Guidelines for OUAT U.G Online Counseling and Admission - 2020

OUAT Counseling and admission process is a very simple and interactive online process. The process consists of below steps.

- **Registration for online counseling**
- **Choice Filling**
- **Seat Allocation**
- **Locking of the allocated seat/ Option for up-gradation**
- **Payment for the allocated seat**
- **Document verification**
- **Admission**

Note: Please keep your application number ready with you before the counselling process starts, without that you will not be able to proceed.

1. Registration for Counselling:

a. Candidates who had filled up Form-A, Form-B and appeared entrance examination (entrance not required for categories like Kashmiri Migrants, Kashmiri Pandit and PMSSS) and rank awarded are eligible to register themselves for the counselling process.

b. It is the only entry point to the online counseling process. Candidates need to visit to the OUAT portal www.ouat.nic.in and click on "Online Counseling & Admission for UG courses-2020" in admission section or login directly through https://ouat-lokaseba-odisha.in/ and check for the service they had applied for.

c. Candidates are advised to **login** using the registered **email id and mobile number**. (**Available in the Admit Card**)

d. In the right-hand section of the Dashboard, you can find **'Activity section'. See below picture for Registration process.**
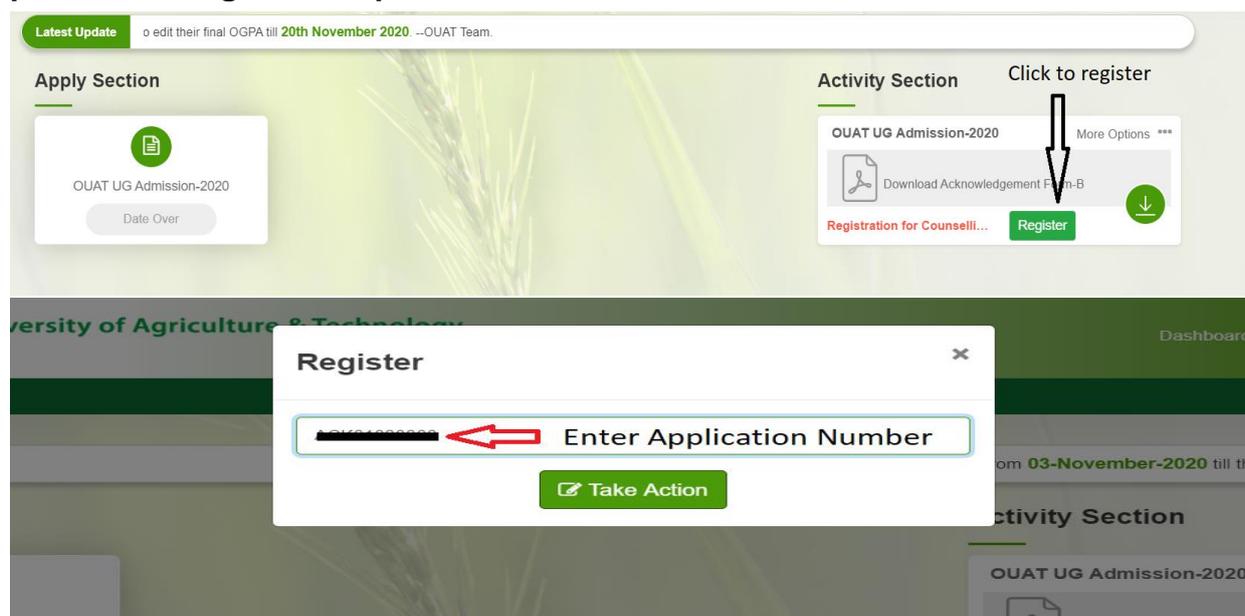
e. Click on the link **'Register'** to navigate to the counselling registration page.

f. **Fill in your bank details carefully**. This detail once entered **cannot be modified by candidate later**, therefore requested to enter only **operative savings bank account** details **correctly**.

g. This detail will be used for refund process*.

Counselling Registration For OUAT-UG Courses   * marked fields are mandatory.

Banking Information

Bank Details

Name of the Bank *	Bank Account No. *
Name of the Bank	Bank Account No.
Name Of Branch *	IFSC Code Of Bank *
Branch Name	IFSC Code

Click to save bank details & make payment

[Cancel]   [Submit & Payment]

Counselling Registration For OUAT-UG Courses   * marked fields are mandatory.

