

### Second and final round option entry and seat allotment Schedule

For admission to MBA, MCA, MCA Lateral Entry, M.E. / M. Tech. courses for the year 2017, the second and final round option entry process and seat allotment will be conducted as per the schedule. The detailed instruction with regard to entry of options and admissions for second and final round is as follows:

#### NOTE:

1. The candidates who have verified their documents in the extended document verification i.e., on 20-09-2017 have to enter their priority of options.
2. All other candidates are allowed to Delete / Modify / Re-order the options – refer e-brochure for details.
3. 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 25-09-2017 and they are entitled to get a refund of fee amount after deducting Rs.5,000/- from the paid amount.
4. The candidates who have selected seat in First round and surrenders the seat after 10.00 a.m. on 25-09-2017, for such candidate's entire amount paid by the candidates will be forfeited as per rules.
5. 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	22-09-2017 after 2.00 pm
Option Entry by Eligible Candidates	From 4.00 pm on 22-09-2017 to 25-09-2017 up to 10.00 am
Publication of Seat Allotment of Second and final round	25-09-2017 after 6.00 pm
Confirmation of Allotment, Payment of Fees, downloading of admission order and reporting to the colleges.	26-09-2017 to 27-09-2017
Last date for reporting to colleges	28-09-2017 before 5.30 pm

#### 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 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.

  
Executive Director.