

Centralized Counselling for

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

(CCMN 2023)

Information Brochure
(Version 1.0)



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

Coordinated by



National Institute of Technology Kurukshetra
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<https://www.nitkkr.ac.in>

From the Desk of Chairman CCMN-2023



Prof. B. V. Ramana Reddy

Director, NIT Kurukshetra & Chairman, CCMN-2023

Dear potential students,

I express my heartfelt congratulations on your outstanding performance in the Joint Admissions Test for Masters (JAM). You achieved eligibility for CCMN-2023 by passing a qualifying JAM in the year 2023. I wish you a successful admissions process and hope you get into the institution of your choice.

CCMN-2023 (Centralized Counselling for M.Sc/ M.Sc (Tech) Admissions - 2023) is being offered by the National Institute of Technology Kurukshetra (NITKKR). For NITs and certain CFTIs, admissions to M.Sc/M.Sc (Tech) Programmes would be made via this Centralized Counselling procedure based on the valid JAM score.

Our goal is to provide the best opportunities for science and technology education to the maximum number of students and to fill all available seats at the desired institutions of the nation via a fair and transparent admissions process. I have no doubt that CCMN-2023 will be able to fill almost all of the seats at the participating institutions and assist students in realizing their aspirations with greater coordination and support from all stakeholders.

I assure that the admission process will be smooth and hassle free. The CCMN-2023 team will provide the utmost convenience to students and other stakeholders during online counselling process. After seat allocation, applicants will be requested to provide the necessary documents. In order to guarantee that the scanned photos and papers that are submitted are of high quality and can be read and identified, prospective applicants must assist this process with their own due diligence.

The aspiring candidates are requested to go through the Information Brochure (having detailed process, schedule, flow chart, etc.), list of participating Institutes, seat matrix, eligibility matrix, FAQ, etc. available on the CCMN 2023 website. However, if you have any difficulty in accessing the information online at the time of admission process, there is no need to worry, just drop an e-mail and you will be guided accordingly.

On behalf of the participating institutes and CCMN 2023, I once again wish all the eligible candidates and other stakeholders a successful Counselling.

Jai Hind.

B. V. Ramana Reddy

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About CCMN-2023

CCMN-2023 is a common platform for candidates to apply for M.Sc./M.Sc.(Tech.) programmes, based on their JAM score of year 2023, in NITs, IEST Shibpur and some CFTIs (for details, please refer to the list of Participating Institutes on the CCMN website). This centralized system provides a common and convenient platform for online Counselling wherein the candidates can fill in a single online application from their homes 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 for PG (M.Sc./M.Sc.(Tech.)) programmes and since then has undergone several changes to make it more student-friendly and included newer institutions under its umbrella. All student friendly features such as online withdrawal and willingness change etc. as available in the previous years have been retained as such. CCMN-2023 provides an enormously increased overall convenience for the candidates. Candidates are allowed to participate in the special rounds even if one has obtained a seat in one of the regular rounds. The prospective candidates are advised to carefully read the information brochure and various other documents given on the CCMN website.

List of Abbreviations

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

S. 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

Table 2: Other Abbreviations

S. No.	Abbreviation	Description
1	CCMN	Centralized Counselling for M.Sc./M.Sc.(Tech.)
2	PwD	Persons with Disability
3	9PI	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	WL	Withdrawal Letter
10	NSR	National Spot Round

Table 3: Types of Fees

Fee Type	Description	Amount
Registration Fee	Non-refundable fee to be deposited for participating in CCMN-2023 Counselling process (Regular Rounds 1, 2, and 3)	₹ 3,000/- for GEN/GEN-EWS/OBC ₹ 2,500/- 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 is a part of institute fee and will be later 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 at the time of online PI reporting 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
SR Registration Fee	Non-refundable fee to be deposited for registration in Special Rounds of CCMN-2023	₹ 3,000/- for GEN/GEN-EWS/OBC ₹ 2,500/- for SC/ST/PwD
SR Participation Fee	Fee to be deposited during the registration of special round. 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
NSR Registration Fee	Non-refundable fee to be deposited for registration in National Spot Round of CCMN-2023	₹ 3,000/- for GEN/GEN-EWS/OBC ₹ 2,500/- for SC/ST/PwD
NSR Participation Fee	Fee to be deposited during the registration of national spot round. 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 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-2023 for NITs, IEST Shibpur, and some CFTIs, hereinafter called 'Participating Institutes' (PIs), as per schedule given on website. These are the premier institutions of the country imparting world class scientific and technical education.

Important features of the admission procedure, admission schedule, process flow chart and contact details of CCMN-2023 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 updates and other details regarding the online Counselling process.**

The Counselling process of **Regular Rounds** consists of three 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, Uploading Documents, Submitting Willingness, and Online Document Verification (refer Section 5.2)
- Online Document Verification and Admission at the Finally Allotted Institute (refer Section 5.3)

In addition to above regular rounds, two Special Rounds (SR) will also be conducted to fill-up the vacant seats, if any. The counselling process of Special Rounds will also consist of three stages (as mentioned above for regular rounds) with a difference that instead of deposition of seat acceptance fee after allotment of seat, the candidate will be required to deposit the participation fee (refer Table 3) at the time of registration itself. For a detailed counselling process of Special Rounds, please refer to Section 7.

