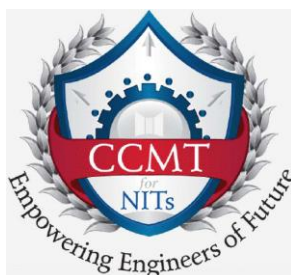


# Centralized Counseling for M.Tech./M.Arch./ M. Plan./M.Des. Admissions 2018

## CCMT 2018

### Information Brochure



### Coordinating Institute



**NATIONAL INSTITUTE OF TECHNOLOGY, DELHI-110040**

**DELHI**

<http://ccmt.nic.in>

## IMPORTANT

### Undertaking by Each Candidate

- I have read all the guidelines available in the information brochure and on the CCMT-2018 website (<http://ccmt.nic.in>).
- I have read the eligibility conditions for respective programmes across all participating Institutes under CCMT-2018.
- I am aware and abide by **the special eligibility conditions** that are required for admission in some of the Institutes, as given in brochure, and would ensure that I fulfill all such conditions while selecting such programmes during choice-filling. I am aware that, my admission to allotted Institute/ University will be **CANCELLED** if I do not satisfy the special eligibility criteria of the allotted Institute/ University, as mentioned in the Brochure.
- I undertake that, I shall provide only authentic information. If any information given by me is found incorrect at any point of time, my admission/ candidature will automatically **stand CANCELLED without any further reference and I will be liable for all the consequences.**
- I am aware that, after the last date of registration, I would not be able to change any information that I have entered during the online registration. In case, it is found incorrect later at any stage, my candidature would be cancelled and my registration fee would stand forfeited.
- I am aware that, I have to pay the requisite fee and lock the choices for complete registration.
- I undertake that, I will take printout of my complete application including filled-choices and check the details carefully. I also understand that, in no case any grievance OR complaint shall be entertained at any later stage throughout the complete process of Counseling.

#### Contact us:

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## **About CCMT**

The Centralized Counseling for M.Tech./ M.Arch./ M.Plan./M.Des. (CCMT) is a convenient platform for the students to apply for M.Tech./ M.Arch./ M.Plan./M.Des. programmes, based on their GATE score of years 2016, 2017 and 2018, in all NITs and reputed Centrally Funded Technical Institutions namely Central University of Rajasthan, ABV-IIITM Gwalior, IIITDM Jabalpur, IIIT Allahabad, Sant Longowal Institute of Engineering and Technology (SLIET) Longowal, Indian Institute of Engineering Science and Technology (IEST) Shibpur, National Institute of Foundry and Forge Technology (NIFFT) Ranchi, School of Planning and Architecture (SPA) Vijayawada, Punjab Engineering College Chandigarh, IIITD&M Kancheepuram, IIIT Vadodara, Shri Mata Vaishno Devi University Katra, University of Hyderabad, and Central University of South Bihar Patna. This centralized system has replaced the older system, wherein students had to apply individually to various Institutes and go to every Institute for appearing in interview/counseling. The older system caused a lot of difficulties to students such as filling multiple applications, travelling long distances to various Institutes across the country and missing some Institutes due to overlapping admission dates. The Centralized counseling has provided a system wherein the students can fill single online application form from their homes and apply to all programmes in all the participating institutions to which they are eligible. The overall convenience of students has been enormously increased due to centralized counseling.

The CCMT was initiated in the year 2012 onwards for centralized admission for PG programmes. The CCMT was successfully organized by SVNIT Surat in the year 2017. This year, CCMT is being organized by National Institute of Technology Delhi, Delhi.

## List of Abbreviations/ Short Forms

### Abbreviations related to the category of the candidate:

S. No.	Description of the Category of the candidate	Abbreviations	
		GATE Score Card	CCMT 2018
1	Open category / General Category	General	OC
2	Persons with disabilities from General Category	-	OCPwD
3	Other Backward Classes with valid Non-Creamy layer certificate	OBC (NCL)	OB
4	Persons with disabilities from Other Backward Classes with valid Non-Creamy layer certificate	-	OBPwD
5	Scheduled Caste	SC	SC
6	Persons with disabilities from Scheduled Caste	-	SCPwD
7	Scheduled Tribe	ST	ST
8	Persons with disabilities from Scheduled Tribe	-	STPwD

### Other Abbreviations:

S. No.	Abbreviation/Short Form	Description
1	CCMT	Centralized Counseling for M.Tech./M.Arch./M.Plan./M.Des. Admissions
2	PwD	Persons with Disability
3	RC	Reporting Centre
4	HC	Help Centre
5	PI	Participating Institute
6	SBI MOPS	SBI Multi-Option Payment System
7	NSR	National Spot Round
8	PRN	GATE Registration Id
9	DVC	Document Verification Certificate

### TYPES OF FEES:

Abbreviation/Short Form	Description	Amount
Registration Fee	Non-refundable collateral fee collected for participating in CCMT allotment process (For Rounds 1 to 3)	₹ 2,200/- for OC/OB ₹ 1,700/- for SC/ST/PwD
Seat Acceptance Fee	Fee collected when the candidate accepts the seat allotted to him/her. This is a part of Institute fee, which will be later adjusted against the finally allotted Institute's admission fee	₹20,000/-
Seat Confirmation Fee	Fee collected when the candidate confirms his/her acceptance of the finally allotted seat. This is a part of Institute fee, which will be later adjusted against the finally allotted Institute's admission fee	₹ 10,000/-
NSR Registration fee	Non-refundable collateral fee collected for participating in CCMT National Spot Round allotment process	₹ 2,200/- for OC/OB ₹ 1,700/- for SC/ST/PwD
NSR Participation Fee	Fee collected during the NSR round to be adjusted against	₹ 40,000/- for OC/OB

	the Institute fee upon allotment of a seat.	₹ 10,000/- for SC/ST/PwD
NSR Fee	NSR Participation fee + NSR Registration fee	₹ 42,200/- for OC/OB ₹ 11,700/- for SC/ST/PwD

## 1. Introduction

The Centralized Counseling for M.Tech. / M.Arch./ M.Plan./M.Des. admissions (CCMT) 2018 is an on-line admission process for all National Institutes of Technologies (NITs) and several other Centrally Funded Technical Institutes viz. Central University of Rajasthan, ABV-IIITM Gwalior, IIITDM Jabalpur, IIIT Allahabad, Sant Longowal Institute of Engineering and Technology (SLIET) Longowal, Indian Institute of Engineering Science and Technology (IIEST) Shibpur, National Institute of Foundry and Forge Technology (NIFFT) Ranchi, School of Planning and Architecture (SPA) Vijayawada, PEC Chandigarh and IIITD&M Kancheepuram. These are the premier institutions of the country, under the aegis of Ministry of HRD, Government of India, for imparting world class technical education. IIIT Vadodara, Shri Mata Vaishno Devi University Katra, University of Hyderabad, and Central University of South Bihar Patna are added in CCMT from this year. As decided by the Core Committee, Counseling for centralized admission to postgraduate programs in all these Institutes will be starting from 1<sup>st</sup> week of April, 2018. CCMT will coordinate admission to PG programmes in Engineering, Technology and Architecture in respect of above mentioned Institutes hereinafter called '**Participating Institutes' (PIs)**.

Important features of the admission procedure, admission schedule, process flow chart and contact details of CCMT HQ are given in this brochure. List of Participating Institutes (PIs), Seat Distribution and Eligibility Matrix of the Participating Institutes, Date of commencement of classes and Fee Structure of PIs, Fee Refund Rules, and Contact Addresses etc. are given on the website <http://ccmt.nic.in>. Candidates are advised to read this brochure carefully and visit the website <http://ccmt.nic.in> regularly for updates and other details regarding the entire online admission process.

The counseling process consists of three stages:

**A. Online Registration, Choice Filling and Locking of Choices:** In this process, all candidates eligible for central counseling should register themselves by paying the requisite registration fee for counseling through the CCMT website during the specified period given in the Schedule (Annexure I) from the places convenient to them. During the registration process, candidate needs to pay the registration fee online using the SBI MOPS (i.e. Net Banking/ Credit Card/Debit Card) or through e-Challan at any branch of SBI, during the specified Schedule. After registration fee payment, the candidate will be able to exercise their programme choices across all PIs on CCMT website using the Internet during specified period given in the Schedule (Annexure I). Candidate may take assistance of the Help Centers (<http://ccmt.nic.in> → Reporting Centers and Help Centers) for registration and choice filling.

**B. Online Seat Allotment, Seat Acceptance fee deposit and Personal Reporting at a Reporting Center (RC):** Candidates will be offered seats based on their choices in the order of merit (see – Section 3) over multiple rounds of allotment-process. Candidates who are allotted a seat (i.e. offered admission) will have to deposit '**Seat Acceptance Fee**' (₹ 20,000) using SBI MOPS (Net banking / credit card/ debit card) or through e-Challan at any branch of SBI, and then personally report to any one of the 'Reporting Centers' (<http://ccmt.nic.in>) as per the schedule given in the brochure during the specified time frames, failing which their admission will be **cancelled**. Candidate has to produce their original documents for verification, submit self-attested photocopy of documents and proof of the Seat Acceptance Fee payment to mark their acceptance of the offer of seat and exercise "WILLINGNESS CHANGE" (as described in Section 6.4.2). On satisfactory verification of all relevant documents and having paid the Seat Acceptance Fee, candidate will be issued a Document Verification Certificate (DVC). From Applicant's point of view- different activities are shown in Figure-1 on Page 11.

