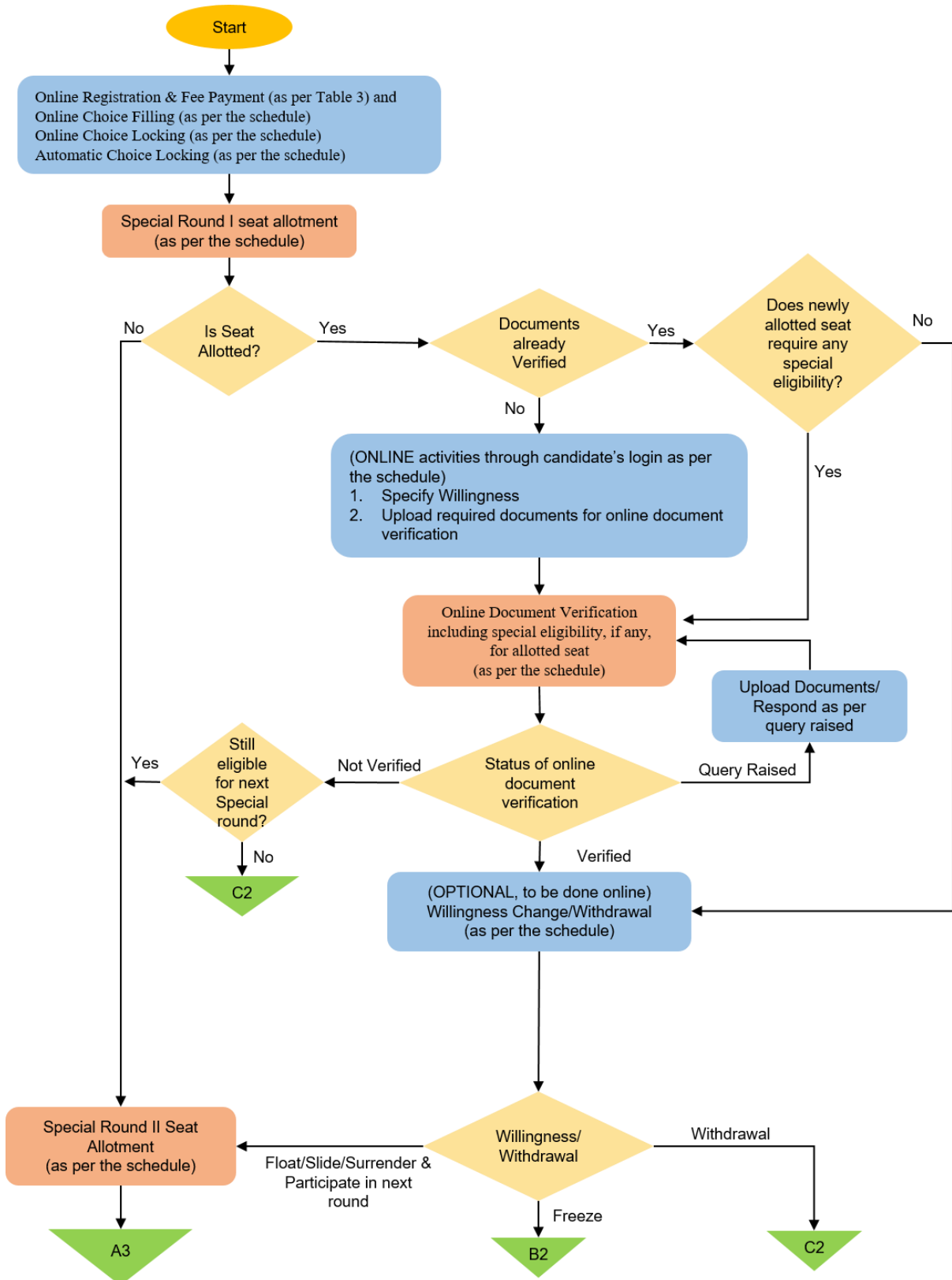


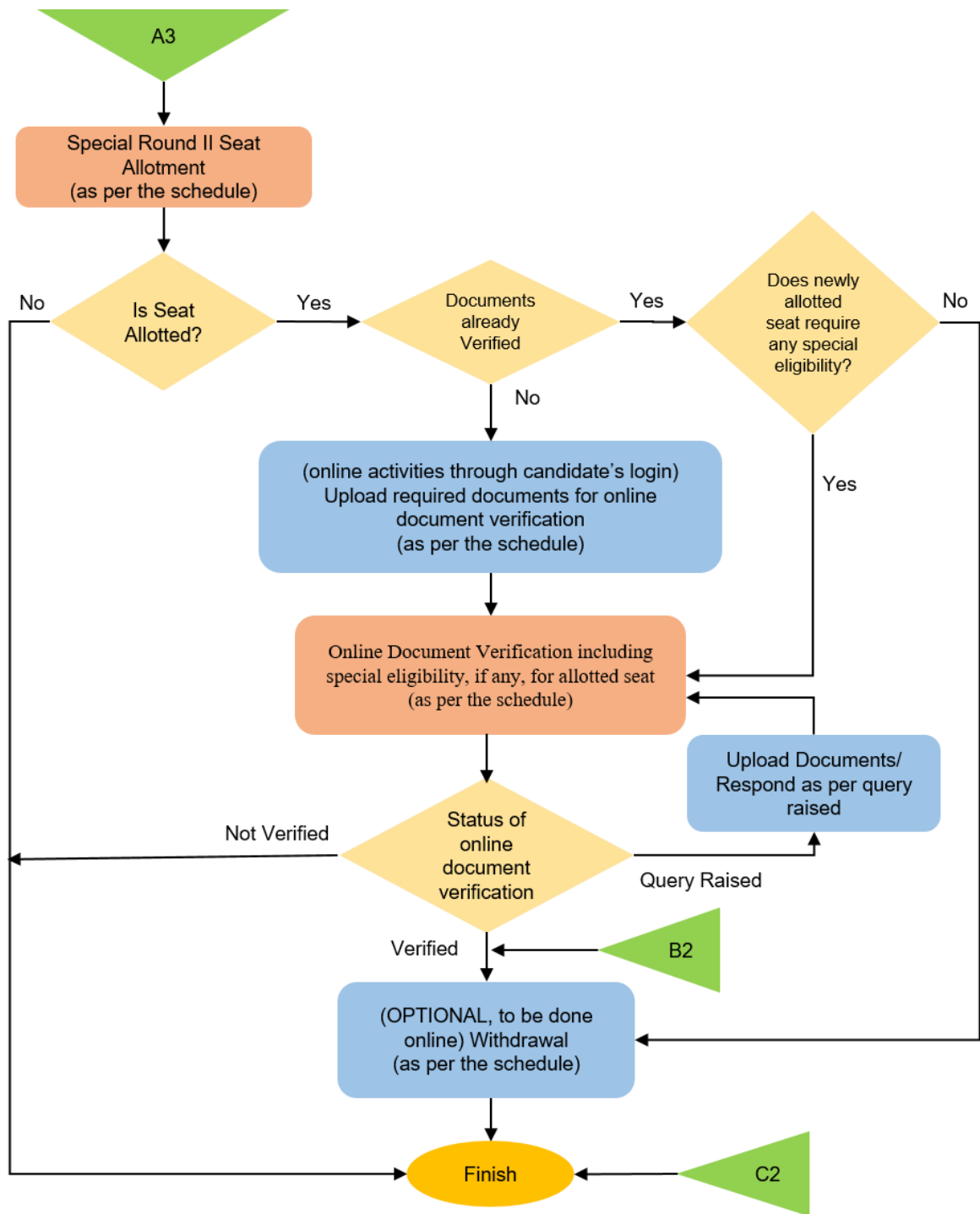




Important Note: After the Regular Rounds the candidate may participate in the SR or/and NSR with new registration & new choice list or physically report at FAI as per the schedule.