Banking Information

Bank Details

| Name of the Bank * | Bank Account No. * |
▬▬▬▬▬	▬▬▬▬▬
Name Of Branch *	IFSC Code Of Bank *
▬▬▬▬▬	▬▬▬▬▬

[Cancel]

h. Candidate must pay non-refundable counseling registration fee of Rs. 500/- after entering bank details through debit card, credit card or net banking. Without successful payment of registration fee, candidate will not be considered for counseling and admission process. If transaction failed and money debited from the account, the candidate has to make payment again. The money of failed transaction will be refunded.

i. After successful payment of fee, candidate must download Counselling Registration Receipt from Dashboard.

j. To download receipt, go to **Login** > **Dashboard -> Activity Section -> Click More Options -> Click Download Counselling Registration Receipt -> Enter Application Number -> Download**

2. Seat Preference / Choice Filling:

a. Once successfully registered for the counselling process, candidates can fill their seat preference/choices.

b. To fill the preference/choices, go to **Login-> Dashboard -> Activity Section -> Click on 'Set Preference ->Enter Application Number-> Click on 'Take Action'.**
(Application number is on the Admit Card/Rank Card)
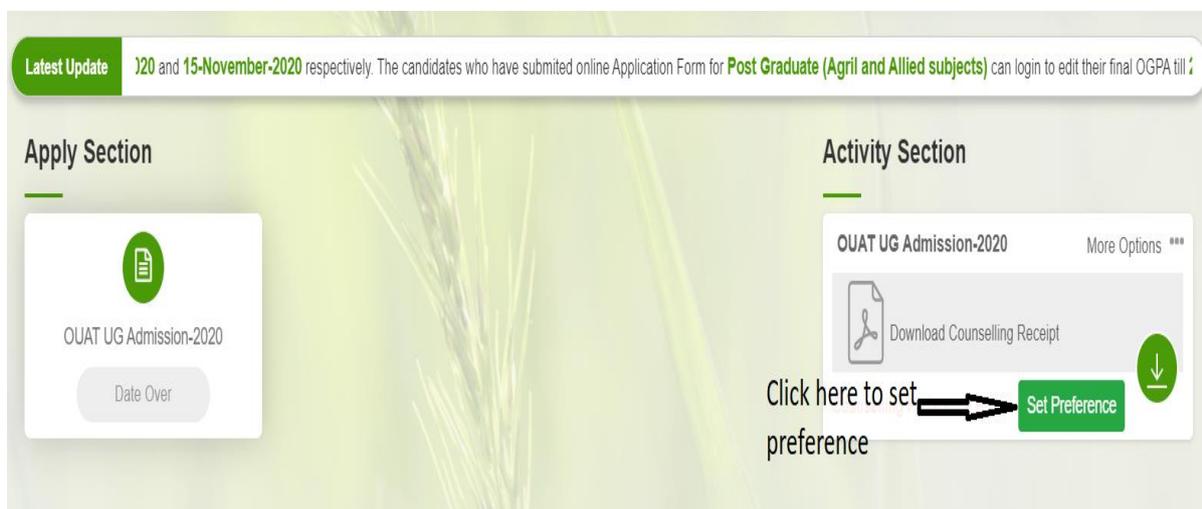
c. There are 3 types of seats available under OUAT: General, Cost Sharing & NRI/PIO sponsored seats (Please refer to the UG Prospectus- 2020, Clause No. 3 and Annexure – VIII for admission fees). Also refer to the seat matrix and fee structure.

d. NRI/PIO sponsored seats are available to candidates who had applied in Form B.

e. There are 2 sections on the page. The left section displays the colleges, courses (type of seats) available for counseling process. The right side displays the colleges and courses selected by candidate as their preference/choice. Initially the right-side section would be empty.