**C. Getting Admitted to 'Allotted Institute':** All the candidates who have been allotted seats and reported at any RC during any of the three rounds (i.e. 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> round) have to complete the provisional seat confirmation process by paying 'Seat Confirmation Fee' (₹ 10,000) through SBI MOPS (i.e., Net banking/Credit Card / Debit Card) or e-Challan at any branch of SBI as per the schedule given in Annexure I. The balance fee with respect to allotted Institute has to be paid to the respective allotted Institute at the time of physical reporting (after 3<sup>rd</sup> round of allotment and internal sliding) at allotted institute. The tentative fee of all PIs is displayed on CCMT website; however for the actual fee of allotted institute candidate is advised to refer the respective Institute website. After paying the seat confirmation fee, the students can download the Provisional Seat Confirmation letter from the CCMT website before the last date as per the schedule given in Annexure I.

The candidates may then directly proceed to the respective allotted Institutes for attending the classes as per the schedule displayed on CCMT website. The candidates are advised to visit the website of the allotted Institute from time to time for updated information related to the Institute fee/commencement of classes etc. at the allotted Institute. For the candidates who are allotted seats in NSR, the detailed process is given in Section 7.4.

In case of any dispute arising out of the counseling process up to the final allocation of Institution and / or programme, the decision of Chairperson, CCMT-2018 shall be final.

For smooth and flawless admission procedure, it is advised that candidates should carefully follow the admission procedure given in this brochure. The procedure offers enough flexibility at every round of allotment and candidates are supposed to cooperate by not prolonging their final decision on admission after seat allotment. This will facilitate in catering to the needs of larger number of candidates seeking admission through CCMT.

**This counselling is not for candidates seeking admission to Sponsored and Part Time seats. They should contact the respective Participating Institutes for the admission.**

## 2. Eligibility Requirements

For a candidate to be eligible for M.Tech./M.Arch./M. Plan./M.Des. programme:

- Must have a valid GATE Score of the year 2016 / 2017 / 2018.
- In qualifying degree the candidates should have passed and secured at least 6.5 CGPA (on a 10-point scale) or 60% for OC/OB, whereas 6.0 CGPA (on a 10-point scale) or 55% in case of SC/ST/PwD candidates. **The above mentioned CGPA/Percentage should be awarded by a recognized University/Institute.**
- **Conversion from CGPA to percentage or vice versa given by individual Institute/university will not be considered / allowed.**
- In case, result of qualifying degree is awaited, provisional admission is permitted to a student subject to meeting above minimum qualifying degree requirements latest by **September 15, 2018**. In these cases, all exams should have been completed by **July 15, 2018**. A documentary proof from the head of current institute to that effect and Mark sheet/Grade card till pre-final semester should be submitted at the Reporting Centre during document verification.
- For every programme eligibility is defined based on certain combinations of degree-disciplines and GATE paper. For the seat matrix and eligibility matrix please refer to <http://ccmt.nic.in>. It provides number of seats available under different category in each programme.
- For certain programmes in few participating Institutes, special eligibility criteria are applicable (**given in <http://ccmt.nic.in> → Special Eligibility Conditions**). Eligibility against these requirements shall not be



checked during registration process. **Candidates are required to ensure that they fulfill all such requirements before filling and applying for such programmes as their choices. Candidate will be solely responsible for checking of these requirements; CCMT 2018 will not entertain any claims arising out of failure on part of candidate applying without ensuring compliance of their candidature.**

### 3. Rules for Seat Allotment

- Seat allotment is based on the Merit list and availability of seat as per filled choices according to the Government of India (GoI) Reservation norms.
- Merit list will be prepared on the basis of GATE score.
- To resolve and determine inter-se-merit of candidates having same GATE score, following criterion will be used in the stated order of preference.
  1. Candidates having GATE score in 2016 will be given preference over candidates having score of 2017, or 2018.
  2. Candidates having GATE score in 2017 will be given preference over candidates having score of 2018.
  3. If year of GATE score is same, then preference will be given to that candidate who has obtained higher GATE marks out of 100.
  4. In unlikely event of their GATE marks out of 100 and the year of GATE score being the same, then preference will be based on the All India Rank (AIR).
  5. In highly unlikely event of candidates having same GATE Year, GATE marks out of 100, and AIR, then Date of Birth will be considered. Elder candidate will be given preference.
  6. In highly unlikely event of Date of Birth is same, rank will be decided on the basis of Random number generation.

### 4. Reservation of Seats

Seats are reserved for various categories of candidates as per the GoI norms. For seat matrix please refer to <http://ccmt.nic.in>.

### 5. Admission Process Overview

This Section provides a broad overview of the stages involved in the counseling and admission process.

#### 5.1 Pre-allotment steps

Candidates are strongly advised to read the **instructions** available on CCMT website for registration process and choice filling/locking process before proceeding with the actual registration process.

- The registration fee is ₹ 2,200/- for OC/OB and ₹ 1,700/- for SC/ST/PwD, payable only through SBI MOPS (i.e., Net banking/Credit Card / Debit Card or e-Challan at any branch of SBI). **The registration fee is non-refundable and would not be adjusted towards any other fee.**
- Candidates are advised to check their eligibility for various programmes very carefully.
- All eligible candidates will have to register and fill their choices ONLINE during the specified period given in the schedule (*Annexure I*) as well as notified on CCMT website (<http://ccmt.nic.in>) to be considered for seat allotment.
- All candidates must carefully enter the correct and verifiable personal information during online registration.
- Candidates must read carefully all terms and conditions before clicking on the “**I agree**” check box.
- During the choice filling period, the candidates are free to change, reorder, delete and add their choices of programmes / Institutes as per their preference, till they lock their choices or till the last date of choice filling.
- **Candidate must ensure themselves that they are fully eligible and satisfy the special eligibility conditions (given in <http://ccmt.nic.in> → Special Eligibility Conditions) for a particular programme before filling up that**

programme in the list of preferred choices. CCMT/allotted Institute is not responsible for cancellation of their seat allotment/admission due to non-fulfillment of eligibility criteria.

- All the candidates must lock their final choices by 23:59 hrs of **May 14, 2018 (Monday)** for all three rounds of allotment.
- **Candidates will not be able to unlock their choices once their choices are locked.**
- If candidates fail to explicitly lock their choices by 23:59 hrs of **May 14, 2018**, their last saved choices will be **automatically locked**. Candidates are therefore advised to lock their choices themselves very carefully. **Candidates who have not filled even one choice would lose their chance to get admission as their applications would not be processed further.**
- Candidates must take printout of their registration form and locked choices. This printout, which also mentions the terms and conditions agreed by the candidates has to be signed and submitted at the time of reporting.
- Registered candidates who do not fill any choice or fail to save them by 23:59 hrs May 14, 2018 will not be considered for seat allotment and admission.
- **If the information submitted by the candidate is found to be fraudulent, incorrect or untrue at any stage, the seat allotted (if any) will be cancelled without any further reference and any fees paid will be forfeited. Moreover, such candidate may no longer be considered eligible for admission and will also be liable for legal action.**

### **5.2 Seat Allotment and Reporting**

- The seat allotment in any round will be displayed on the CCMT website (<http://ccmt.nic.in>) as per schedule given in *Annexure I*. Individual allotment letters will NOT be sent to the candidates.
- All the candidates who get an allotment will have to report in person at any one of the Reporting Centers (<http://ccmt.nic.in>) within the scheduled time frame (*Annexure I*), **failing which their seat allotment shall stand cancelled**. They will not be considered for further rounds of seat allotment, except that they may participate in the National Spot Round (NSR).
- Candidates will have to produce valid GATE Score Card and all other relevant certificates/documents in original (as mentioned in *Annexure II*) for verification. One set of self-attested photocopy of all such documents together with signed printout of registration form with locked choices, reporting form, proof of fee payment and **Provisional Seat Allotment Letter** downloaded from the CCMT website should be available with the candidate at the time of reporting at the Reporting Center.
- Before coming to Reporting Center, the candidates have to pay the Seat Acceptance Fee (₹ 20,000/- for all Categories) through SBI MOPS (i.e., Net banking/Credit Card / Debit Card or e-Challan at any branch of SBI). Proof of payment of Seat Acceptance Fee is to be produced at the time of reporting.
- During reporting period, candidate is given the provision of specifying his willingness, viz. **Floating, Sliding and Freezing**.
  - **Floating**: implies the candidate's willingness to be considered for all the higher preferred choices across the Institutes for further rounds of seat allotment.
  - **Sliding**: implies the candidate's willingness to be considered for all higher preferred choices within the Institute allotted to her/him during further rounds of seat allotment.
  - **Freezing**: implies the candidate's willingness to accept and remain with the programme and the Institute allotted to her/him.
- If the allotted seat is of 'higher preferred choice' for a candidate who has specified her/his willingness as Floating/Sliding then, she/he will compulsorily forfeit the claim on the seat allotted to her/him in the earlier rounds.
- A Document Verification Certificate (DVC) will be issued to the candidates at the Reporting Center after verification of all documents.
- **Some of the Institutes and programmes have additional restrictions on qualifications, age and professional experience (given in <http://ccmt.nic.in>→Special Eligibility Conditions). Candidates are advised to ensure that they satisfy all the additional criteria before they fill-in their choices for these programmes / Institutes. CCMT will not be responsible for any errors / misjudgments made by the candidates.**