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 canceled.

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 email you mentioned is regularly seen and acted upon, as you are likely to get several notices, schedules/enquiries/comments during the Counselling period. You must also be available on the phone number at all times during the Counselling process.

The CCMN-2023 Counselling is not for candidates seeking admission to Sponsored Seats or Part Time programmes. They should contact the respective institutes for the same.

2 Eligibility Requirements

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

- Must have a valid JAM score of the year 2023.
- 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, 2023**. In these cases, all exams should have been completed by **August 15, 2023**. 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-2023 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 2023) 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 2023.
- 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

S. 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

S. No.	Candidate's category tag	Sequence of Seat Categories for allocation
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 has a valid JAM score.

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 11 “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 requisite 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/Online reporting based on prevailing COVID-19 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 2023 Counselling process, all eligible candidates must first register themselves through an online registration process during the specified period (refer Schedule given on 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 the UPI/Wallets/Debit Card/Credit Card/Net Banking (refer Section 8 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) will 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.**

After 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. 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 locking the choice list or 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 in 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-2023 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 will not be able to unlock or change their choices once the choices are locked. Hence, they are advised to fill and lock their choices very carefully.**

Candidates may take assistance through helpline email ccmn2023help@nitkkr.ac.in regarding issues related with registration and choice filling. Candidates may also contact the help centers for help related to choose 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-2023, paid registration fee and filled & saved choices.

5.2.1.1 Seat Allotment

All the available seats will be considered for 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, upload the required documents, and submit willingness within the stipulated time as notified on the website from time to time as per the procedure mentioned in subsequent section. 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/Wallets/Debit Card/Credit Card/Net Banking** (refer Section 8 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), upload the documents and submit willingness online.**

5.2.1.3 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 of the graduating Institute, will be required.

5.2.1.4 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).

5.2.1.5 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 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.

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 of the graduating Institute, will be required to be produced.

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 categories conversion of the candidate are permitted:

Original Category	New Category
GEN-EWS	GEN
OBC	GEN
SC	GEN
ST	GEN
GEN-PwD	GEN
GEN-EWS-PwD	GEN-EWS
OBC-PwD	OBC
SC-PwD	SC
ST-PwD	ST

Following categories conversion of the candidate are not permitted:

Original 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-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 11 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, <https://ccmn.admissions.nic.in>), duly signed by the head of the institution, 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. 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 9).

Issue 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 document (PSAL) indicating the new allotment, if any, as available on the CCMN website.

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 during the period of “Online Admission” 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”.

After taking admission in the allotted institute by depositing the partial admission fee in the stipulated time, the candidates are required to report at the Finally Allotted Institute in the “Final Reporting” period after Special Round-2 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 9).

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 same One-Time Passwords (OTPs) will be sent to the registered mobile number and 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 the 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 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 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 of Allotted Seat

After successful document verification, if a candidate wishes to withdraw from CCMN-2023, (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 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 Document Uploading

Refer Section 5.2.1.3 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.

5.2.2.4 Online Submission of Willingness

Refer Section 5.2.1.4 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.

5.2.2.5 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 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 Document Uploading

Refer Section 5.2.1.3 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 as per the details given in Section 7 below.

5.2.3.4 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 in this round as per schedule given on the website.

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 Online Document Verification and Admission at the Finally Allotted Institute

5.3.1 Payment of Partial Admission Fee

All the candidates who have been allotted a seat in any of the three 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.

5.3.2 Online Document Verification by the Finally Allotted Institute

Online document verification by the Finally Allotted Institute (FAI) will be done as per the schedule given on the website for all the candidates who have been allotted a seat in any of the three rounds of the regular rounds and have got their documents verified.

All the candidates who were allotted a seat in the FAI and their documents were verified by the verifying officers of the FAI or all the candidates who were allotted a seat in an institute other than FAI and their documents were verified by verifying officers of that institute and the candidates were later allotted a seat in the FAI during subsequent rounds of counselling. Online will have to go for online documents verification by the FAI.

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.

Even after having ODVC generated from Portal after online document verification earlier, while verifying documents by the newly allotted institute, 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.

During document verification by the allotted Institute, if any discrepancy is found in a candidate's personal data, it will be dealt with as per norms mentioned in Section 5.2.1.5. Similarly, if any discrepancy is found with respect to candidate's eligibility, it will be dealt with as per norms mentioned in para "Cancellation of seat during document verification" of Section 5.2.1.5.