f. The page is a drag-drop enabled interactive page. Candidate can drag the college and course from the left-side section and drop on the right-side section *(See below picture).* This activity selects the dragged college-course combination as one of the preferences. This activity also removes the college-course name from the available list of college (left-side section). Candidate can select as many preferences as they want.
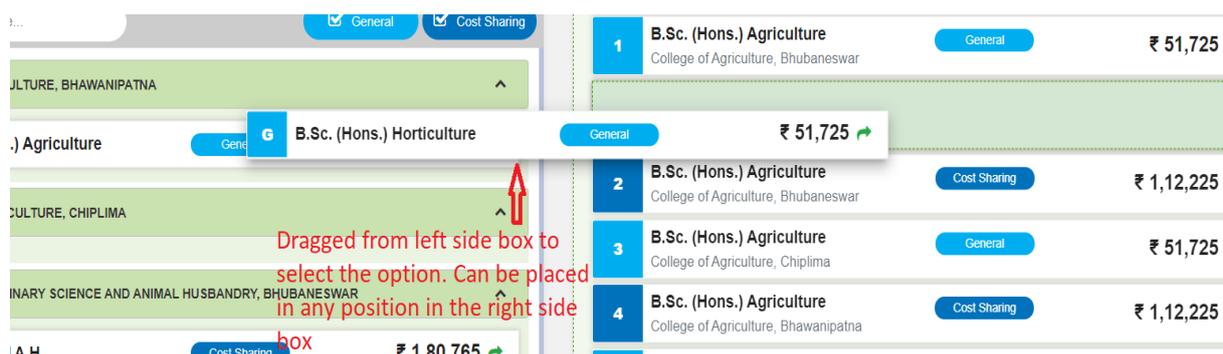
g. **The candidates should fill the choice of college, course and type of seat (General/Cost sharing/NRI or PIO sponsored seats) in order of their preference/choice carefully.**

h. On the top of right-side section, candidates can see the total no. of preference/choices selected by them. To register the preferences/choices list, candidate must press the **Save** button before leaving this page.

i. Candidates after selecting more than one preference/choice can shuffle the list as per their wish. Allocation of a seat will be based on rank, preferences/choices filled by the candidate and availability of seats. If first preference college-course combination is

unavailable, an attempt will be made to allocate a seat on second preference and so on. So, it is very important to set your preferences/ choices as per your interest to get a seat allocated in that college-course- type of seat combination **(College, Course and type of seat (General/ Cost sharing/ NRI or PIO sponsored).**

j. Candidates after filing up their preference must download the preference list.

k. **Candidates can change their preference/choices as many times as they want during the period of Choice filling (till the end date of preference/choice filling process)**

l. To download the saved preference/choice list, candidate has to **login**; go to **Dashboard -> Activity Section -> Click More Options -> Click Download Preference List -> Enter Application Number -> 'Download'.**

3. Seat Allocation:

a. Candidates who had successfully registered for the counselling process and had filled their preferences/choices are eligible to get seat during the counselling phases. However, registration for counselling and filling up preferences/choices list does not guarantee allocation of seat.

b. Seat allocation process considers 3 criteria during allocation.
   I) Rank of the candidates, II) Preference/choice of course by the candidate and III) Availability of the preferred seat.

c. If a candidate is allocated a seat, he/she will be intimated about this through registered e-mail and/or SMS to registered mobile number. Please keep checking the e-mail and mobile number used to login to the portal. This will help you to stay updated.

d. Candidates are also advised to keep in touch with the OUAT website for counseling and admission updates. **They must login to see the seat allocation status during the time schedule for seat allocation (Refer to counseling & admission notice).**

e. Once intimated about the allocation of seat, candidate must login and check the allocated seat details by downloading Provisional Seat allocation Letter.

To download provisional seat allocation letter: **login**> go to **Dashboard -> Activity Section -> Click More Options -> Click Download Provisional seat allocation Letter -> Enter Application Number -> Download.**

f. The allocated seat is a provisional allocation and confirmation depends on the successful payment of admission fees and verification of original documents.

4. Payment for the Allocated Seat:

a. Candidates who are allocated a seat during counseling phase **must opt for Upgrade/Lock before or after making payment**, **without which the seat allocation will be cancelled**. To check the allocation, candidate must **login-> Dashboard-> Activity Section -> Find the service you had applied -> Click on 'Check Allocation'.**
See the figure below:

b. **Once a candidate exercised the option of up-gradation of seat, he/she cannot opt for up-gradation and lock of seat until the allocated seat is upgraded to a new seat in the subsequent round of allocation.**

c. Candidates who were allocated a seat during counseling phases **must pay the admission fee for that seat (Annexure VIII of UG prospectus – 2020/ Seat matrix on website) as mentioned in the provisional seat allocation letter.**

d. **Without admission fee payment, the allocated seat will be forfeited & candidate will be out of counseling process.**

e. To pay the admission fee, the candidate will be navigated to **"SB collect"** page of State bank of India.

