

Important Instructions to the candidates appearing for University level/Spot counseling for admission to B. Tech. Program (Session 2022-23)

1. Only those candidates who have registered for University level/Spot Counseling and whose name is displayed in the declared provisional merit list will be eligible for seat allotment in the University level/Spot counseling to be held on **Tuesday, November 29th, 2022**. **No new registration will be done.**
2. **Venue** of the University level/Spot counseling is **Rajat Jayanti Sabhagaar, GGV Bilaspur**.
3. Reporting time (physical presence) 9.00 AM (morning) on 29th November 2022 (Tuesday).
4. Registration timing (on 29th November 2022) : 9:00 AM – 11:00 AM (Strictly).
5. No candidates will be entertained, in any circumstances, for registration after 11:00 AM.
6. Final merit list (for seat allotment) will be prepared on the basis of these registered candidates (registered on 29th November 2022 at the venue of University level/Spot counseling).
7. If a candidate is not present physically (absent) at any event (on 29th November 2022) of the counseling process he will not be considered for seat/branch allotment.
8. The candidates (whose name is mentioned in the provisional merit list) are required to submit a **Filled Application Form** (Submitted online during the registration process) along with a self-attested copy of the following documents:
 - a. 10th class mark sheet
 - b. 12th class mark sheet
 - c. Category Certificate (OBC-NCL/SC/ST/EWS) if applicable
 - d. Physically Handicapped Certificate from the medical board (for persons with disability)
 - e. School Leaving/Transfer Certificate
 - f. Character Certificate
 - g. Any other documents for eligibility
9. Candidates are also required to bring the original copies of the above documents and should produce them at the time of document verification and whenever asked during the counseling process.
10. Candidates must put their signature on the attendance sheet at the time of physical reporting on the counseling day (i.e., 29th November 2022).

11. Candidates will be required to get their documents verified physically and the document verification process will be carried out simultaneously with registration.
12. Final Merit list of the candidates who have reported physically will be displayed followed by the seat allotment process.
13. Candidates who have been allotted a seat in the counseling process will have to pay for the B.Tech. first semester fee amount of Rs. 16200/- (Rupees Sixteen Thousand Two Hundred only) immediately through online mode only. **No CASH fee submission is allowed.**
14. Seat to a candidate will be confirmed (if allotted) only after payment of the admission fee, failing which the candidate will lose the seat and further will not be considered for seat allotment (Not applicable for Candidates admitted through JoSAA/CSAB).
15. The candidates who are already admitted to the institute through JoSAA/CSAB are not required to pay the admission fee if they are allotted seats in the University level/Spot counseling.
16. Seats once allotted will not be reverted back in any circumstances.
17. There will be no refund of fees for candidates who are allotted a seat through University level/Spot Counseling and at any stage of the counseling process after fee submission.
18. Candidates should give their seat acceptance and submit the fees only if the branch/seat allotted to him/her is of their interest.
19. Hostel facility for the admitted candidates will be provided as per the availability of seats in hostels.