5.3.3 Online Admission in the Finally Allotted Institute

The PwD candidates will be required to undergo the medical examination by the medical board of the finally allotted institute at the time of final reporting after Special Rounds as per Schedule mentioned on the website. Based on medical examination, if the medical board finds the candidate ineligible for PwD category at that time, her/his seat may be cancelled.

As an outcome of online deposition of partial admission fee and successful online document verification and, 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 9 for refund rules. However, such candidates can participate in the special rounds.

The candidates are required to report at the Finally Allotted Institute in the "Reporting" period after Special Round-2 as per schedule mentioned on the website, failing which their seat will be cancelled and the fee deposited will be forfeited.

6 Withdrawal from Admitted Institute

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 9 for refund rules. Such candidates may participate in Special Rounds by making fresh registration and choice filling.

7 Special Rounds (SR)

Two Special Rounds (SR) will be conducted for filling the seats remaining vacant after reporting of regular rounds at the allotted institute 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 Special Rounds Participation Fee also along with the SR Registration Fee. Refer Table 3 for the SR Registration Fee and SR Participation Fee. Refer Section 8

for methods of payment of 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 9 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 upload the required documents, and submit willingness 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 Document Uploading

The procedure of online document uploading is the same as that for Regular Rounds as mentioned in Section 5.2.1.3.

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.

7.2.1.3 Online Submission of Willingness

The procedure of online submission of willingness is the same as that for Regular Rounds as mentioned in Section 5.2.1.4.

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 currently allotted seat. Refer Refund Rules mentioned in Section 9.3 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 5.2.1.3.

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 Final Reporting after Special Rounds

All candidates are required to physically report to the finally allotted Institute, after special rounds, as per schedule given on the website, which may change due to prevailing Covid-19 pandemic or any other 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 of the graduating Institute, will be required to be produced.

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 registration fee of regular rounds/special rounds, 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 medical examination, if the medical board finds the candidate ineligible for PwD category, her/his seat may be cancelled, and her/his category will be converted accordingly.

As an outcome of successful reporting and document verification at the finally allotted Institute, a Provisional Admission Letter (PAL) will be generated and printed in two copies (one copy for candidate and another for Institute record). 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 prevailing Covid-19 pandemic or any other unavoidable situation/circumstances, then the allotted seat will be automatically cancelled. Refer Section 9 for refund rules.

8 Methods of Payment of Fee

Candidates can deposit various types of fee (registration fee/ seat acceptance fee/ Partial Admission fee/ Special round participation fee) UPI/Wallets/Debit Card/Credit Card/Net Banking as per schedule given on the website. CCMN will not be responsible for any payments made after the due date

9 Refund/Adjustment of Fee

Registration fee paid for registration in Regular Rounds and/or Special Rounds 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 counselling process.

9.1 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 Allotted Institute after Round-3 allotment.
- The SAF and/or PAF paid in Regular Rounds will be adjusted in Special Rounds participation fee, if the candidate wishes to participate in Special Rounds, irrespective of whether the candidate has taken admission in Regular Round-3 or not.
- Participation Fee collected during the Registration of Special rounds will be adjusted towards the Institute fee at the time of reporting at the allotted institute after Special Round-2 allotment.

9.2 Rules for Refund of Seat Acceptance Fee Paid in Regular Rounds

- (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), or
 - (iii) after successful online document verification in RR-1 or RR-2 or RR-3, the candidate does not report at the allotted Institute

In all such cases, the seat will be cancelled and the SAF will be refunded after deducting processing fee of Rs. 1000/-.

- (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 and the candidate does not participate in Special Rounds, the SAF will be refunded after deducting processing fee of Rs. 1000/-

- (c) After depositing the SAF in Regular Rounds, if the candidate withdraws in RR-1 or RR-2 or RR-3, the SAF will be refunded after deducting processing fee of Rs. 1000/-
- (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, the SAF will be refunded after deducting processing fee of Rs. 2000/-.

Refund to candidates falling in above category (a) to (d) will only be made if they do not participate in Special Rounds. In case such candidates register for Special Rounds the full amount of SAF without any deduction will be adjusted in the Special Rounds Participation Fee.

9.3 Rules for Refund of Participation Fee Paid during Registration of Special Rounds

- (a) If no seat is allotted to the candidate in any of the Special Rounds, the Participation Fee will be refunded without any deduction. Please note that seats retained from regular rounds will be treated as seats allotted in Special Rounds. In that case, the fee will not be refunded and it will be transferred to the allotted institute.
- (b) If no seat is allotted to the candidate in SR-1 and the candidate exercises “Withdrawal” in SR-1 from further counselling process, the Participation Fee will be refunded after deducting processing fee of Rs. 2000/-.
- (c) 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-1In all such cases, the seat will be cancelled and the 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 selects the option “Surrender and Participate in Next Round” and no seat is allotted in Special Round-2, the SR Participation Fee will be refunded after deducting processing fee of Rs. 2000/-
- (e) 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, the SR Participation Fee will be refunded after deducting processing fee of Rs. 2000/-
- (f) After Allotment of seat in Special Round-2 (including seats retained from previous Regular Rounds or SR-1), no refund will be made to the candidate. The participation fee and seat acceptance fee paid will be transferred to the finally allotted Institute.

