

PGCET- 2016 – Schedule for (a) Document Verification and
(b) Second round option entry and seat allotment

(a) Document Verification: On 08-09-2016 from 10.30 am to 5.30 pm

For admission to MBA, MCA, M.E. / M.Tech courses for the year 2016, the candidates who were not able to attend the verification process due to non availability of qualifying examination results / other reasons, KEA is giving final chance to such candidates to verify their original documents for allotment of available seats. The eligible candidates who have not verified their documents till now can attend the document verification on **08-09-2016 from 10.30 am to 5.30 pm** in any of helpline centre with all the necessary original documents and one set of attested photocopies.

(b) Second and final round option entry and seat allotment Schedule Revised

For admission to MBA, MCA, M.E. / M.Tech courses for the year 2016, the second and final round option entry process and seat allotment will be conducted as per the following revised schedule. The detailed instructions with regard to entry of options and admissions for second and final round are hosted on the KEA Website <http://kea.kar.nic.in> for the information of the candidates.

NOTE:

1. In this round candidates are allowed to enter options afresh. (Fresh Option Entry – Add / Delete / Modify / Re-order)
2. The candidates who wish to surrender the KEA seat selected in First round, they can cancel the seat before the last day for entry of options in the second round i.e., before 10.00 am on 14-09-2016 and they are entitled to get a refund of fee amount after deducting Rs.5,000/- from the paid amount.
3. The candidates who have selected seat in First round and surrenders the seat after 10.00 a.m. on 14-09-2016, for such candidate's entire amount paid by the candidates will be forfeited as per rules.
4. The candidate who surrenders the seat allotted in the Second Round, for such candidates, entire amount paid by the candidates will be forfeited as per rules.

Display of seat matrix	09-09-2016 after 11.00 am
Option Entry by Eligible Candidates – (Read Brochure for details)	From 1.00 pm on 09.09.2016 to 14.09.2016 upto 10.00 am
Publication of Seat Allotment of Second and final round	14.09.2016 after 5.00 pm
Confirmation of Allotment, Payment of Fees and downloading of admission order	15.09.2016 to 17.09.2016
Last date for reporting to college	19.09.2016 before 5.30 pm

Sd/-
Administrative Officer

Important Instructions for First Round Choice 2 Candidates

- (a) The Choice 2 candidates are participating by holding a seat allotted in the First Round, if any seat is allotted to them in this round, then their First Round seat gets added to the seat matrix immediately and is offered to the next eligible candidates in the order of options and priority of options.
- (b) While adding new options or modifying the order of options or deleting the options candidates are advised to give only such options that are better than his / her allotted seat. If the modified option gets allotted, they lose their old seat. If none of the seats are available, then the candidate's earlier seat is retained.
- (c) For Choice 2 candidates, the seat allotted in the First Round will be considered as last option. The Choice 2 candidates should be very careful while submitting the options. One should understand that, the seat allotted in the First Round will become the last option, it means all the higher options saved by the candidates will be treated as options for seat allotment.
- (d) All the higher order options will be displayed for entry of options, if any candidate is intending to retain the same seat which is allotted in the First Round, then he / she has to delete all such options which is displayed on the option entry portal, then the seat allotted in the First Round will be retained in this round also.

NOTE: Consequential vacancies that arise after their turn cannot be claimed.

Important Instructions for First Round Choice 3 Candidates

- (a) The Choice 3 candidates are participating without holding a seat allotted in the First Round, if any seat is allotted to them in this round, then such will be confirmed in their favour or if no seat is allotted to them, then they will not be having any seat in their favour.
- (b) All the options will be displayed for modifying or deleting the options.
- (c) While modifying the order of options or deleting the options, candidates are advised to give only such options that are better than his / her allotted seat and for those options candidates are willing to join the college / course in case the seat is allotted.

Special Instructions to Candidates

1. Candidates who have exercised Choice 1 in first round for the seat allotted, after making the payment decides to surrender the seat, can cancel the seat in any of the Helpline Centre before the last date prescribed for entry of options for the second round, for such candidates an amount of Rs.5,000/- will be deducted from the payment made and the balance amount if any will be refunded. In case, if they surrender the seat after the last date prescribed for option entry for the second round, full amount paid as fees will be forfeited as per rules.
2. Candidates who have exercised Choice 2 in first round for the seat allotted, after making the payment decides to surrender the seats, can cancel the seat in any of the Helpline Centre before the last date prescribed for entry of options for the second round, for such candidates an amount of Rs.5,000/- will be deducted from the payment made and the balance amount if any will be refunded. In case, if they surrender the seat after the last date prescribed for option entry for second round, full amount paid as fees will be forfeited as per rules.

Please Note:

The candidates who have obtained a seat from KEA and have later on joined other college or courses and wish to surrender the KEA seat, they can do so in any Helpline Centre and they will be entitled to get a refund of fee amount after deducting Rs.5,000/- as process fee till the last day for entry of options in the second round. Candidates may please note that such of those who have got the Admission Order from KEA and do not join the allotted college or leave the college after joining - such actions are tantamount to seat blocking and will result in loss of subsidized Government Quota seats to the Private Management. **(There are other equally eligible meritorious candidates in the merit queue.)** Such candidates should surrender their allotted seat to KEA only in any Helpline Centre, and such a seat will be offered to other equally eligible meritorious candidates in the Second Round.

POST SEAT ALLOTMENT PROCEDURE – CHOICE BEFORE A CANDIDATE

Implication:

1. There is no choice to exercise to the candidates.
2. Candidates who have been allotted seats in any discipline are required to pay the prescribed fees and should compulsorily report to the colleges on or before the last date mentioned in the admission order and should update the details through their log-In-Id to KEA or they lose their allotted seats.
3. If any candidate fails to report to the college after allotment of seats in the second round, legal action will be initiated against such candidate in accordance with law.

Steps to be followed by the candidates who have already paid the fees in the

First Round

Step 1. All the candidates including those who have downloaded the Challan and made the payment for the seat allotted in the first round must compulsorily download the fresh Challan once again for the seat allotted in the second round.

Step 2. The fee paid details if any, will be printed on the Challan.

Step 3. The fee paid in the earlier round will be adjusted for the seat allotted in this second round.

Step 4. If there is no difference in the fees paid and the fees in the allotted college in this round, Download the admission order from the KEA Website by selecting the appropriate link and by entering the required credentials. Report to the college on or before the date mentioned in the Admission Order.

Step 5: Compulsorily update the details through their log-In-Id to KEA or failure to update the reported details will result in cancellation of allotted seat.

Steps to be followed by the other candidates,

IF the candidate has not paid any fees or has paid lesser fees in the second round, then

- a. Download / print the Challan from the KEA website which is in Triplicate.
- b. In the Challan, the details of the candidate will be pre-printed, such as Name, PG CET No, College / Course Allotted details, Fee to be paid, Fee paid already if any, Bank Account Number. Candidate has to confirm the printed details and affix the signature on the Challan.
- c. After downloading the Challan, candidate has to pay the prescribed fee / balance fee in any branch of the **Bank Specified**.
- d. After receipt of the payment, bank will return the candidate's copy and college copy to the candidate by retaining the Bank copy.
- e. After one hour of making the payment, candidate will be able to download the Admission Order.
- f. Download the Admission Order and print the same and affix the signature on the Admission Order.
- g. Report to the college along with the Original Documents on or before the date mentioned in the admission order.
- h. Compulsorily update the details through their log-In-Id to KEA or failure to update the reported details will result in cancellation of allotted seat.

Sd/-
Administrative Officer