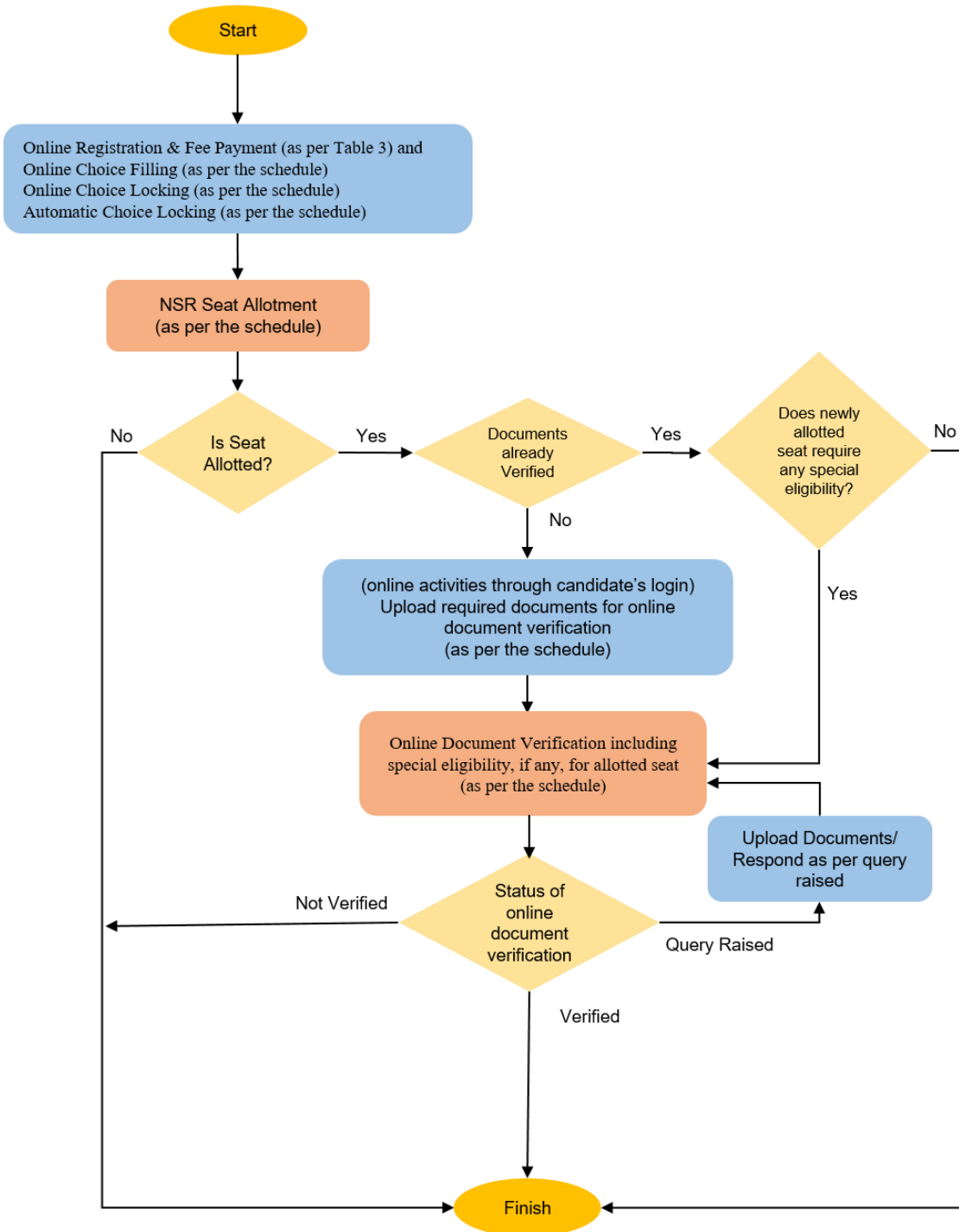
Annexure-II-A: Flowchart for Special Rounds





Important Note: After the Special Rounds the candidate may participate in the NSR with new registration & new choice list or physically report at FAI as per the schedule.

Annexure-II-B Flowchart for National Spot Round



Important Note: After the NSR, the candidate is required to physically report at FAI as per the schedule.

Disclaimer:

The above flowcharts are merely a pictorial representation of different activities. Candidates are requested to refer the information brochure thoroughly.

Annexure III: List of Documents to be uploaded for Online Document Verification

Candidates are required to upload the colored scanned copy of the following original documents:

1. Document for Proof of date of birth: Class X marksheet/ certificate issued by the school last attended/ Recognized educational board containing the date of birth of the applicant. In case, class X marksheet/certificate does not contain date of birth, the candidate is required to upload class X marksheet/ certificate and any other Government issued document containing date of birth of the applicant, name and Parent's name such as Passport/ Aadhaar Card/ Driving License/ Voter ID Card/ PAN Card/ Birth Certificate issued by Municipal Corporation/authority empowered to register the birth.
2. Photo ID proof as per Govt. of India norms.
3. Mark sheet of Class XII/ Equivalence Certificate.
4. Grade/Mark sheets of qualifying examination for all semesters.
5. Degree/ Provisional certificate. If the result of qualifying degree is awaited, certificate of course completion from the institute/university last studied or relevant undertaking must be provided in the prescribed format available on the CCMN website.
6. JAM score card (2024).
7. Certificate of category (SC/ST/OBC-NCL/EWS), if applicable, as per Government of India format, available on the CCMN website, issued by the competent authority. **In case of OBC-NCL/ EWS category, the certificate must be issued on or after April 01, 2024.**

Please note that

- If the candidate is unable to get the OBC-NCL/EWS certificate issued on or after April 1, 2024, his/her category will be changed on the portal by the Verifying Officer. In this case the seat of the candidate may be cancelled.
 - Caste certificate (SC/ST/OBC-NCL) issued by Maharashtra State must be validated by Social Welfare department (in case of SC and OBC-NCL category) and Tribal Welfare department (in case of ST category) of Maharashtra Government. The SC/ST/OBC-NCL candidates of Maharashtra State have to produce their caste validity certificate in the format available on CCMN website.
 - ST certificates from Tamil Nadu state must be issued by the concerned Revenue Divisional Officer.
8. Declaration by the candidate on OBC-NCL/EWS status in the prescribed format available on CCMN website.
 9. Certificate for Persons with Disabilities (PwD), if applicable, issued by the competent authority. Refer CCMN website for format.

