

## **Guidelines for Physical Open Counselling**

1. Physical open counselling will start from 26.08.2022. Course wise comprehensive **List of all Interested Applicants** along with phone numbers will be provided to the respective colleges on daily basis in their College Login on the Admission Portal. The first list shall contain all the interested applicants who applied on or before the last date of registration (i.e. 08.08.2022). The fresh registrations/editing of forms for open counselling shall start after issuance of first list and such applicants will be considered in subsequent lists (i.e. 27.08.2022 onwards) along with old applicants.
  2. **List of Interested Applicants** shall contain all the candidates who have applied in your college in different courses irrespective of the fact that he has taken admission or not.
  3. College will conduct open physical counselling at their own level to prepare and display the merit list thereof w.e.f. 26.08.2022 (daily basis, if required) as per affiliating University/Government norms. The account of filled/vacant seats (category-wise) shall be managed by colleges only during Physical Open Counselling. Reservation policy shall be implemented in letter and spirit.
  4. The College will **offer the seat** (i.e. enable the payment option) to the selected candidates on the admission portal – where the college will enter the registration No and fetch basic details & click on offer the seat/enable the fee payment option.
    - a. Candidate has to pay the fee (book the seat) on the same day on which the seat is offered by the college.
    - b. Candidate will be shown the list of all colleges/courses in the student login where the seat has been offered based on the open merit lists displayed by colleges.
- Note:** *The college shall ensure the eligibility checking and document verification w.r.t. the student. A declaration to this effect will be taken from the colleges that the application form along with supporting documents has been verified and the student is found eligible as per norms.*
5. In case of booking the seat in Govt. College, applicant can make payment using online mode (*by 12:00 night*) or offline mode (*during working hours of college*).
    - a. In case of online payment by the candidate – the applicant will be displayed with a following message in student login: “*You can also make the payment in cash mode (today only) at college counter to book your seat. In order to avoid from any issue, contact immediately with the college without any delay. Otherwise, you can also make the payment online from this window only*”. If the candidate has been allotted seat in the merit 1 or 2, it will be cancelled by the system (A declaration will be taken from the candidate that “*Seat allocated to me in merit 1 or 2 will stands cancelled and I wish to book my fresh seat through open counselling/merit list*”).

- b. In case of offline/cash payment by the candidate – there will be a provision in the college login (i.e. **Open Counselling Module**) where the concerned college will input the registration No and fetch the basic details and proceed to take the consent of the candidate by OTP method (i.e. student will get the OTP and the same will be entered by the college and only than the offline payment for the seat will take place). If the candidate has been allotted seat in the merit 1 or 2, it will be cancelled by the system (A declaration will be taken from the college stating that *“The candidate has given consent before the college authorities that the seat allocated to me in merit 1 or 2 stands cancelled and the candidate wish to book fresh seat through open counselling/merit list”*).
6. In case of booking the seat in Aided/Self Finance college, applicant can make payment using online mode (*by 12:00 night*) or offline mode (*during working hours of college*).
  - a. In case of online payment by the candidate – the applicant will be displayed with a following message in student login: *“You can also make the payment in cash mode (today only) at college counter to book your seat. In order to avoid from any issue, contact immediately with the college without any delay. Otherwise, you can also make the payment online from this window only”*. For SC students of Haryana making payment through online mode and who wants to avail Post Matric Scholarship Scheme (i.e. having Family Income Certificate of less than 2.5 Lacs for current financial year), the backend verification of Income certificate will be handled by the online admission software as done in past. If the candidate has been allotted seat in the merit 1 or 2, it will be cancelled by the system (A declaration will be taken from the candidate that *“Seat allocated to me in merit 1 or 2 will stands cancelled and I wish to book my fresh seat through open counselling/merit list”*).
  - b. In case of offline/cash payment by the candidate – there will be a provision in the college login (i.e. **Open Counselling Module**) where the concerned college will input the registration No and fetch the basic details and proceed to take the consent of the candidate by OTP method (i.e. student will get the OTP and the same will be entered by the college and only than the offline payment for the seat will take place). Concession option will be provided to the college on the admission portal. For e.g. if a course fee is Rs 25000, student opted to pay Rs 10000 at the time of seat confirmation, Rs 8000 concession offered by the college. Rest Rs 7000 will be treated as pending payment which student will pay later. For SC students of Haryana making payment through offline mode and who wants to avail Post Matric Scholarship Scheme (i.e. having Family Income Certificate of less than 2.5 Lacs for current financial year), the verification of Income

certificate shall be done by the college only. If the candidate has been allotted seat in the merit 1 or 2, it will be cancelled by the system (A declaration will be taken from the college stating that "*The candidate has given consent before the college authorities that the seat allocated to me in merit 1 or 2 stands cancelled and the candidate wish to book fresh seat through open counselling/merit list*").

7. The students who took admission earlier in merit 1 or 2 and now opted to book the seat through physical open counselling, their admission from previous college/course **shall be automatically cancelled**. In this case, the refund will be initiated by the previous college as per norms where the student took admission/book seat in Merit 1 or 2.
8. It is pertinent to mention here that suppose a student has booked a seat and made the payment in some college/course in physical open counselling on first day and now, say on third day, he wants to again participate in open counselling and book his seat in some other college/ course, then his admission in previous college/course **shall not be automatically cancelled**. **In this case, the student has to physically visit in the college to get his seat cancelled in order to book the seat in new college/course**. The same scenario shall be applicable on all days during Physical open counselling.
9. Once the seat is booked by the candidate (*whether through online mode or offline mode of payment*), the receipt would be shown in the candidate's login. Also the status of the previous allotted seat (if any) would be shown as cancelled. The consolidated report of the students who took the admission in physical open counselling shall also be visible in the college login.