

## **INSTRUCTIONS TO CANDIDATES FOR 2<sup>nd</sup> ROUND – Diploma - 2015**

<b>Option Entry Schedule – Second and Final Round</b>	
<b>Particulars</b>	<b>Date and Time</b>
Display of Seat Matrix	10-08-2015 after 11.00 am
Option Entry by Eligible Candidates	From 8.00 pm on 10-08-2015 to 15-08-2015 up to 9.00 am
Publication of Seat Allotment of Second and final round	15-08-2015 after 6.00 pm
Confirmation of Allotment, Payment of Fees and downloading of admission order	17-08-2015 to 19-08-2015
Last date for reporting to colleges	20-08-2015 before 5.30 pm

**IMPORTANT:** In this round, the priority of options entered by the candidates will be shown on the option entry module by obtaining the candidate's credentials. **Candidate may delete or alter the order of higher options.** The candidates will be allowed to add new options. Candidates who are participating in this round means they are looking for better seat than the allotted seat in the earlier round.

### **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 modifying the order of options or deleting the options or adding the new options candidates are advised to give only such options that are better than his / her allotted seat. If the modified / added 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.

- i. Please note that if any seat gets allotted in this round as per merit and options entered by the candidate, **there is no chance of getting back the earlier allotted seat.**
- ii. Candidates are advised to modify / delete / re-order / add the options they want to select whether the seats shown in the seat matrix or not, only for the reason that consequential vacancies may arise during allotment process and the candidates will have a chance of getting a better seat if they have entered the options.

### **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 or adding the options.
- (c) While modifying the order of options or deleting the options or adding the new 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.

### **I. Types of seats made available for Second Round**

1. Un-allotted seats of First Round.
2. Newly Added seats, if any.
3. Cancelled / Surrendered Seats.
4. Choice 3 and Choice 4 Seats.
5. Choice 1 seats – Not paid the fees.
6. Consequential Vacancies.

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

## II. Types of candidates to be allowed for Second Round

All the candidates will be allowed to participate in this round except the Choice 1 Candidates who have reported to the colleges.

### 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 allotment procedure:**

There will be **no Choice** to exercise to the candidates. Candidates who are allotted seat are required to pay the prescribed fees (if not paid) and should compulsorily report to the colleges on or before the date mentioned in the admission order and 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 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, 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 to the candidate by retaining the KEA and 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.

**NOTE TO CANDIDATES WHO HAVE PAID EXCESS FEE.**

If KEA has to return the excess fee amount, kindly select the "Refund Link" from the KEA website and enter all the bank details. The balance amount if any will be transferred directly to the account information provided by the candidates. KEA or the Bank is not responsible for the wrong / false information provided by the candidates.

The detail of the information to be provided by the candidate is as follows:

**BANK Details (In block letters only)**

Name of the Account Holder	
Relationship to the candidate	
CET Admission Ticket Number	
Name of the Bank	
Core Bank Account Number	
IFSC Code of the Bank	
Mobile number or land line Phone no. of the candidate.	

**Example,**

If a candidate has paid Rs.41,590/- for the seat allotted in the second round and now he / she has been allotted a seat where in the fee of that seat is lesser than the earlier seat, then KEA will refund the balance amount to such candidates.