- Candidate who has paid the seat acceptance fee during any of the first three rounds of allotment and opts for **Freezing/Sliding** willingness can confirm the provisional allotment of seat by paying the **Seat Confirmation Fee (₹10, 000/- for all Categories)** through SBI MOPS (i.e., Net banking/Credit Card / Debit Card) or e-Challan at any branch of SBI during the prescribed period given in *Annexure I* and can download the Provisional Seat Confirmation letter. **Please note that failing to pay the Seat Confirmation Fee during the prescribed period as per Annexure I, the allotted seat will be automatically cancelled and will not be considered for Internal Sliding.**
- For changing the willingness the candidate has to report to the Reporting Center in Round 2 and Round 3.
- Candidate has to report to the Reporting Center for withdrawal from the CCMT counseling process. **Withdrawal at the Reporting Centre's is only allowed during the reporting days of Round 1 to Round 3.**
- Candidates who have paid the Seat Confirmation Fee and opted for '**Sliding**' in Round 3 are only considered for the Internal Sliding.
- In Internal Sliding, the candidates are considered for the allotment of their higher preferred choice in the allotted Institute only.
- After third round and first internal sliding, candidate has to report to the allotted institute along with document verification certificate (DVC), original documents, three coloured passport sized photograph and one set of self-attested photocopy of all the original documents as mentioned in *Annexure II* and pay institute balance fee at allotted institute as per the CCMT schedule (*Annexure I*).
- NSR will be conducted after physical reporting at the allotted institute and second internal sliding. For NSR, all the interested candidates should apply afresh (Fresh Registration). **For more details of NSR, please refer Section 5.4**

### **5.3 Reporting at RC during first three rounds**

When the seat is allotted to the candidate for the first time in any of the rounds, the candidate has to pay the **Seat Acceptance Fee (₹ 20,000/- for all Categories)** through SBI MOPS (i.e., Net banking/Credit Card / Debit Card) or e-Challan at any branch of SBI before reporting at the Reporting Center. Proof of payment of Seat Acceptance Fee is to be produced at the time of reporting. List of documents to be produced during reporting at RC is given in Annexure II.

#### **Round 1:**

During the first round of allotment, the candidates can set their willingness to **Freezing/Floating/Sliding**. If the willingness is **Freezing** then, the candidate can confirm the provisional allotment of seat by paying the Seat Confirmation Fee (₹10,000/- for all Categories) through SBI MOPS (i.e., Net banking/Credit Card / Debit Card) or e-Challan at any branch of SBI during the prescribed period given in *Annexure I* and can download the Provisional Seat Confirmation letter. Please note that failing to pay the Seat Confirmation Fee during the prescribed period as per *Annexure I*, the allotted seat stands cancelled. If the willingness is **Floating/Sliding**, candidate has to wait for probable allotment of preferred higher choices in the further rounds.

#### **Round 2:**

Candidates, who are reporting at the Reporting Center for the first time, can set their willingness to **Floating/Sliding/Freezing**. During the Round 1, candidates who have given the willingness as **Floating** or **Sliding**, may change their willingness from **Floating to Sliding**, or **Floating to Freezing** or **Sliding to Freezing** by reporting to any RC. If the willingness is **Freezing** then, the candidate can confirm the provisional allotment of seat by paying the Seat Confirmation Fee (₹ 10,000/- for all Categories) through SBI MOPS (i.e., Net banking/Credit Card / Debit Card) or e-Challan at any branch of SBI during the prescribed period given in *Annexure I* and can download the Provisional Seat Confirmation Letter. Please note that failing to pay the Seat Confirmation Fee during the prescribed period as per

*Annexure I*, the allotted seat will be cancelled. If the willingness is **Floating/Sliding**, candidate has to wait for probable allotment of preferred higher choices in the Round 3.

### **Round 3:**

Candidates, who are reporting at the Reporting Center for the first time, can set their willingness to **Sliding/Freezing**. Note that candidates who have been allotted with a seat in any of the rounds has to pay the Seat Confirmation Fee (₹10,000/- for all Categories) through SBI MOPS (i.e., Net banking/Credit Card / Debit Card) or e-Challan at any branch of SBI during the prescribed period given in *Annexure I* and can download the Provisional Seat Confirmation letter. Please note that failing to pay the Seat Confirmation Fee during the prescribed period as per *Annexure I*, the seat allotment will be cancelled. **At the end of Round 3, all 'Floating' willingness will be automatically converted to 'Sliding'.**

Candidates who are not satisfied with the allotment but already paid the Seat Acceptance Fee ₹20,000/- should report during the reporting days at the Reporting Center for withdrawal of their seats. All candidates, who withdraw their seat, forfeit all claims on the seat allotted to them. Withdrawal candidates can apply in NSR round as a fresh candidate by paying the NSR fee.

### **First Internal Sliding:**

After the third round of reporting, the first Internal Sliding will be done by CCMT for the candidates who have paid both the fees (i.e. **Seat Acceptance Fee and the Seat Confirmation Fee**) and have willingness as '**Sliding**' in third round.

### **Physical Reporting at the Allotted Institute:**

After completion of 3<sup>rd</sup> reporting round and internal sliding, all candidates who have paid both the fees, i.e. **Seat Acceptance Fee and the Seat Confirmation Fee**, have to report physically and pay the balance fee at the allotted institute. The candidate has to report with admission confirmation letter downloaded from the CCMT website, Document Verification Certificate (DVC), all original documents along with one set of self-attested photocopy of all the original documents and three recent color passport size photographs as mentioned in *Annexure II*.

### **Consequences of Not Reporting at the allotted institute:**

If candidate fails to report (due to any reason) at the allotted institute as per the schedule mentioned in *Annexure I*, then the allotted seat will be automatically cancelled and fee deposited (Seat acceptance fee and seat confirmation fee) will be refunded after deducting ₹ 1000/- towards processing fee by the CCMT after completion of CCMT counseling process.

**Note: After physical reporting at the allotted institute (after 3<sup>rd</sup> round and internal sliding) and paying the institute balance fee, the cancellation and fee refund/forfeiture will be handled and decided by the allotted institute as per their rules.**

### **Second Internal Sliding:**

After physical reporting of candidates at admitted institute, the second internal sliding will be done by CCMT. Thereafter, vacancy will be declared for National Spot Round (NSR) as per CCMT schedule. All candidates are advised to visit CCMT website on regular basis.

## **5.4 National Spot Round (NSR)**

- The National Spot Round (NSR) will be conducted after physical reporting at the allotted institute and second Internal Sliding by CCMT. The vacancy for NSR will be declared on CCMT website as per schedule.

- **Following candidates are eligible for NSR:**
  - (i) All eligible candidates who have taken withdrawal or not reported to any RC in earlier rounds for document verification or allotted institute for final admission.
  - (ii) Candidates who deposited Seat Acceptance Fee, but not deposited Seat Confirmation Fee as per CCMT Schedule.
  - (iii) Candidates whose allotted seat is cancelled in earlier rounds due to non-fulfillments of any criteria but still fulfill eligibility requirement for admission.
  - (iv) All eligible candidates who did not register for earlier three rounds (fresh candidates for NSR).
- Vacancy for NSR will be displayed on the CCMT website as per the CCMT schedule (*Annexure I*). Candidates willing to participate in NSR should register by paying NSR Fee of ₹ 42,200/- for OC/OB (₹ 40,000/- NSR Participation fee + ₹ 2,200/- Registration fee) or ₹ 11,700/- for SC/ST/PwD (₹ 10,000/- NSR Participation fee + ₹ 1,700/- Registration fee) through SBI MOPS (i.e., Net banking/Credit Card / Debit Card) or e-Challan at any branch of SBI and enter the choices from the vacant seats. The Registration fee is non-refundable and would not be adjusted towards any other fee.
- Candidates are advised first to check their eligibility for various programmes very carefully.
- All eligible candidates for NSR will have to register and fill their choices ONLINE during the specified period given in the Schedule (*Annexure I*) on CCMT website <http://ccmt.nic.in> to become eligible for seat allotment.
- All candidates must carefully enter the correct and verifiable personal information during online registration.
- Candidates must read carefully all terms & conditions before clicking on the “I agree” check box.
- During the choice filling period, the candidates are free to change, reorder, delete and add their choices of programmes / Institutes as per their preference, till 11:59 PM on the last day of choice filling as per CCMT Schedule.
- **Candidate must ensure themselves that they are fully eligible and satisfy the special eligibility conditions (given in <http://ccmt.nic.in> → Special Eligibility Conditions) for a particular programme before filling up that programme in the list of preferred choices. CCMT/allotted Institute is not responsible for cancellation of their seat allotment/admission due to non fulfillment of eligibility criteria.**
- Locking of saved choices will be done automatically by the CCMT Software at mid-night on 20<sup>th</sup> July, 2018.
- **If any candidate will not save even single choice in his/her log-in till 11:59 PM on the last day of choice filling, then his/her candidature will not be considered for NSR Seat Allotment.**
- Document verification of NSR registered candidates will be carried out at Reporting Centres (RCs) before NSR seat allotment as per schedule mentioned in *Annexure I*. All those candidates who have already got Document Verification Certificate (DVC) in any of the earlier rounds need not to report again at RC for NSR documents’ verification. They have to produce their earlier issued DVC while reporting at the allotted institute. However, the candidates whose caste certificates were not accepted and hence category was converted to ‘Open’ during regular rounds, need to report again at RC for documents’ verification as per NSR schedule **if they claim reservation in OB-NCL/SC/ST/PwD category while registering in NSR.**