f. After login, candidate must go to **Dashboard -> Activity Section -> Find the service you had applied -> Click on 'Check Allocation' -> Enter Application Number -> Click on 'Take Action' -> Navigated to Allocation Page -> Check the allocation details -> Click on Pay** -> **Navigated to SB collect page for OUAT-> Select UG admission *-> Enter Application No. -> The seat allocation details and amount of fees to be paid will come up -> Enter name, email id and Phone number (for receipt generation) -> Submit**. The payment option of Net Banking of SBI/Other bank Net Banking/ cash Payment at SBI branch will show.

N.B: * <mark>Correction</mark>

<mark>Candidates are informed to select the following in SB collect page instead of "UG Admission" as mentioned at 4 (f) at different phases of seat allocations:</mark>

1st Phase Payment of Admission Fee: "UG ADMISSION 2020 PHASE 1"

2nd Phase Payment of Admission Fee: "UG ADMISSION 2020 PHASE 2"

3rd Phase Payment of Admission Fee: "UG ADMISSION 2020 PHASE 3"

3rd Phase Payment of Admission Fee: "UG ADMISSION 2020 PHASE 4"

g. The candidate can choose any of these payment options. For cash payment at SBI branch, the candidate should take a printout of the generated chalan (two copies) and make cash payment at the SBI branch. The candidate must retain one copy of the chalan for reference. The candidate should **generate the e-receipt from SB collect site**.

h. The confirmation of payment made through *SB Collect* will take 24 hours to reflect in the OUAT portal. If it does not get reflected, kindly contact with your bank to get the details.

<mark>5. 1st Phase/ Round seat allocation</mark>

a) Candidates who are allocated seat should download the provisional seat allocation letter.

b) Candidates can quit the counseling process before or after payment of admission fees within this seat allocation period. If so, the candidate will not be considered for counseling and admission again.

c) **Candidates must opt for lock a seat or up-gradation of the allocated seat for next round allocation before or after making payment of admission fees as mentioned in the provisional seat allocation letter, failing which he/she will forfeit the seat.**

d) **Once a seat is upgraded to higher preference/choice seat, the previously allotted seat will be automatically cancelled. [Applicable for all phases of seat allocation]**

e) Without payment of admission fees, the candidate will forfeit the seat and will be out of the counseling process.

f) If a candidate locks a seat, he/she will not be considered for up-gradation of seat in subsequent round of seat allocation and he/she will download the intimation letter to attend the document verification and admission in specified dates. If the 1st preference/choice seat is allocated, there will be no up-gradation.

g) Those who opt for up-gradation will download the up-gradation letter and wait for second round seat allocation.

<mark>6. 2nd Phase/ Round seat allocation</mark>

a) Candidates who are freshly allocated a seat in this round should download the provisional seat allocation letter and pay the fees mentioned in the provisional seat allocation letter following the process mentioned at point 4.

b) Candidates with fresh allocation of seats in 2nd round and candidates whose seats have been upgraded in 2nd round (this round) must opt to lock or up-grade the allocated seat for next round allocation either before or after making payment of admission fees as mentioned in the provisional seat allocation letter, failing which he/she will forfeit the seat and the admission fees if deposited will be refunded.

c) If a candidate had exercised option of up-gradation of seat in the first round and the seat is upgraded, then he/she has to download the upgraded seat allocation letter and pay the

differential fees as per the allocation letter, without which the seat will be forfeited. Refund of fees if any because of difference in course fees will be refunded after the end of the counseling process.

d) Without payment of admission fees, the candidate will forfeit the seat.

e) Candidates can quit the counseling process even before or after payment of admission fees, if so, the candidate will not be considered for counseling and admission again and the fees if paid will be refunded after end of the counseling process.

f) If a candidate locks a seat, he will not be considered for up-gradation of seat in subsequent round of seat allocation and he/she will download the intimation letter **to** attend the document verification and admission on specified dates. If the 1st choice seat is allocated, there will be no up-gradation.

g) Candidates who opt for up-gradation in 1st round, but their seats not upgraded will download the intimation letter to attend the document verification and admission on specified dates as mentioned in the Intimation letter for document verification and admission.