10 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-2023 shall be final. The jurisdiction for legal disputes, if any, will be limited to Courts situated at Kurukshetra.

11 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.

12 National Spot round (final mop up round)

All the processes, rules and eligibility criterion would remain same as in earlier regular OR special rounds, except indicated as under.

This undertaking is to be given by the candidate online at the time of registration.

Declaration and Undertaking by the Candidates for National Spot Round (NSR)

I, do hereby declare that |

- i. I have read all the guidelines available in the Main Information Brochure as well as Information Brochure for National Spot Round (NSR) and on the CCMN- 2023 website (<https://ccmn.admissions.nic.in/>).
- ii. I have read the eligibility conditions for respective Programs across all participating Institutes under CCMN-2023 and would ensure that I fulfil all eligibility conditions while selecting Programs during choice-filling.
- iii. I have read the special eligibility conditions that are required for admission in certain Institutes, as given in the CCMN-2023 website, and would ensure that I fulfil all such special eligibility conditions while selecting such Programs 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-2023 website.
- v. I am aware that the NSR is being conducted against the non-allotted seats remaining after the special rounds of CCMN-2023.
- vi. I am also aware that any fees paid against the finally allotted seat to me during any of the previous rounds (i.e., 3 Regular rounds and 2 Special rounds), if any, may be forfeited by that allotted Institute as per the policy of the Institute.
- vii. I am aware that to participate and lock the choices in NSR, I need to pay the requisite spot round registration (nonrefundable) and participation fee (SRRPF).
- viii. I am also aware that in case the offered seat during NSR is not accepted by me then the spot round participation fee paid by me would be forfeited.
- ix. I am also aware that there would not be any adjustment of fees earlier paid by me during Regular Rounds/Special Rounds of CCMN-2023 for NSR.
- x. 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 spot round registration and participation fee would stand forfeited.
- xi. 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.
- xii. 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.

12.1 Fee

The fee will be same as in Table 3. On page 3.

12.2 Flow and counselling process of round- NSR

The counseling process of National Spot Round will consist of the following stages (refer section 5 for details)

- **Online Registration by paying Spot Round Registration as well as Participation Fees**
- **Choice Filling, and Locking of Choices.**
- **Seat Allotment**
- **Physical Reporting and Document Verification at the allotted Institute, in -person**
- **Payment of Balance Fee and issue of Provisional Admission letter by the allotted institute**

Eligibility requirement, set matrix, merit list preparation, allotment rules, reservation rules, category conversion allowed will remain same as in earlier rounds.

A candidate once allotted a seat in NSR, must report to allotted institute in - person, be ready to pay BALANCE fee and carry all the required documents.

If a candidate **fails to deposit the balance fee** of the allotted institute in NSR to the respective institute as per the NSR schedule, then the allotted **seat will be automatically cancelled** and the deposited spot round participation fee would be forfeited.

Once a candidate is allotted a seat in NSR, but doesn't join the allotted institute; her/his fee refund would be governed by that institute rules ONLY, and not by CCMN-2023.

12.3 Reporting and Document Verification at the Allotted Institute in NSR.

On allotment of a seat in NSR, the candidate is required to report physically to the allotted Institute (as per the instructions of the allotted Institute) for subsequent process of document verification by the allotted institute. Any instructions related to document verification will be given by the allotted institute. Therefore, the candidates are advised to keep on visiting the website of the allotted Institute for any instructions in this regard. If the candidate fails to report and get his/her document verified within the stipulated time period, he/she will lose any claim on the allotted seat in NSR.