- **Those fresh candidates who do not report as per the schedule mentioned in *Annexure I* at any RCs for document verification, their NSR participation fee will be refunded at the end of CCMT 2018 counseling process.**
- No candidate is permitted to get admission in regular rounds and thereafter in NSR using Gate Scores of different years. If such case will be found at any stage, his/her admission will be cancelled and fee will be forfeited by CCMT.
- The candidates who will be allotted seat in NSR have to report compulsorily at allotted institute during 23-28 July, 2018. If the candidate who got seat in NSR will not report at allotted institute during 23-28 July, 2018, his/her seat will be cancelled and fee refund / forfeiture will be handled by the admitted institute as per their rules/norms.
- NSR Participation fee (Rs. 40,000/- for OC/OB and Rs. 10,000/- for SC/ST) will be refunded by the CCMT Head Quarter **if the seat is not allotted.**
- **There is no fee refund by CCMT HQ for the candidates who will be allotted a seat in NSR, even if they don't report at the allotted institute as per CCMT Schedule.**
- Candidates must take printout of their registration form and locked choices. This printout, which also mentions the terms and conditions agreed by the candidates, has to be signed and submitted at the time of reporting for final admission to the respective Institutes as per the schedule given in *Annexure I*.
- **Only those candidates who have successfully registered after paying NSR fee, filled and saved/locked the choices, and documents verified at any RC will only be considered for National Spot Round of seat allotment.**
- Seat Allotment rules will be the same as that of earlier Rounds.
- After the seat allotment, the result will be published on the CCMT portal. Candidate can download the Provisional Seat Allotment Letter and report at the allotted Institute as per CCMT Schedule. Candidates are advised to report to the allotted Institute with the Provisional Seat Allotment Letter, Document Verification Certificate (DVC) and all other relevant certificates/documents in original as well as one set of self attested photocopy with three set of coloured passport size photograph (as mentioned in *Annexure II*) for paying the balance institute fee and attending the classes at allotted institute.
- All the above steps are mandatory in order to participate in NSR. **Those candidates who have already registered and submitted choices in the previous rounds, their earlier registration and filled choices now becomes null and void and need to fill up the fresh choices and lock it.**
- **Once seat is allotted, there will be no REFUND of NSR Participation Fee (₹ 40,000/- for OC/OB and ₹ 10,000/- for SC/ST/PwD).** If seat is not allotted, NSR Participation fee will be refunded by CCMT Headquarters later on.
- **If the information submitted by any candidate is found to be fraudulent, incorrect or untrue at any stage, the seat allotted (if any) will be cancelled without any further reference. Moreover, such candidate may no longer be considered eligible for admission and will also be liable for legal action.**

**Note:** Candidates, who have not registered online during the specified period as per the schedule given in *Annexure I* are not eligible for NSR.

The following flow diagram shows the overall allotment process discussed above:

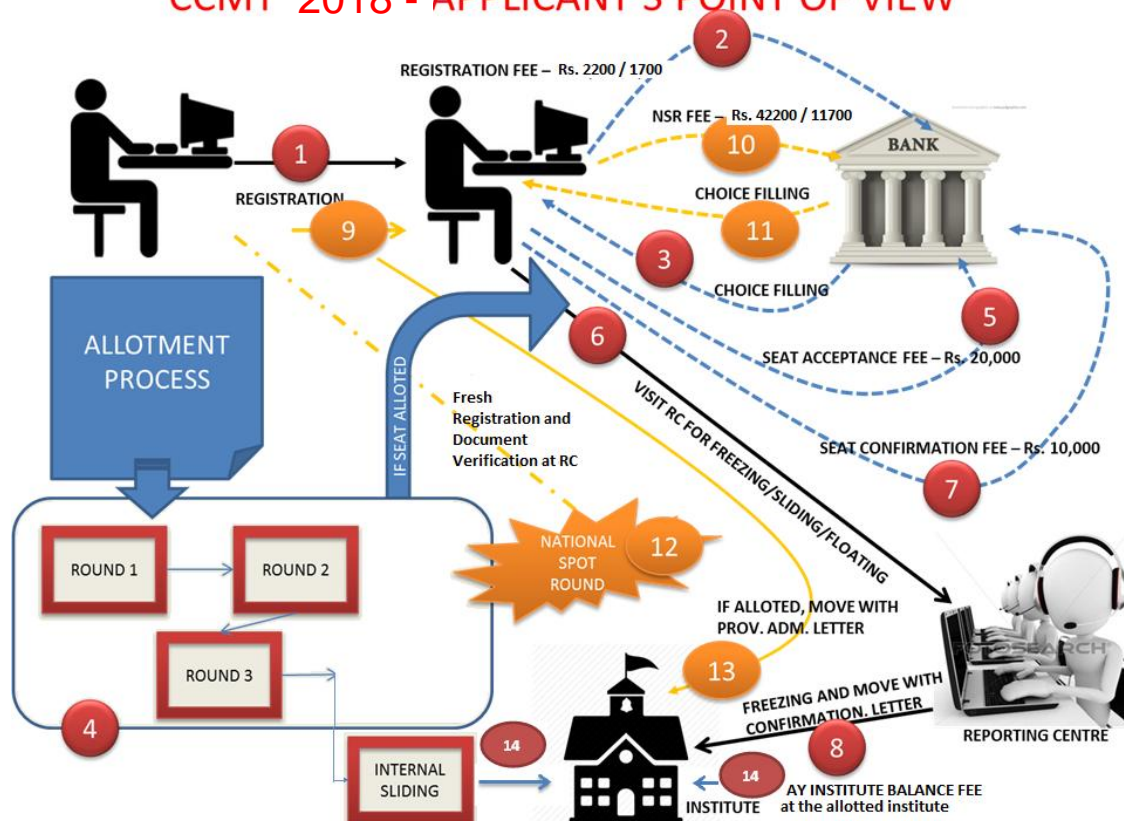
In the flow diagram, the components/steps marked **red** are pertaining to Round 1, 2, 3 and internal sliding (IS) related activities; the components/steps marked **orange** are pertaining to NSR related activities. The sequence of steps (1 to 14) indicates the actual flow of the process.



Steps:

1. Registration: Candidate need to provide the essential information like – GATE related information, Qualification related information, Bank related information.
2. Registration Fee: Candidate need to pay ₹ 2,200 (OC/OB) / ₹ 1,700 (in the case of SC/ST/PwD), which is non-refundable. This step will allow the candidate to perform choice filling.
3. Choice Filling: Candidate is shown the possible 'Institute → Department → Programme' grouping based on the essential information provided by the candidate. Candidate need to specify the prioritized choice list.
4. Allotment process – Involves Round 1, Round 2, Round 3 and Internal Sliding (IS) in that order.
5. If seat is allotted, then candidate need to pay Seat Acceptance Fee (₹ 20,000).
6. Candidate (for whom the seat is allotted) needs to visit RC to specify his willingness, Floating/Sliding/Freezing.
7. If willingness option is Freezing, candidate need to pay ₹ 10,000 towards Seat Confirmation Fee and can download the Provisional Admission Letter. Note that all the candidates for whom the seats are allotted need to pay Seat Confirmation Fee as per the CCMT schedule (*Annexure I*).
8. With option set Freezing, the candidate can physically visit the Institute for admission in stipulated period with Provisional Admission Letter.
9. During NSR round, the candidate has to do the registration as specified in Step 1.
10. Candidate need to pay ₹ 42,200 (OC/OB) / ₹ 11,700 (in the case of SC/ST/PwD), which is non-refundable in case of seat allotment. This step will allow the candidate to perform choice filling.
11. Choice Filling: This step is same as Step 3.
12. Fresh Candidates who are registered for NSR need to get the documents verified at any RCs.
13. Seat Allotment Process (NSR) – Same as in Round 1/ Round 2/Round 3/IS.
14. Candidate has to report to the allotted Institute with the Provisional Admission Letter in stipulated period with original documents, three coloured passport sized photographs and one set of self-attested photocopy of the original documents as mentioned in *Annexure II* and pay institute balance fee.