h) To download the intimation letter for document verification & admission: **login-> go to Dashboard -> Activity Section -> Click 'More Options' -> Click Intimation Letter for Document Verification & Admission-> Enter Application Number -> 'Download'.**

==Document Verification and admission:==

a. Candidates opted for either **Up-gradation or Lock and completed the payment activity** are eligible for Document Verification and Admission Process.

b. To attend document verification and admission, candidates must reach the Document Verification Location on the specified dates as mentioned in the Intimation letter.

c. Candidates must bring the required documents as relevant in original to get it verified by Admission Board of OUAT (as per clause 8.3 of UG prospectus-2020) along with two sets of Xerox copies and Form B application. To know the documents required during verification and admission phase, **please check the Intimation Letter for document verification and admission**.

d. If a candidate fails to appear for document verification and admission within the specified dates, he/she will forfeit the seat.

e. If a candidate fails to produce the mandatory documents like 10th certificate and mark sheet, 12th certificate and mark sheet, domicile certificate if relevant as per clause 2.2 of UG prospectus- 2020, will forfeit the allocated seat and will be out of the counseling and admission process.

f. If a candidate has submitted wrong 10th and +2 science marks in Form B (Clause 7.1 of UG prospectus-2020), he/she will be denied admission.

g. If a candidate fails to produce valid relevant documents for any category as per clause 3.8 of UG prospectus 2020, then he/she will forfeit the seat in that category. However, the candidate can be eligible for admission in the subsequent round for other categories for which the documents are verified and found correct. **In such case, if the candidate had locked the seat earlier, then he/she will be asked to exercise the option of up gradation of the seat to be in the counseling process for next round seat allocation, otherwise he/she will be out of counseling process.**

h. If a candidate has locked the seat and the documents verification successful, he will be issued admission letter to report in the admitted college. The candidate can also download the admission letter.

i. In case of a candidate opting for up gradation of seat for 3rd round, he/she will be issued a Document Verification Status and Up-gradation Letter and he/she will wait for next round seat allocation. **He/she will not be called for document verification again.**

7. 3rd Phase/round seat allocation

a) Candidates, who have been freshly allocated seat in 3rd round, should download the provisional seat allocation letter and make payment as mentioned in the provisional allocation letter following the process mentioned at point 4.

b) Candidates with fresh allocation of seats in 3rd round and candidates whose seats have been upgraded in 3rd round (this round) **must opt to lock or up-grade the allocated seat** for next round allocation before or after making payment of admission fees as mentioned in the provisional seat allocation letter, **failing which he/she will forfeit the seat and the admission fees if deposited will be refunded.**

c) In case of upgraded seats from 2nd round, the candidate must pay the differential fees as per the provisional seat allocation letter, without which the seat will be forfeited. Refund of fees if any because of difference in course fees will be refunded after the end of the counseling process. If document verification is already done, the candidate can download the letter of document verification and up gradation.

d) If an allocated seat to a candidate is not upgraded in this round as per the option exercised and document verification completed after 2nd round allocation, the candidate will have to wait for final round of seat allocation. However, there will be no option of **up-gradation/lock/quit** in final round. If the seat is not upgraded in final round, then the allocated seat will be confirmed, and admission letter will be issued. No cancellation of seat and refund of admission fees will be allowed except the caution money.

e) Candidates can quit the counseling process in 3rd round before or after payment of admission fees, if so, the candidate will not be considered for counseling and admission again and the fees will be refunded after end of the counseling process.

f) If a candidate locks a seat, he/she will not be considered for up-gradation of seat in final round of seat allocation and he/she will download the intimation letter to attend the document verification and admission on specified dates. If the 1st choice seat is allocated, there will be no up-gradation.

g) If a candidate has locked the seat and document verification completed (without rejection of any mandatory documents), he can download admission letter and report to the admitted college.

h) Freshly seat allocated candidates who opt for up-gradation of seats will download the intimation letter to attend the document verification and admission on specified dates.

i) To download the intimation letter for document verification: **login-> go to Dashboard -> Activity Section -> Click More Options -> Click Intimation Letter for Document Verification & Admission -> Enter Application Number -> 'Download'.**
The document verification and admission process will be same as stated under point number 7

8. Final phase/round seat allocation

a) Candidates, who have been freshly allocated seat in final round, should download the provisional seat allocation letter.