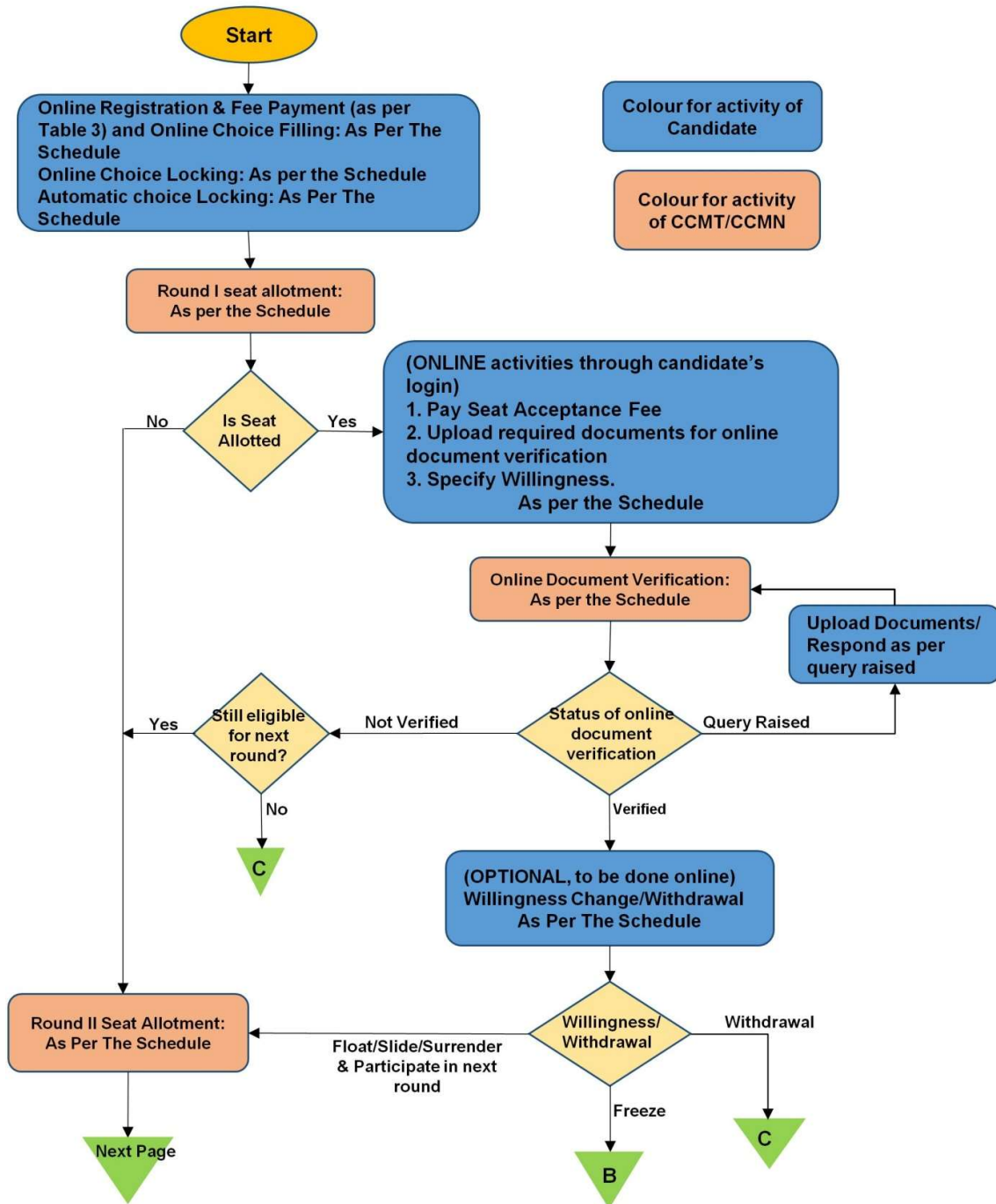
12.4 Refund/Adjustment of Fee

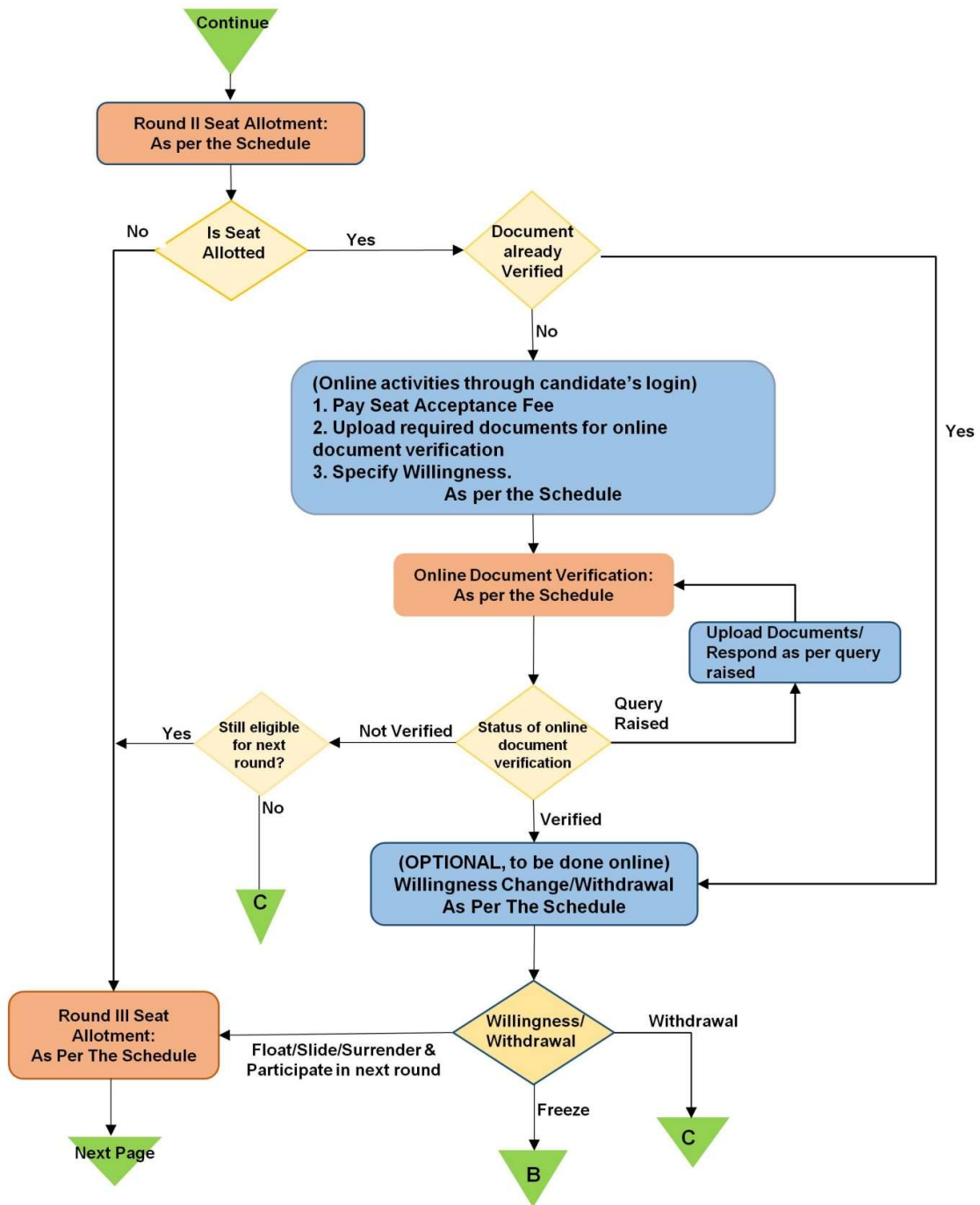
Registration fee paid for registration in NSR is non-refundable and non-adjustable towards the fee of allotted institute. Only in the case when no seat is allotted in NSR, refund of Spot Round Participation Fee, without any deduction, will be initiated after the completion of counselling process.