## CCMT 2018 - APPLICANT'S POINT OF VIEW



**Figure-1: Various steps to be followed by the candidate during admission process (CCMT-2018)**

### **5.5 e-Challan payment process guidelines**

**All fee payments must be made as per schedule in Annexure I.** CCMT will not be responsible for any payments made after the due date.

For making payment through e-Challan, the guidelines are as follows:

- The candidate needs to take print out of e-Challan form and make payment of the fee, in order to proceed with the counselling process. The last date of depositing the fee by e-Challan is given in Schedule (*Annexure I*).
- Candidates can pay the fee at any SBI branch.
- e-Challan form can be generated by the system only once for a given type of fee.
- In case the candidate generates the e-Challan form using the system, but do not make payment, their application process will be incomplete.

### **5.6 Jurisdiction**

In case of any dispute arising out of the counseling process at any stage up to the final allocation of institution and/or programme, the decision of Chairperson, CCMT-2018 shall be final. The jurisdiction for legal disputes, if any, will be limited to High Court of Delhi and North District Rohini Court of Delhi at Delhi only.

## **6. Admission Process**

The admission process broadly involves the following five stages:

- (i) Online Registration, Choice Filling and Locking of Choices
- (ii) Online Seat Allotment
- (iii) Payment of Seat Acceptance Fee
- (iv) Reporting at RC after paying the Seat Acceptance Fee
- (v) Payment of Seat Confirmation Fee, and Report at the allotted Institute and pay the Institute balance fee as per the detail given on CCMT website (<http://ccmt.nic.in>).

### **6.1 Online Registration, Choice Filling and Locking of choices**

In this stage, all candidates declared 'eligible' on the basis of GATE 2016 / 2017 / 2018 result are required to register online (<http://ccmt.nic.in>) from any place convenient to them. Arrangement of Help Centers has been made at Participating Institutes for guiding the candidates. Candidates may seek guidance at these Institutes during working hours (normally 9.00 AM to 5.00 PM) and complete their registration, choice filling and locking of choices. The list of these Institutes is given in <http://ccmt.nic.in> → **Reporting Centers**. During this stage, all the registered candidates are required to exercise their choices of programmes and Institutes in order of their preference for these programmes / Institutes. The detailed procedure is as follows:

1. The procedure for exercising choices and seeking pertinent information is guided through appropriate messages and tabs on the computer screen.
2. As per the eligibility of the candidate, available programmes related to Institute and Department will be displayed. **However, it must be noted that some programs offered at some of the Institutions have special eligibility criteria. These are not taken into account while the list of choices is displayed to the candidate at the CCMT portal.** It would be the responsibility of the candidate to ensure that he/she fulfills all the necessary eligibility conditions including Special eligibility Conditions of the M.Tech./M.Arch./M.Plan./M.Des. programme before choice filling. They are advised to go through the brochure (eligibility and special eligibility conditions) or seek information from individual Institute's website or by contacting Institutes themselves regarding eligibilities conditions of their programmes.
3. Candidate can fill in as many choices in the **order of preference** as she/he wishes from the list of available programmes.



4. Candidates are permitted, if they so desire, to change or re-order their choices, delete earlier choices and add new choices any number of times until they lock their final choices. Choices should be positively locked by the closing date given in the schedule (*Annexure I*).
5. If a candidate does not fill even a single choice before the last date of registration, she/he will not be allowed to participate in the counseling process.

**Note:** Candidates are strongly advised to proceed with the registration and choice filling/locking of choices **only after** reading this brochure.

## **6.2 Online Seat Allotment**

During this step, the choices submitted by the candidate will be processed and seat will be allotted in the order of merit (as per rules of allotment) on the basis of the locked choices. The allotment result will be available on the CCMT website: <http://ccmt.nic.in>. **Individual allotment letters will not be sent to the candidates.** Candidates are required to take a printout of the allotment details (provisional seat allotment letter) from CCMT website which has to be produced at the time of reporting. Candidates who are allotted seats will have to personally report to any one of the RC (<http://ccmt.nic.in> → Reporting Centers) as per the schedule given in *Annexure I*, along-with printout of their provisional allotment letter and the documents mentioned in *Annexure II*.

### **6.2.1 Seat Allotment Procedure**

Seat allotment will be done in three rounds. In the *Round 1*, all the available seats will be allotted and the result indicating the allotted PARTICIPATING INSTITUTE with the Specialization will be available on the website. In the *Round 2* and *Round 3*, seats will be allotted against the available vacancies in the respective rounds, and the results will be available on the web site. In the *Round 2* and *Round 3*, **no fresh choice filling** will be permitted; registered candidates will not be allowed to alter or resubmit their choices. If the candidate's willingness is **Freezing**, then the allotted seat will be retained throughout the subsequent Rounds. If the candidate's willingness is **Sliding/Floating** then the present seat will be retained until higher choice is allotted in the subsequent *Round 2 / Round 3*. In *Round 2 / Round 3*, if a candidate is allotted her/his higher preference, her/his earlier allotted seat would be available for allotment to subsequent candidates in the merit list.

### **6.2.2 Withdrawal from Allotment Process**

If a candidate wishes to withdraw from allotment process, she/he should report at any RC. The candidate should deposit the Provisional Seat Allotment Letter, proof of fee payment and Document Verification Certificate (DVC) with duly filled Withdrawal form during the reporting period of first three rounds. After the allotted seat is cancelled, the candidate cannot participate in further rounds of counseling process, except as fresh applicants in NSR. **After physical reporting at the allotted institute (after 3<sup>rd</sup> round and first internal sliding) and paying the institute balance fee (if any), the cancellation and fee refund/forfeiture will be handled and decided by the allotted institute as per their rules/norms.**

### **6.2.3 Cancellation due to non-fulfillment of Essential Requirements**

- a. If a candidate fails to satisfy the minimum educational qualifications prescribed, her/his allotted seat shall automatically stand cancelled and such candidate will not be considered for seat allotment in subsequent rounds, if any. Candidates for whom the result of qualifying degree is awaited may take part in the counseling process; however they would have to compulsorily produce the result of their qualifying degree and should fulfill minimum educational qualifications latest by September 15, 2018, failing which their admission would automatically stand cancelled. If any provisionally admitted student (whose result is awaited) will not be able to submit her/his qualifying degree certificate and mark-sheets by the last date (September 15, 2018), the fee will be refunded as per the allotted Institute norms.

- b. If a candidate fails to produce appropriate category certificates her/his allotment will stand cancelled. However, in such cases, if eligible, she/he may be considered for allotment in further rounds, as per their changed category.

### **6.3 Payment of Seat Acceptance fee**

Seat Acceptance fee of ₹ 20, 000/- has to be paid through SBI MOPS (i.e., Net banking/Credit Card / Debit Card or e-Challan at any branch of SBI) before reporting at the reporting center. No other modes are permitted. The candidate has to report at the RC along with the provisional seat allotment letter downloaded from the CCMT website, proof of fee payment and the relevant documents as mentioned in *Annexure II*.

### **6.4 Reporting at RC after paying the Seat Acceptance Fee**

Candidates who are allotted seats for the first time in any of the first three rounds, must report to any of the RCs (given in <http://ccmt.nic.in> → Reporting Centers) within the scheduled dates of that specific round for document verification and for specifying the willingness, failing which their allotment will be cancelled. Generally, the reporting time for all the RCs is 9.00 AM to 5.00 PM.

#### **6.4.1 Documents Verification**

**Candidate should carry the documents as mentioned in *Annexure II* at the time of reporting at the RC.**

##### **6.4.1.1 Verification of Credentials**

If the personal data viz., category, subcategory, qualifying degree, programme of qualifying degree, GATE subject and GATE qualifying year submitted by the candidate during the registration of online application is found to be **wrong** at the time of verification of the original documents, his/her seat allotment is liable to be cancelled.

##### **6.4.1.2 Norms for Updating Candidate's Personal Data**

Any update in the candidate's category from OC to SC/ST/OB, SC to ST, ST to SC, OB to SC/ST, SC/ST to OB, SC to SCPwD, ST to STPwD, OB to OBPwD and OC to OCPwD **shall not be permitted under any circumstances**.

However, after obtaining an undertaking from the candidate, his/her personal data may be updated in the following ways during the reporting period. This may lead to cancellation of presently allotted seat, if allotted on the basis of data being changed or the candidate may not be considered for the allotment process.

- i. Category can be updated from (SC/ST/OB) to OC, if the candidate is not able to produce the valid category certificate, but vice versa is not allowed.
- ii. Category can be updated from (SCPwD/STPwD/OBPwD/OCPwD) to (SC/ST/OB/OC) respectively, if the candidate is not able to produce the valid PwD certificate, but vice versa is not allowed.

Based on the updated data, if the candidate is eligible, she/he will be allowed only for the next rounds of seat allotment for the available vacant seats based on her/his choices. **No** fresh choice filling will be permitted at this stage under any circumstance.

#### **6.4.2 Exercising Options Pertaining to Higher Preferred Choices**

Candidates are required to exercise one of the following willingness when they report to the RC:

- **Floating**, if they wish to be considered in the next round for all of their higher preferred choices (i.e. across the Institutes).
- **Sliding**, if they wish to be considered in the next round for their higher preferred choices only within the Institute allotted to them.
- **Freezing**, if they are satisfied with the currently allotted seat and not interested in their higher preferred choices in the subsequent round(s).