In addition to the above documents, the verifying officials will also check the special eligibility conditions, if any, for all the choices including and above the seat allotted to the candidate.

Note: If the original certificates are not in English/Hindi, English/Hindi version/translation of such certificates, duly certified by the Principal/Director or other competent authority, will be required during the document verification.

Annexure IV: List of Documents to be produced during Reporting at Finally Allotted Institute for Admission

1. All the original documents, which were uploaded for online document verification (Refer Annexure-III).
2. Proof of payment of Seat Acceptance Fee (SAF)/PAF/SR Participation Fee/NSR Participation Fee.
3. Original Migration certificate of Institute/University last attended
4. Original Conduct Certificate from the Institute/University last attended
5. Original Transfer certificate from the Institute/University last attended
6. Print copy of the Registration form and the locked choices downloaded from the CCMN portal through candidate's login, duly signed by the candidate.
7. Provisional Seat Allotment Letter (PSAL) of the finally allotted seat in Round-3/Special Round-2/NSR downloaded from the CCMN portal through candidate's login, duly signed by the candidate.
8. Online Document Verification Certificate (ODVC) downloaded from the CCMN portal through candidate's login after successful Online Document Verification, duly signed by the candidate.
9. One set of self-attested photocopies of all the original documents mentioned in points 1 and 2. The original documents mentioned in point 1 and 2 will be returned to the candidate after verification.
10. Three recent passport size color photographs.

Note:

1. For documents required in addition to the above list, please refer to the website of the respective allotted institute.
2. In addition to verification of the above documents, the officials of the allotted institute will also check the **special eligibility conditions**, if any, for the seat allotted to the candidate.
3. If the original certificates are not in English/Hindi, English/Hindi version/translation of such certificates, duly certified by the Principal/Director or other competent authority, will be required to be produced.
4. As an outcome of successful reporting and document verification at the finally allotted Institute, a PI Reporting Letter will be generated and printed in two copies (one copy for candidate and another for Institute record).

Annexure V-A: Format for Declaration and Undertaking by the Candidates
(This undertaking is to be given by the candidate online at the time of registration.)

I, do hereby declare that

- i. I have read all the guidelines available in the information brochure and on the CCMN-2024 website (<https://ccmn.admissions.nic.in>).
- ii. I have read the eligibility conditions for respective programmes across all Participating Institutes under CCMN-2024 and would ensure that I fulfil all eligibility conditions while selecting programmes during choice-filling.
- iii. I have read the special eligibility conditions that are required for admission in certain institutes, as given in the CCMN-2024 website, and would ensure that I fulfil all such special eligibility conditions while selecting such programmes during choice-filling.
- iv. I am aware that my admission to the allotted institute/university will be CANCELLED, if at any stage of the counselling process I do not satisfy the general/special eligibility criteria of the allotted institute/university, as mentioned on the CCMN-2024 website.
- v. I am aware that after the last date of registration, I would NOT be able to change any information that I have entered during the online registration. In case, any information is found incorrect later at any stage, my candidature would be CANCELLED and my registration fee would stand forfeited.
- vi. I am aware that I have to pay the requisite fee and lock the choices for complete registration.
- vii. I am aware that my SAVED choice list will automatically be locked, if not done by me earlier, once the due date of choice filling is over. The same list will be considered for further Counselling process.
- viii. I am aware that I will NOT be able to modify the choice list once it is locked.

Further, I undertake that –

- I. I shall provide only correct and authentic information. If any information given by me is found incorrect at any point of time, my admission / candidature will automatically stand CANCELLED without any further reference, and I will also be liable for all the legal consequences for submitting false information.
- II. I will take a print copy of my complete application including filled-choices and check the details carefully. I also understand that, in no case any grievance OR complaint shall be entertained at any later stage throughout the complete process of CCMN-2024 Counselling.

(Name and signature of the candidate)

Annexure V-B: Format for Declaration and Undertaking by the Candidates
(This undertaking is to be given by the candidate online at the time of registration for NSR.)

