

Online Counselling Procedure

1. Seat Allotment – General Rules

During this step, the choices submitted by the candidates will be processed centrally and seats will be allotted in the order of merit as explained below on the basis of the locked choices. The allotment result will be available on the website <http://www.jacdelhi.nic.in>.

1) NSIT, DTU and IGDTUW

- i) **No separate merit list will be prepared.** The provisional seat allotment will be based solely on the All India Rank (AIR) of the candidate in the JEE (Main) 2016 examination as given by CBSE.
- ii) **For B. E. / B. Tech. programmes, All India Rank in Paper-1** of JEE (Main) 2016 will be considered.
- iii) **For B. Arch. at IGDTUW, All India Rank in Paper-2** of JEE (Main) 2016 will be considered.
- iv) Other than above merit rank, provisional seat allotment will be done by considering all the details provided by the candidate in his/her ONLINE application like category, region, minimum qualification eligibility criterion, Choices filled etc.

2) Preparation of Merit list in respect of IIT Delhi

- i) Total marks obtained in Paper I in JEE Mains 2016, converted to base of 60
- ii) Normalized marks obtained in Class 12th or other qualifying exam as given by JEE Mains, converted to base of 40.
- iii) Bonus marks (maximum: 10), if any, as defined in Annexure A
- iv) The merit list will be based on the total of the above three.

In case of a tie, the candidate with higher rank in (JEE Main)-2016 as issued by CBSE shall rank higher.

2. First Round of Counselling

- i) The choices filled by the candidates during ONLINE registration will be processed centrally and the institute wise cutoffs of the seat allotment results will be available on the JAC Delhi website.
- ii) Online Provisional Admission letter will be generated in the candidate's login account on JAC Delhi website for the candidates who get an allotment in this round. Candidates must take a print out of this letter.
- iii) All the candidates who get an allotment in this round will have to pay the admission fee (refer Chapter 6 of JAC Delhi 2016 Information Brochure for details) and report to the allotted University / Institute for document verification along with all the requisite documents and fee payment receipt, as per the counselling schedule (available in Annexure B) failing which his/her allotted seat will stand automatically cancelled and candidate will not be considered for subsequent ONLINE rounds of seat allotment.
- iv) **Based on the number of candidate completing the document verification successfully, the vacant seat will be available for 2nd round of counselling.**
- v) In case, a candidate desires to continue in the branch allotted to him/her at the time of admission (*i.e. does not want himself/herself to be considered for upgradation to his/her higher preference branches in subsequent rounds of counselling*), then he/she must submit a request to JAC in writing on the day of admission / allotment of branch for freezing the same at the reporting university / institute.

3. Second Round of Counselling

- 1) **No fresh registrations would be allowed in this round.**
- 2) In this round, all eligible (Type - I & II as indicated below) candidates **MUST** visit the website as per counselling schedule for knowing the allotment / upgradation of seat for him/her in this round. If an already admitted candidate has already exercised his/her option for freezing of allotted seat in the first round, the same will not be considered for the subsequent round of counselling.
- 3) **Who is eligible? The following types of candidates are eligible**
 - a) **Type - I:** All Registered candidates who were not allotted any seats in the first round of seat allotment **MUST** visit the website www.jacdelhi.nic.in as per counselling schedule for knowing the allotment of a seat for him/her in this round.
 - b) **Type - II:** Candidates who were allotted a seat in the first round of counselling, paid their admission fee as required, also got their documents verified and hence were declared as successful admitted candidates. Such candidates **MUST** visit the website www.jacdelhi.nic.in as per counselling schedule for knowing the upgradation of seat allotted to him/her in the first round.
- 4) The choices submitted by the candidates will be processed centrally and the results would be made available on the website www.jacdelhi.nic.in.
- 5) Candidates of Type – I, who get an allotment in this round will have to pay the admission fee (refer Chapter 6 of JAC Delhi 2016 Information Brochure for details) and report to the allotted University / Institute for document verification along with all the requisite documents and fee payment receipt, as per the counselling schedule (available in Annexure B) failing which his/her allotted seat will stand automatically cancelled and candidate will not be considered for subsequent ONLINE rounds of seat allotment.
- 6) Candidates of Type - II may get a seat of his / her higher preference choice or their previously allotted seat may remain unchanged.
- 7) In case, a Type - I candidates, who have been declared as successful candidates in this round, desires to continue in the branch allotted to him/her at the time of admission (*i.e. does not want himself/herself to be considered for upgradation to his/her higher preference branches in subsequent rounds of counselling*), then he/she must submit a request to JAC in writing on the day of admission / allotment of branch for freezing the same at the reporting university / institute.
- 8) Type - II candidates can also freeze their branch if they wish to do so by submitting a request to JAC in writing, during the days of physical reporting of this round, at the University / Institute where they have the currently allotted seat.

4. Third Round of counselling

Same as Second round.

5. Upgradation of Admitted candidates (only after Third round)

1. Only those candidates who have been admitted but have not withdrawn their admission upto completion of the document verification stage of third round of counselling are eligible for Upgradation.
2. New allotment is not done here and only upgradation of the candidates as mentioned in Point 1 above is done. Therefore, it is advised to candidates that they should exercise all the possible

choices across Universities/Institution while filling the choices. This Upgradation is made against the vacant seats after last date of withdrawal upto which admission fee is refunded after deduction of Rs. 1000/- only.