Candidates, who have been already allotted a seat in any of the *rounds*, can change their willingness as per the following table during the **reporting at RC**. Only the following changes in willingness are permitted:

**Willingness Permitted:**

<b>From</b>	<b>To</b>
Floating	Sliding
Floating	Freezing
Sliding	Freezing

For the change in willingness, candidates will have to approach the **RC**. The procedure for reporting to the RC for exercising the change in willingness is explained in **Section 6.4.4**.

**6.4.3 Document Verification Certificate (DVC)**

Whenever a candidate is allotted a seat for the first time in any of the rounds, after completion of reporting formalities, a DVC will be issued. DVC shall indicate the personal details of the candidate, details of the Institution and programme allotted, details of seat acceptance fee and the willingness (**Floating** or **Sliding** or **Freezing**) exercised by the candidate for subsequent rounds of allotment. The candidate should check all the entries in the DVC, sign and preserve the same for further reference.

All the candidates, who have obtained DVC from the RC, should regularly visit the CCMT website for the status / up-gradation of their allotted seat in the further rounds of allotment. They should take a printout of the document indicating the new allotment if any, as available on the website.

**6.4.4 Change of Options at RC during each round**

Candidates, who have taken the provisional allotment in *Round 1*, can change their willingness during *Round 2* of reporting. For this purpose, candidates should personally report at the RC. Generally, the reporting time at all the Reporting Centers is 9.00 AM to 5.00 PM. The procedure for change of willingness is as follows:

1. Candidates must submit the photocopy of DVC issued in *Round 1* by the RC.
2. Candidates must produce valid GATE Score card for verification.
3. Candidates should fill-in and sign the form for change of Willingness.
4. A letter with the modified 'WILLINGNESS' will be issued by the RC.

**Those who are not interested to change the 'WILLINGNESS' need not report at the RC. Their earlier specified 'WILLINGNESS' will be considered in the subsequent round of allotment.**

**6.4.5 Consequences of Not Reporting at the RC**

The candidates who are allotted seats in any of the rounds but do not report within the stipulated period at the RC will **lose their seats**. These candidates will not be considered for seat allotment in subsequent rounds except as fresh registrant for NSR.

**6.5 Seat Confirmation Fee**

Candidates has to pay the Seat Confirmation fees (₹ 10,000/-) through SBI MOPS (i.e., Net banking/Credit Card / Debit Card) or e-Challan at any branch of SBI during the period mentioned in the Schedule (**Annexure I**). Provisional Seat Confirmation Letter will be generated from CCMT website after payment of Seat Confirmation fee before the last date.

## 7. Allotment Rounds

There shall be three rounds of seat allotment in CCMT 2018, followed by first Internal Sliding, physical reporting at allotted institute, second internal sliding and then by National Spot Round (NSR).

### 7.1 Round 1 of Allotment

The seat allotment will be made as per the choices of the students and their GATE scores. The allotment of result will be displayed on the CCMT website <http://ccmt.nic.in>. Candidates can view the seat allotment result through their login id. No separate allotment letters will be sent to the individual candidate.

The candidate who got a seat allotted during Round 1 should pay ₹ 20,000/- as Seat Acceptance Fee through SBI MOPS (i.e., Net banking/Credit Card / Debit Card or e-Challan at any branch of SBI) and then report to any one of the RC of their choice during the period mentioned in the Schedule (*Annexure I*), failing which her/his seat allotment shall automatically stand cancelled and she/he will not be considered for the subsequent rounds of allotment. The seat will be confirmed only after verification of the original documents (as mentioned in *Annexure II*) and the payment of Seat Acceptance Fee. After the verification process is over at the RC, the students will be issued a DVC signed by the RC officials.

**The allotted seat stands cancelled, if the candidate fails to report at the RC within the stipulated period, and such candidates will not be considered in subsequent rounds.** The seats thus falling vacant will be considered for allotment in the subsequent rounds.

### 7.2 Round 2 of Allotment

There is no fresh registration and choice filling in this round. Candidates eligible for seat allotment in Round-2 fall into any one of the following groups:

- **Group-I:** Registered candidates who did not get any seat allotment in Round 1.
- **Group-II:** Registered candidates who were allotted seats in Round 1 and reported at the RC, but their allotted seats were cancelled due to non-fulfillment of eligibility criteria.
- **Group-III:** Registered candidates, who were allotted seats in Round 1, reported at the RC and specified the 'willingness' for the subsequent rounds of counseling.
- **Group-IV:** Candidates, who were allotted seats in Round 1, reported at the RC and specified willingness as Freezing. **Their allotted seat will be retained in the same category or moved to the up-graded category.**

Candidates **Not Eligible** for seat allotment in Round 2 falls into any one of the following groups:

- **Not reported** at the RC after seat allotment in Round 1
- **Reported at the RC & Withdrawn** from counseling process
- Became **not eligible** due to non-conformity of documents

#### Business Rule for Seat Allotment:

- Group-I: All the choices will be processed
- Group-II: All the choices will be processed
- Group-III: Only the higher preferred choices will be processed
- Group-IV: Only the previous allotted choices will be processed for category up-gradation.
- Candidates belonging to **Group I & II** who are allotted seats in this round shall personally report to **the RC** for provisional admission during the specified period, failing which their allotted seats stand cancelled. Reporting procedure will remain same as described in the earlier section.
- Candidates of **Group III** may get a seat of higher preferred choice or their previously allotted seat may remain unchanged. Those candidates need not report at **the reporting center** unless they desire a change in their willingness.

- For candidates of **Group IV**, previously allotted seats remain unchanged. Such candidates are not required to report at **the RC**.

### **7.3 Round 3 of Allotment**

Business Rules for **Eligible candidates** and **Not Eligible candidates** for Round 3 of counseling will be same as described in the Round 2 of counseling.

Fresh allottee of Round 3 will report to any RC during the specified period for completion of Admission formalities. Reporting procedure will remain same as described in the earlier section.

All reported candidates of Round 1, 2 and 3 will finally pay the Seat Confirmation Fee ₹ 10,000/- online through SBI MOPS (i.e., Net banking/Credit Card / Debit Card or e-Challan at any branch of SBI), failing which their allotment will be cancelled and will not be considered for Internal Sliding .

After completion of Round 3, **first Internal Sliding** will be done by CCMT as per the schedule given in *Annexure I* for the candidates who have paid both the fees (**i.e. Seat Acceptance Fee and the Seat Confirmation Fee**) and have willingness as '**Sliding**' in third round.

After first internal sliding, all candidates who have paid both the fees, i.e. **Seat Acceptance Fee and the Seat Confirmation Fee**, have to report physically and pay the balance fee at the allotted institute. The candidate has to report with admission confirmation letter downloaded from the CCMT website, document verification certificate (DVC), all original documents along with one set of self-attested photocopy of all the original documents and three recent color passport size photographs as mentioned in *Annexure II*. After reporting at allotted institute, second internal sliding will be done by CCMT.

**If candidate fails to report (due to any reason) at the allotted institute as per the schedule mentioned in Annexure I, then the allotted seat will be automatically cancelled and fee deposited (Seat acceptance fee and seat confirmation fee) will be refunded after deducting ₹ 1000/- towards processing fee by the CCMT after completion of CCMT counseling process.**

### **7.4 National Spot Round (NSR) of Allotment**

In an attempt to fill the seats that may still remain vacant after the first three rounds of allotment, a *National Spot Round (NSR)* of allotment will be conducted. Following candidates are eligible for NSR:

#### **Eligibility for NSR**

- All eligible candidates who have taken withdrawal or not reported at any Reporting Center (RC) in earlier rounds for document verification or allotted institute for final admission.
- Candidates who deposited Seat Acceptance Fee, but not deposited Seat Confirmation Fee as per CCMT Schedule.
- Candidates whose allotted seat is cancelled in earlier rounds due to non-fulfillments of any criteria but still fulfill eligibility requirement for admission.
- All eligible candidates who did not register for regular rounds (fresh candidates for NSR).

#### **Vacancy for NSR**

The vacancies would include those available in all Participating Institutions after physical reporting of candidates at the allotted institute and second internal sliding.

#### **Outline of NSR of Counseling Process**

All eligible candidates who desire to participate in the NSR should login to CCMT portal and complete the following activities from any place of convenience.