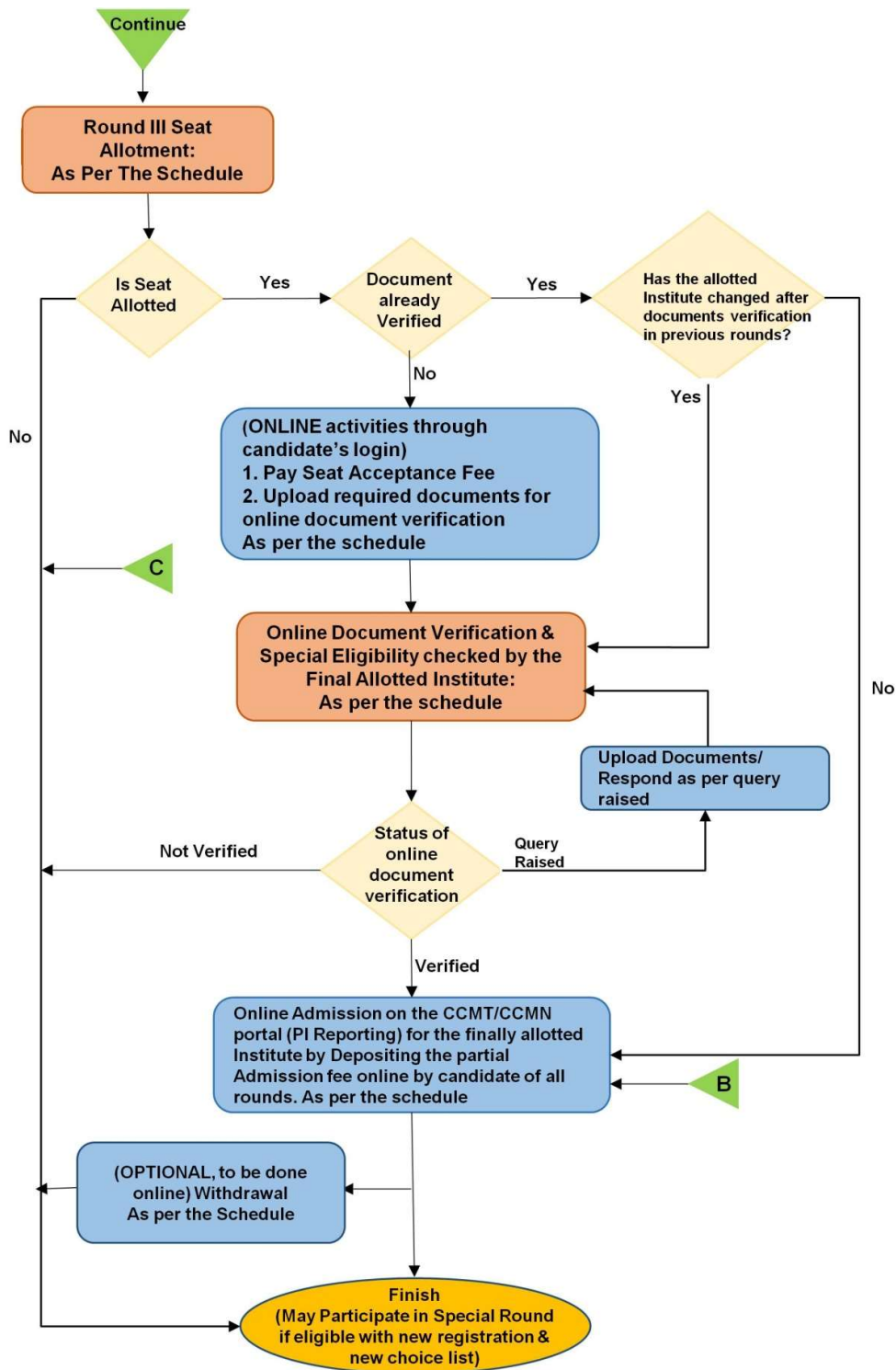
Rules for Refund of Participation Fee Paid during Registration of Special Rounds