I, do hereby declare that |

- i. I have read all the guidelines available in the Information Brochure and the guidelines updated from time to time on the CCMN- 2024 website (<https://ccmn.admissions.nic.in>).
- ii. I have read the eligibility conditions for respective Programmes across all participating Institutes under CCMN-2024 and would ensure that I fulfil all eligibility conditions while selecting Programmes during choice-filling.
- iii. I have read the **special eligibility conditions** that are required for admission in certain Institutes, as given in the CCMN-2024 website, and would ensure that I fulfil all such special eligibility conditions while selecting such Programmes during choice-filling.
- iv. I am aware that, my admission to allotted Institute/University will be CANCELLED, if at any stage if it is found that I do not satisfy the general/special eligibility criteria of the allotted Institute/University, as mentioned in the CCMN-2024 website.
- v. I am aware that the National Spot Round (NSR) is being conducted against the non-allotted seats remaining after the special rounds of CCMN-2024.
- vi. I am aware that to participate and lock the choices in NSR, I need to pay the requisite National Spot Round Registration (nonrefundable) and Participation Fee (If not paid SAF/PAF/SR Participation Fee in any of the previous rounds).
- vii. I am also aware that in case the offered seat **during NSR** is not accepted by me then the national spot round participation fee paid by me would be forfeited.
- viii. I am aware that after the last date of registration for NSR, I would NOT be able to change any information that I have entered during the online registration. In case, any information is found incorrect later at any stage, my candidature would be CANCELLED and my national spot round registration and participation fee would stand forfeited.
- ix. I am aware that my SAVED choice list for NSR will automatically be locked, if not done by me earlier, once the due date of choice filling is over.
- x. I am aware that I will NOT be able to modify the choice list once it is locked.

Further, I undertake that –

- I. I shall provide only correct and authentic information. If any information given by me is found incorrect at any point of time, my admission / candidature will

automatically stand CANCELLED without any further reference, and I will also be liable for all the legal consequences for submitting false information.

- II. I will take print copy of my complete application including filled-choices and check the details carefully. I also understand that, in no case any grievance OR complaint shall be entertained at any later stage.

(Name and signature of the candidate)

Annexure-VI: Format of Affidavit for PwD Candidates

The following is to be printed/typed/photocopied and then duly filled on Rs. 50/-
Non-Judicial Stamp paper and duly notarized.

AFFIDAVIT

(Only for PwD candidates)

I, _____ (Name of candidate) JAM
Registration No. _____
_____, S/D/O _____
_____ resident of _____ do hereby solemnly affirm
and state as follows:

1. That, I am Registering for the CCMN-2024 Counselling.
2. That, I know that after seat allotment, document verification will be done Online by the official of the Allotted Institute based on documents uploaded by me.
3. That, I know that physical examination is required to judge the percentage of disability, which is not being done during Online Document Verification.
4. That, my physical examination will be done by the Medical Board of the Allotted Institute at the time of reporting at the Finally Allotted Institute.
5. That, at the time of final reporting, if the Medical Board at the Allotted Institute finds that the percentage of my disability is below the required level, my seat will be cancelled and I will not have any claim on the seat allotted by CCMN.
6. That, if my seat is cancelled at the time of final reporting, the refund, if any, will be dealt as per Refund Rules given in Information Brochure of CCMN-2024.

Deponent

Verification

I above named Deponent do hereby verify on oath that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein and no part of it is false.

Deponent

Annexure-VII: Undertaking for Category Change

UNDERTAKING

I, _____ (Name of the candidate) JAM Registration No. _____, S/D/O _____ do hereby undertake the following:

1. That, I filled _____ (category) as my category during registration for the CCMN-2024 Counselling.
2. That, I have been allotted _____ (Programme Name) in _____ the _____ Institute _____ in category _____ (Allotted Category as per Provisional Seat Allotment Letter).
3. That, during online document verification, I could not produce a valid document to claim my filled-in category.
4. That, I understand that my allotment of seat will stand cancelled if the presently allotted seat is based on my claimed category and after updating the category, if I do not satisfy the minimum eligibility criteria, I will NOT be considered for the subsequent rounds of the Counselling process.

Thus, I fully agree to change my category from _____ (Filled in Category) to _____ (Changed Category).

(Candidate's Signature)

Contact us

Coordinator-LOC, CCMN-2024

Sardar Vallabhbhai National Institute of Technology

Ichchhanath, Surat-395007, Gujarat, INDIA

Phone: 0261 2201597

Website: <https://ccmn.admissions.nic.in>

Email: ccmn2024helpdesk@svnit.ac.in

For any participating institute specific query, please contact that participating institute.