b) Freshly allocated candidates can download Intimation Letter for Document Verification & Admission. To download the intimation letter for document verification: **login-> go to Dashboard -> Activity Section -> Click More Options -> Click Intimation Letter for Document Verification & Admission -> Enter Application Number -> 'Download'.**

c) There is no locking, up gradation or quit options in the final round of seat allocation. Seat is auto locked in final round.

d) Candidates must pay the admission fees as mentioned in the provisional seat allocation letter (Annexure VIII of UG prospectus – 2020/ seat matrix & fee structure on website) following the process mentioned at point 4.

e) In case of upgraded seats from 3rd round for candidates whose document verification completed, the candidate must pay the differential fees as per the allocation letter (if seat is upgraded from general to cost sharing type), without which the seat will be forfeited. Refund of fees if any because of difference in course fees (if seat is upgraded from cost sharing to general type) will be refunded after the end of the counseling process. He/she will download the admission letter and report to the admitted college.

f) For candidates, whose seat allocation status from the 3rd round has not been changed (No up-gradation of seats) and document verification is over, will download the admission letter and report to the admitted college.

g) For the freshly allocated seats, candidate will download the intimation letter to attend the document verification and admission on specified dates.

h) If a candidate fails to report for document verification and admission on the specified date, he/she will forfeit the allocated seat.

i) If a candidate, who had attended document verification process before, but was denied admission for a category seat due to non-production of valid document(s) and no seat is allotted in this round will be automatically out of counseling process. He/she can download Admission Denial Letter. *To download, go to* **Dashboard -> Activity Section -> Click More Options -> Click Admission Denial Letter -> Enter Application Number -> 'Download'.**

Document verification for final round:

a. Candidates opted for either Upgrade or Lock and completed the payment activity from the previous round are eligible for Document Verification and admission Process.

b. To attend document verification and admission, candidates must reach the Document Verification Location on the specified date and time as mentioned in the Intimation letter.

c. Candidates must bring the required documents in original to get it verified by Admission Board of OUAT. To know the documents required during verification phase, please check the Intimation Letter for document verification and admission. (as per clause 8.3 of UG prospectus-2020)

d. If a candidate who has opted for up gradation in previous round and the seat is upgraded, he/she must pay the differential amount as mentioned in the allocation letter failing which the candidate will forfeit the seat.

e. If a candidate fails to appear for document verification and admission within the specified dates will forfeit the seat.

f. If a candidate fails to produce the mandatory documents like 10th certificate and mark sheet, 12th certificate and mark sheet, domicile certificate if relevant and relevant document for any category (as per UG prospectus – 2020) will forfeit the allocated seat (fresh alottees in final round).

g. If a candidate has submitted wrong 10th and +2 science marks in Form B (Clause 7.1 of UG prospectus), he/she will be denied admission.

h. If documents verification is successful, the candidate will be issued admission letter to report in the admitted college.

9. Confirmation:

The candidates, whose documents are verified successfully for an allocated seat and admission fees paid, will be admitted. This will be intimated through e-mail and/or SMS. Candidates finally admitted will download the admission letter and report to the allocated college on the specified date for the orientation programme. And it concludes the counselling and admission process.

*Note: Candidates requiring any refund will get the same after the counselling process is completed. Candidates ruled out of the process for failing to produce the required documents in original are requested to download Admission Denial Letter. To download, go to **Dashboard -> Activity Section -> Click More Options -> Click Admission Denial Letter -> Enter Application Number -> 'Download'.** These candidates will also be intimated through e-mail and/or SMS.*

*Refund Process: -

✓ Refund is applicable if during counselling, a candidate pays the amount for a provisionally allocated seat, but admission is not confirmed for one of the below reasons.
  o Candidate could not produce required original documents and forfeits the seat.
  o Candidate who paid the admission fee but failed to attend document verification after 2nd, 3rd and final round seat allocation.
  o Candidate who did not opt for up-gradation or lock of seat before or after payment and was out of counseling and admission process.
  o Candidate opted to quit after making a successful payment.

✓ Refund amount will be initiated after deducting the processing fee of Rs. 2000/- and it will be sent back to the bank-account details shared by the candidate during registration for counseling. Candidates are again advised to provide correct bank details during registration.

✓ **There will be no refund if a candidate quits or cancels the seat after the admission process is over and admission letter is issued after final round of counseling and admission. In that case, only the caution money will be refunded after the college leaving certificate is issued.**