- (a) If no seat is allotted to the candidate in NSR, the spot round Participation Fee will be refunded without any deduction.**
- (b) After allotment of seat in NSR, no refund will be made to the candidate. In case the allotted seat is cancelled during document verification then the spot round participation fee will be refunded after deducting processing fee of Rs. 2000/-.**
- (c) The spot round participation fee will be forfeited in the following cases.**
 - If a candidate who is allotted a seat in NSR but does not report for document verification.**
 - If a candidate has gone through successful document verification but does not pay balance fee thereafter within the stipulated time as per the NSR schedule.**

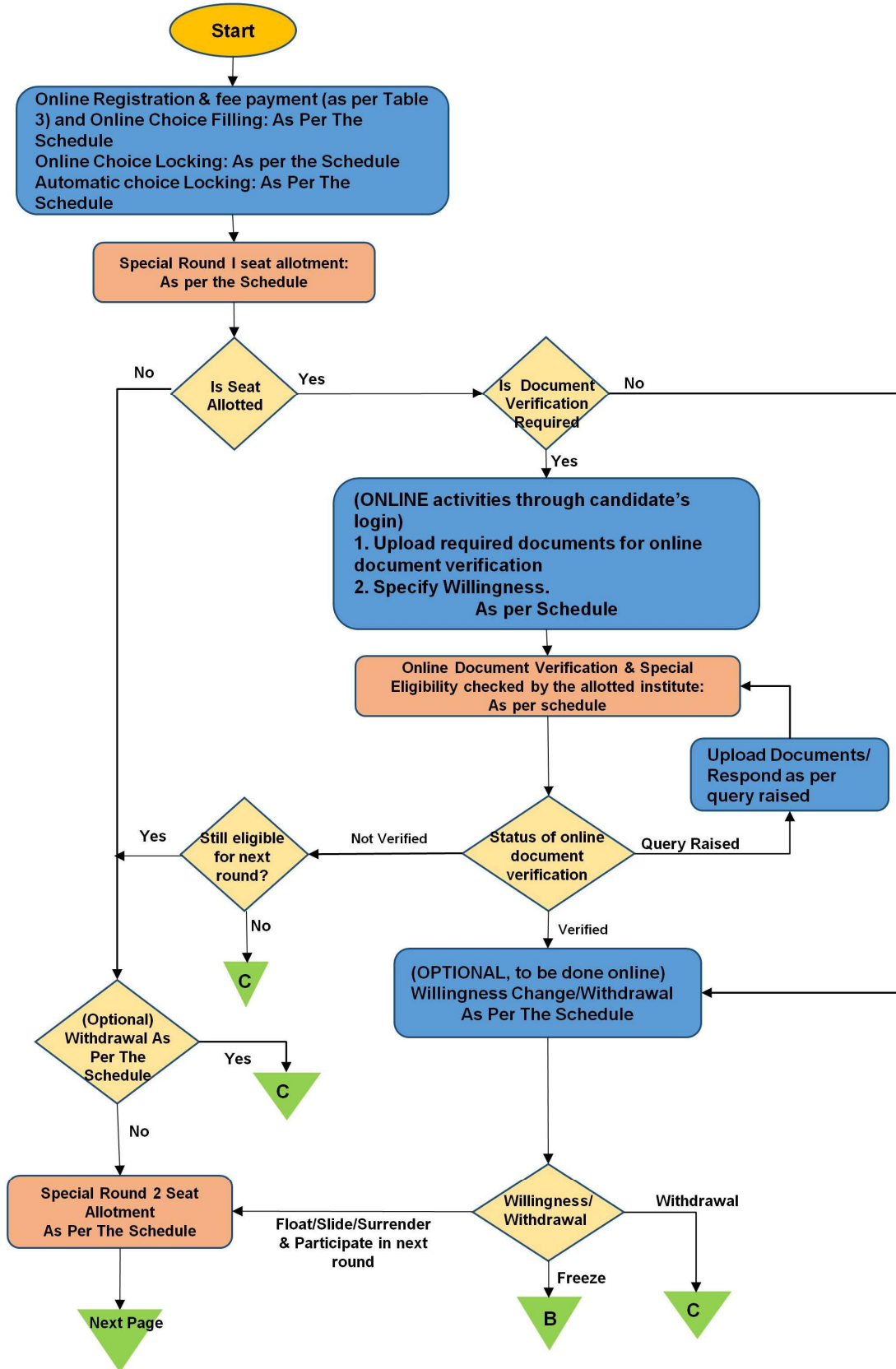
Annexure-I: Flowchart for regular rounds