3. There will be upgradation for candidates involving all the participating Institutes taking the maximum rank of round 3 counselling cut off in each category & region of NSIT, DTU & IITD as base cut off ranks.
4. After the upgradation of candidates as per Step 3, there will be internal upgradation within the admitted candidates of IGDTUW beyond the rank mentioned in step 2 above. These candidates may participate in the SPOT Round only after due submission of their willingness at the Spot Round Venue.

Note: Candidates who have frozen their choice till third round of counselling will not be considered for Upgradation.

6. Spot Round (subject to availability of seats)

The SPOT ROUND consists of the vacant seats available in DTU, NSIT, IIT-D & IGDTUW after upgradation, if any. (Within category/ sub-category).

The following candidates are eligible in SPOT Round:

- i) The Candidates who have not taken admission in any participating University / Institute upto Third Round.
- ii) The Candidates who have not been offered any seat up to Third Round.
- iii) The Candidates who withdrew after taking admission in any participating University / Institute till last date of withdrawal upto which admission fee is refunded after deduction of Rs. 1000/- only.
- iv) The candidates falling under Para 5.5 Clause 4.
- v) The registered candidates
 - a) who were allotted seat in some round but did not report for admission at DTU / NSIT / IITD / IGDTUW.
 - b) who have not filled any choice during ONLINE Registration Process.
 - c) who were allotted seat in some round of counselling, but seat was cancelled due to some deficiency.

The above mentioned eligible candidates have to follow the following steps in order to participate in SPOT Round:

- a) Register Online through the link available on JAC Delhi website as an undertaking / willingness for participation in SPOT Round.
- b) Pay SPOT Round Participation Fee of Rs. 10,000/- (Rupees Ten Thousand only) through Debit card / Credit card / Net banking (No Demand Drafts/ Cheques / Cash will be accepted at the reporting centre). The participation fee of Rs. 10,000/- is refundable / adjustable.
- c) *Candidate has to submit the Rs. 65000/- at the time of allotment failing which admission in spot round will not be offered.*
- d) Candidate are required to report at DTU as per the counselling schedule or updates available on the JAC Delhi website time to time along with all the documents (Refer 5.7 of JAC Delhi 2016 Information

Brochure for details). **No fee refund will be entertained for the candidates admitted during the Spot Round on withdrawal of the admission.** Candidates are advised to carefully exercise their choice before confirming the admission in the Spot Round. The refund of spot round participation fee to the candidates who could not be admitted during SPOT Round will be realized within 15 days to their account after the SPOT Round.

Please note that the candidates who have not exercised their option for willingness for participation in Spot Round by Registering Online as per counselling schedule will not be allowed to participate in the Spot Round. For further information on SPOT Round, candidates are advised to visit the website www.jacdelhi.nic.in regularly.

7. Document Verification after result declaration in each round of Counselling

- All candidates who are provisionally allotted a seat in any round of counselling are required to physically report at the respective University/institute as per the counselling schedule for document verification.
- Candidates must bring the **ORIGINAL and SELF-ATTESTED** copies of the following documents at the time of reporting at the respective University / Institute for document verification as per counselling schedule:
 - i) Receipt of the Admission Fee Payment.
 - ii) Online created Registration Form duly signed by guardian / parent and candidate.
 - iii) Printout of filled choices (printed after closing of registration)
 - iv) Three passport size color photograph.
 - v) Printout of the Admit Card & Score Card of JEE(Main)-2016.
 - vi) Marks sheet of the qualifying examination i.e. Class XII or equivalent.
 - vii) Printout out of Seat Allotment Letter downloaded from www.jacdelhi.nic.in
 - viii) Date of Birth Certificate as indicated in High School or equivalent examination i.e. Class X.
 - ix) Reserved category / sub-category Certificate
 - x) Medical fitness certificate original in case of General / SC / ST / CW / OBC / SG / TP / CW / KM (Format available at 7.4 in JAC Delhi 2016 Information Brochure).
 - xi) PD sub-category: A certificate from the Vocational Rehabilitation Centre for Physically Handicapped Karkardooma, Vikas Marg, Delhi-110092 is to be produced at the time of counselling/admission, which will certify that the applicant is fit for undergoing the said course (Format available at 7.6 in of JAC Delhi 2016 Information Brochure). No certificate other than this shall be allowed for availing seat under 'PD' Category. This will be subject to verification by a panel of doctors available at the time of counselling. The decision of the Joint Admission Committee regarding the eligibility/admission of any applicant shall be final.

Important Note: All the certificates claiming reservation under various categories / sub-categories must have been issued on or before 12 July 2016.

8. Reporting at finally allotted University / Institute

All provisionally admitted candidates are required to physically report at the final allotted University / Institute as per the relevant notification of the respective University / Institute. Candidates will be required to submit the balance fee (if any) (Refer Chapter 6 of JAC Delhi 2016 Information Brochure for details) at the time of registration for first semester classes in respective University / Institute.

Please visit the respective University / Institute website for necessary information.