- Online Registration process is similar to the earlier registration
- Online Payment of NSR fee of ₹ 42,200/- for OC/OB ( ₹40,000/- NSR Participation fee + ₹ 2,200/- Registration fee) or ₹ 11,700/- for SC/ST/PwD ( ₹ 10,000/- NSR Participation fee + ₹ 1,700/- Registration fee) through SBI MOPS (i.e., Net banking/Credit Card / Debit Card or e-Challan at any branch of SBI)
- Online choice filling from anywhere
- Fresh registered candidates for NSR need to get the document verified at any RC as per the schedule given in *Annexure I*
- Printing of locked choices
- **Only those candidates, who have successfully registered, paid NSR fee, filled and saved choices, verified the documents at any Reporting Centre as per schedule mentioned in *Annexure I* will be considered for NSR Seat Allotment.**
- All those candidates who have already got DVC in any of the earlier rounds need not to report again at RC for NSR documents' verification. They have to produce their earlier issued DVC while reporting at the allotted institute. However, the candidates whose caste certificates were not accepted and hence category was converted to 'Open' during regular rounds, need to report again at RC during 17-20 July, 2018 if they claim reservation in particular category while registering in NSR.
- **All the above steps are mandatory in order to participate in spot round. Those candidates who have already registered and submitted choices in the previous rounds, their earlier registration and filled choices now becomes null and void and need to fill up the fresh choices and lock it.**
- **Once seat is allotted, there will be no REFUND of NSR fee.** If seat is not allotted, only NSR Participation fee will be refunded by CCMT Headquarter on completion of CCMT counseling.
- Candidate must ensure themselves that they are fully eligible and satisfy the special eligibility conditions for a particular programme before filling up that programme in the list of choices.
- **Even after having Document Verification Certificate (DVC) [issued either during regular round or NSR documents' verification round], if it will be found at the time of reporting at Allotted Institute that the candidate does not fulfill the specific special eligibility conditions, then his/her seat allotment will be cancelled for which the candidate alone will be responsible. In such circumstances, there will be NO REFUND of NSR participation fee. The CCMT/allotted Institute will not be responsible for cancellation of allotted seat /admission due to non-fulfillment of special eligibility criteria.**

## 8. Cancellation and Refund

Registration fee for participation in CCMT 2018 is ₹ 2,200/- (OC/OB) and ₹ 1,700/- (for SC/ST/PwD), which is neither refundable nor adjustable towards any fee.

Paid fee (All other fee except Registration Fee) will be refunded after deduction of Rs 1,000/- by the CCMT Head Quarter in the following cases:

- Seat Acceptance fee paid, but not reported at the RC as per CCMT schedule given in *Annexure I*
- Seat Acceptance fee paid, reported at the RC; but withdrawn/cancelled the seat at RC
- Seat Acceptance and the Seat Confirmation fees paid, but physically not reported at the allotted institute (after 3<sup>rd</sup> round and first internal sliding) as per the CCMT schedule.
- Registered for NSR, but not reported at the RC for document verification (before NSR seat allotment) as per the CCMT schedule.

**There is no fee refund by CCMT HQ for the candidates who will be allotted a seat in NSR, even if they don't report at the allotted institute as per CCMT Schedule.** NSR Participation fee will be refunded by the CCMT Head Quarter if the seat is not allotted

Refund will be made after the completion of the entire admission process.

**Note: After physical reporting at the allotted institute (after 3<sup>rd</sup> round and first internal sliding) and paying the institute balance fee, the cancellation and fee refund/forfeiture will be handled and decided by the allotted institute as per their rules.**

## **Detailed Seat and Eligibility Matrix**

Please visit <http://ccmt.nic.in>

## Annexure I

### Schedule of CCMT 2018 with Important Dates\*

Sl. No.	Activities	Date	Day
1	Advertisement	March 26, 2018	Monday
2	Availability of CCMT 2018 website	March 26, 2018	Monday
3	Online registration starts	April 03, 2018	Tuesday
4	Start date of online choice filling	April 03, 2018	Tuesday
5	Last date of online registration and fee payment ( ₹ 2200/- for OC/OB and ₹ 1700/- for SC/ST/PwD)	May 08, 2018 (till 11:59 PM)	Tuesday
6	Last date of online choice filling	May 14, 2018 (till 11:59 PM)	Monday
7	Locking of choices	May 08-14, 2018 (till 11:59 PM)	Tuesday - Monday
8	Automatic locking of choices	May 14, 2018 (at 11:59 PM)	Monday
9	1 <sup>st</sup> Round of allotment	May 20, 2018	Sunday
10	Payment of Seat Acceptance fee of ₹20,000/- through Net Banking or Debit Card or Credit Card from own computer, OR through e-challan at any SBI branch followed by reporting at any Reporting Centre after 1 <sup>st</sup> round of allotment	May 21-24, 2018	Monday-Thursday
11	2 <sup>nd</sup> Round of allotment	May 28, 2018	Monday
12	<b>Seat Acceptance fee</b> of ₹ 20,000/- through Net Banking or Debit Card or Credit Card from own computer, OR through e-challan at any SBI branch followed by reporting at any Reporting Centre after 2 <sup>nd</sup> round of allotment	May 29 – June 01, 2018	Tuesday-Friday
13	3 <sup>rd</sup> Round of allotment	June 10, 2018	Sunday
14	Seat Acceptance fee of ₹ 20,000/- through Net Banking or Debit Card or Credit Card from own computer, OR through e-challan at any SBI branch followed by reporting at any Reporting Centre after 3 <sup>rd</sup> round of allotment	June 11-14, 2018	Monday -Thursday
15	Payment of <b>Provisional Admission Confirmation Fee</b> of ₹ 10,000/- through Net Banking or Debit Card or Credit Card from own computer, OR through e-challan at any SBI branch	June 15-22, 2018	Friday-Friday
16	First Internal Sliding result declaration	June 24, 2018	Sunday
17	Reporting at Admitted Institute and depositing Institute Balance Fee	June 25-28, 2018	Monday-Thursday
18	Second Internal Sliding result declaration	June 30, 2018	Saturday
19	Vacancy declaration for NSR	July 03, 2018	Tuesday
20	<b>Fresh registration for National Spot Round (NSR)</b> Payment of <b>NSR Fee, ₹ 42,200/-</b> for OC/OB ( <b>Rs 40,000/-NSR Participation Fee+ Rs 2200/- Registration Fee</b> ) and <b>₹ 11,700/-</b> for SC/ST/PwD( <b>Rs10,000/-NSR Participation Fee+ Rs 1700/- Registration Fee</b> )through Net Banking or Debit Card or Credit Card, or through e-challan at any SBI branch	July 04-16, 2018	Wednesday - Monday
21	Online choice filling for NSR	July 04-20, 2018	Wednesday - Friday
22	Automatic locking of choices for NSR	July 20, 2018 (at 11:59 PM)	Friday
23	<b>Document verification of NSR registered candidates*</b>	July 17-20, 2018	Tuesday – Friday



24	NSR seat allotment	July 22, 2018	Sunday
25	Reporting of Candidates, who will be allotted Seat in NSR, at Admitted Institute	July 23-27, 2018	Monday-Friday
26	Classes start	Classes will commence as per the respective Institute's Academic Calendar (please refer CCMT website or respective PI website)	

**Note –**

1) Withdrawal of Seats is applicable in all the three rounds, i.e. Round-1, Round-2 and Round-3.

2) Dates mentioned above are tentative and may be changed due to unavoidable circumstances, if any. Candidates are advised to regularly check CCMT website for updates.

3) Visit CCMT website <http://ccmt.nic.in> regularly for any update.

\*During document verification round of NSR registered candidates (before NSR seat allotment), those candidates who have already been reported and got documents verified in any of the three regular rounds and taken withdrawal (or out of counseling due to not depositing provisional admission confirmation fee), need not to report again for document verification for NSR. They have to produce their earlier issued DVC while reporting at the allotted institute. However, the candidates whose caste certificates were not accepted in regular round and hence category was converted to 'Open' during regular rounds, need to report again at RC for documents' verification as per NSR schedule **if they claim reservation in OB-NCL/SC/ST/PwD category while registering in NSR.**