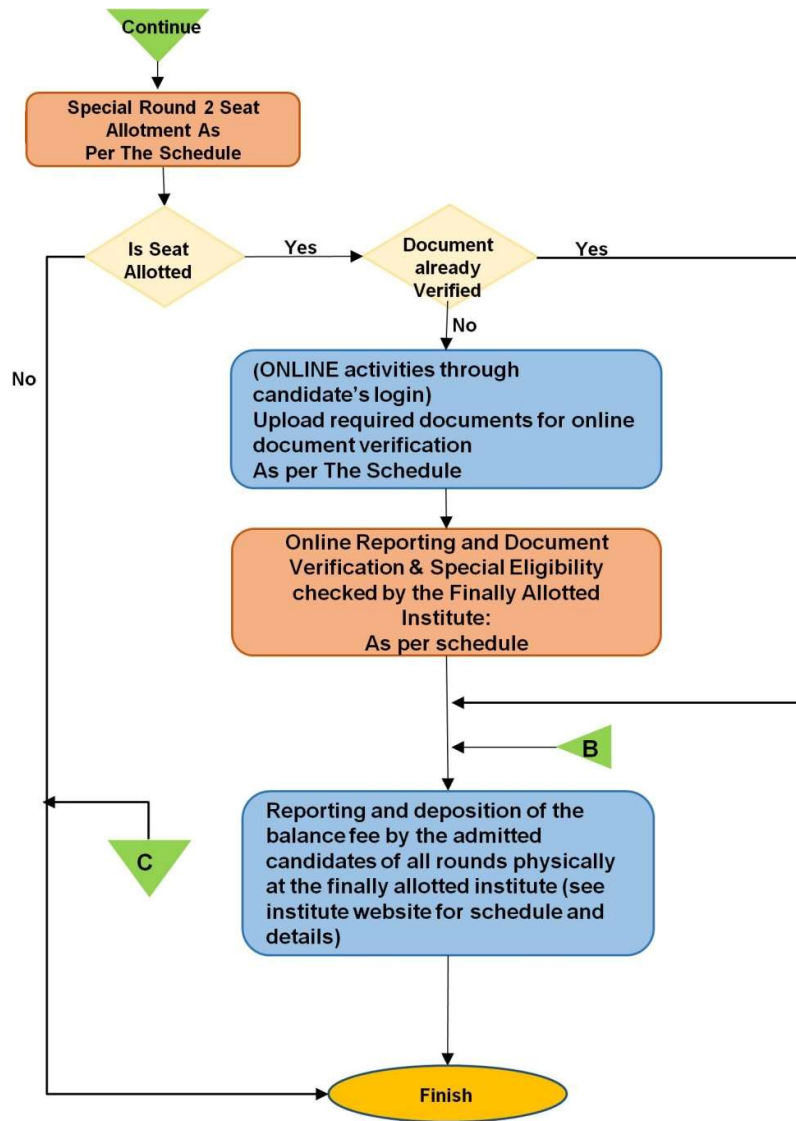






Annexure-II: Flowchart for special rounds





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.
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 must be provided in the prescribed format available on the CCMN website.
6. JAM 2023 score card
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, 2023.**

Please note that

- **If the candidate is unable to get the OBC-NCL/EWS certificate issued on or after April 1, 2023, 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. Undertaking by the candidate on OBC-NCL 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 of the graduating institute, will be required during the document verification.

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

1. All the documents in original which the candidate has uploaded for online document verification (Refer Annexure-III).
2. Proof of payment of Seat Acceptance Fee (SAF).
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 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 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 of the graduating Institute, will be required to be produced.
4. As an outcome of successful reporting and document verification at the finally allotted Institute, a Provisional Admission Letter (PAL) will be generated and printed in two copies (one copy for candidate and another for Institute record).

Annexure V: 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- 2023 website (<https://ccmn.admissions.nic.in>).
- ii. I have read the eligibility conditions for respective programmes across all Participating Institutes under CCMN-2023 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-2023 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-2023 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-2023 Counselling.

(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-2023 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-2023.

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-2023 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, CCMN-2023
National Institute of Technology Kurukshetra
Kurukshetra, Haryana, India
Phone: 01744 233588, 9138777075
Website: <https://ccmn.admissions.nic.in>
Email: ccmn2023help@nitkkcr.ac.in

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