## Annexure II

### **Documents to be produced during reporting at RC:**

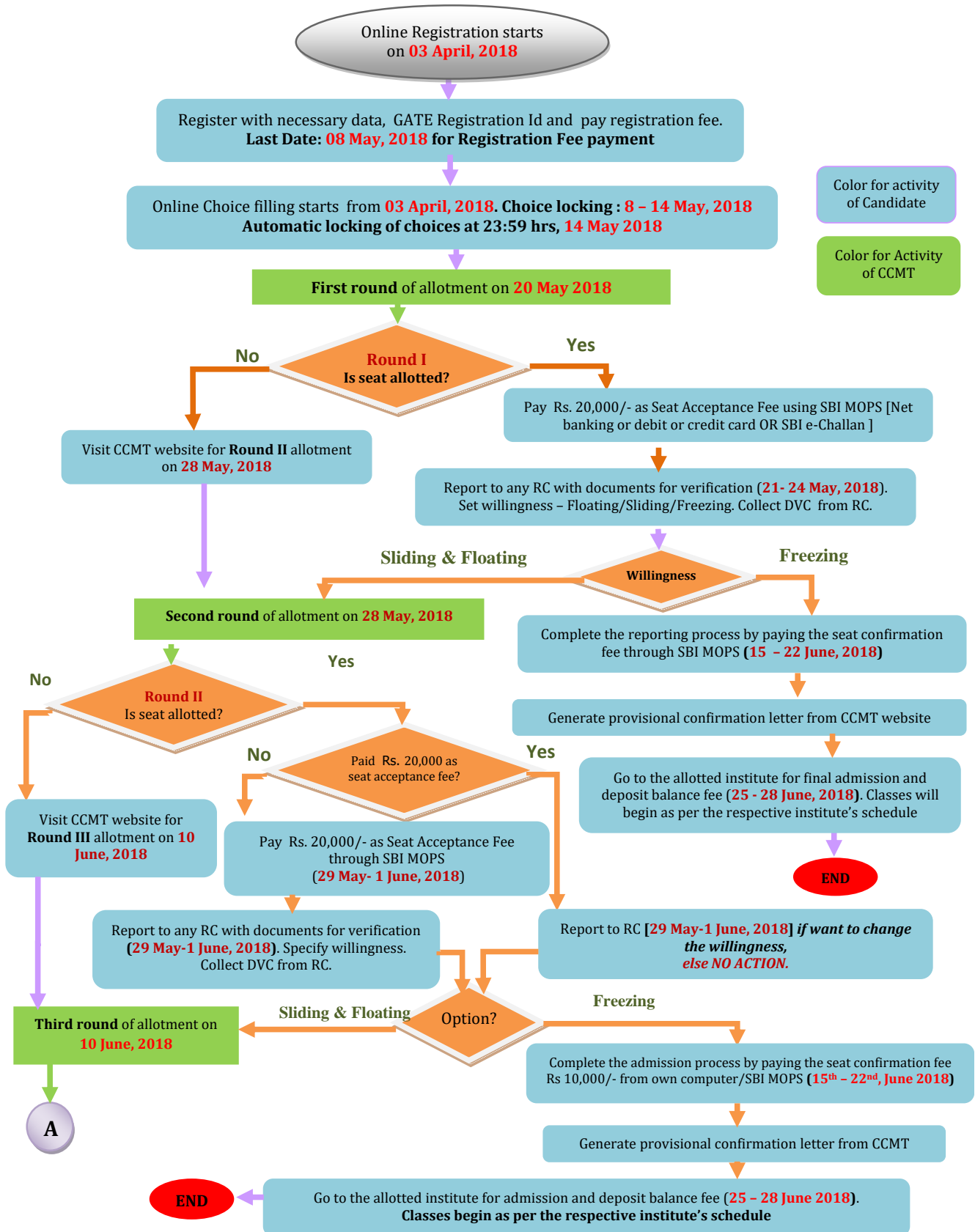
- i. Printout of the Registration form and the locked choices.
- ii. Provisional Seat Allotment letter downloaded from the CCMT website
- iii. Self attested copy of GATE score card (2016 or 2017 or 2018)
- iv. Photo ID proof as per Govt. of India norms
- v. Original Birth certificate issued by competent authority/Class X (High School) Board Certificate as proof of date of birth
- vi. Original Mark sheet of Class XII
- vii. Original Grade/Mark sheets of qualifying examination for all semesters
- viii. Original Degree/ Provisional certificate, if degree is completed
- ix. Original Certificate of category (SC/ST/OB), if applicable, as per Government of India, issued by the competent authority. Refer "<http://ccmt.nic.in> → Formats for Certificates" for formats. **In case of OB category, the certificate must be issued on or after April 1, 2018.**  
**Note:** Caste certificate (SC/ST/OB) issued by Maharashtra State must be validated by Social Welfare department (in case of SC and OB category) and Tribal Welfare department (in case of ST category) of Maharashtra Government. The SC/ST/OB candidates of Maharashtra State have to produce their caste validity certificate in the exact format available on CCMT website (<http://ccmt.nic.in>).
- x. Undertaking by the candidate regarding OB status in the required format (<http://ccmt.nic.in> → Formats for Certificates)
- xi. Original Certificate for Persons with Disabilities (PwD), if applicable, issued by the competent authority (Refer "<http://ccmt.nic.in> → Formats for Certificates" for format)
- xii. Proof of payment of Seat Acceptance fee of ₹ 20,000/- for first three rounds
- xiii. Original Migration certificate of last Institute/ University attended
- xiv. Three color passport size photographs
- xv. Original Conduct Certificate from the Head of the institution last attended
- xvi. Original Transfer certificate from the Head of the institution last attended
- xvii. Original Course completion certificate from the Head of the University/Institute in case result is awaited
- xviii. One set of self-attested photocopy of all the original documents

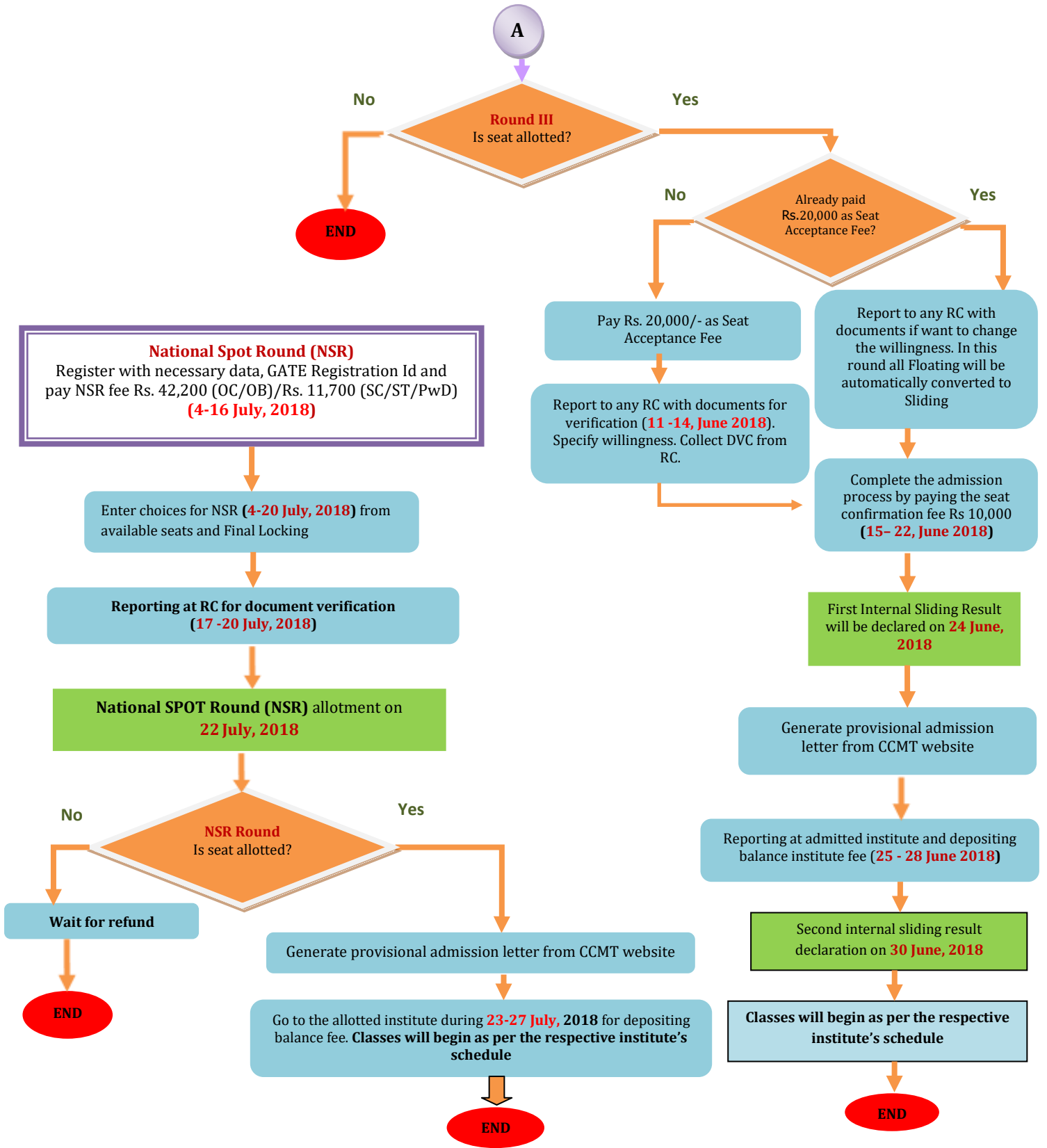
**Note: If the original certificates are not in English/Hindi, English/Hindi version/translation of such certificates, duly certified by the Principal/Director of the graduating Institute, will be required during the verification of documents. The certificates listed at Sr. No. xiii, xv and xvi if not available at the time of reporting at RC, then they have to produce the same at the time of admission to the allotted Institutes as per those Institutes norms.**

In addition to the above documents, the RC officials will also check the special eligibility conditions if any, for the seat which is allotted to the candidate.

## Annexure III

### Admission Process Flow Chart for CCMT 2018





**Contact us:**

**Chairperson**  
**Technical & Implementation Committee, CCMT 2018**  
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Delhi – 110040

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[ccmtpay@nitdelhi.ac.in](mailto:ccmtpay@nitdelhi.ac.in)

**Mobile Numbers (in case the satisfactory response is not received on above landline numbers):**

**(Please call during 9:00 AM – 5:30 PM only)**

1. For Fee Payment : 7290060974, 7290060976
2. For Choice Filling / Locking : 7290060973, 7290060975
3. For SC/ST/OB/PWD Reservation : 7290060972, 7290060986
4. For document verification and withdrawal: 7290060971, 7290060985