

SPECIAL ROUND COUNSELLING PROCESS DETAILS
RMCAAT-2016

PROCEDURE FOR SPECIAL ROUND

1. **Information Related To Online Counselling:** All information related to online counselling will be displayed on www.rmcaatonline.com.
2. **Counselling Schedule:** The counselling schedule has been notified, the information regarding commencement of counselling process has been published on website.
3. **Instructions for Filling RMCAAT-2016 Online Registration Form for Special Round:** The **Special Round** Counselling process of RMCAAT-2016 will be online only. The process of admission in First year MCA and Second year MCA through lateral entry by online Counselling for RMCAAT-2016 shall be carried out in similar fashion as earlier rounds through website www.rmcaatonline.com. Detailed instructions with regards to filling up of online registration form and other related information will be available on the web site. Candidates must perform following activities while submitting the request for online Counselling:

Step-1 : Deposition of Registration and Counselling Fees.

(Separate for admission process for First year MCA and Second year MCA through lateral entry)

- I. Students Registration and Counselling Fees is Rs. 2,000/-.
- II. Students have to fill up separate application form and pay separate Registration and Counselling fees (Rs. 2,000/-) for participating in admission process for First year MCA and Second year MCA through lateral entry.
- III. Candidate will have to register on website i.e. www.rmcaatonline.com by entering his/her name, father's name and date of birth. A challan form will be generated with a unique challan number. Now candidates have to contact any e-Mitra centre authorized by the Government of Rajasthan and deposit a sum of Rs. 2,000/- plus e-Mitra service charges. This amount of 2,000/- is neither refundable nor transferable/adjustable for future RMCAAT.
- IV. The kiosk will generate a 16-digit Token number for the candidate using e-Mitra portal and issue a receipt containing this Token number. Candidates are advised to keep this receipt safely with them for further use.
- V. In order to activate the online registration form for entering the required details, the candidate must enter his/her token number in the appropriate column of the registration form. The online registration form will not accept entries without his/her Token number.

Note:- Candidates who applied for First year MCA and Second year MCA through lateral entry and not allotted any college in account of Choice exhausted need not to fill in again for Special Round. They shall automatically consider for Special round though they have to fill up college choice options afresh.

Step-2: Documents to be kept ready in hand before starting of filling online registration form.

- (i) Scanned image of candidate's Photograph in JPG/GIF/BMP format (image size Maximum upto 100 KB)
- (ii) Scanned image of candidate's Signature in JPG/GIF/BMP format (image size Maximum upto 50 KB)
- (iii) Copy of mark sheets of Xth, XIIth and Graduation and NIMCET-2016 Score card (if applicable).
- (iv) Mobile number of the candidate or close relative.
- (v) Fees receipt that was generated by e-Mitra having unique 16 digit token number.

Step-3: Filling of Online registration form.

- (i) Candidate must read instructions of filling the online registration form carefully.
- (ii) All entries of online registration form must be filled carefully including category, domicile, marks obtained in qualifying examination, choice of college etc. .
- (iii) Candidate should ensure that the photo and signature are same as uploaded by the candidate himself.
- (iv) The changes, if required, in online registration form will be allowed before final submission.
- (v) Web page will not accept any change after final submission of online registration form.

Step-4: After successful login/registration, a confirmation message will be displayed. In case a candidate fails to the confirmation message, he/she has to login/ register again.

Step-5: Print a copy of filled form for further reference/communication.

4. **Choice Filling:** After successful submission of Application form along with registration fee the candidate will be allowed to fill the online option form/choices of institutes through login as mentioned earlier on the website. The detailed instructions will be provided for the same on the website www.rmcaatonline.com/on-screen only. The candidates can modify/delete/add the choices any number of time within the specified duration of counselling schedule.
5. **Choice Saving:** During the choice filling process, candidate has to save his/her choices at the end of each fill/modify session, through the "Save" option. The candidate can modify the saved choices any number of time during the scheduled choice filling period. Candidate should ensure saving his/her filled/modified choices before leaving the computer system or logging out the session. Candidates have been instructed not to forget to logout the session once the choice filling process is completed and before leaving the system.

6. **Choice Locking:** After filling up of choices and making all modifications, candidate should finally lock the filled choices through "**Final Lock**" option. It should be done only when candidate is confident and confirmed about the choices, he/she had filled. "Final Lock" will ensure that the choices cannot be modified further.
7. Once the choice filling period is over, choice filled by the candidate (either Saved or Locked) shall be considered as final and no change will be permitted. "Final Lock" will be executed automatically once the choice filling period is over or the candidate has not put a "Final Lock" by himself/herself. No query in this regard shall be entertained by the RMCAAT-2016 office.
8. **Seat Matrix:** Latest vacant seat matrix will be made available on the website during choice filling period. The list of institutes/college and vacant seat matrix may change. Any addition/deletion/ modification in the institutes/college list as well as seat matrix will be updated on the website only. No queries in this regard will be entertained. Students are advised to visit our website www.rmcaatonline.com frequently.
9. **Allotment:** After the choice filling period is over, all choices filled in the Options Form of all registered candidates will be considered for allotment of seats on Graduation percentage basis and the availability of seats on a "Higher-Merit-Allotted-First" basis.
10. **Allotment Letter:** The result of allotment of seats will be published on the website only. The allotment will be purely provisional and subject to verification of original documents/credentials at the time of reporting at allotted institution/college. Candidates should get the print of the allotment letter through website. The allotment letter will not be sent by post.
11. **Reporting:** For confirmation of admission to MCA (For First year MCA and Second year MCA through lateral entry) candidates are required to report at the allotted institute/college within the specified reporting period (as per the counselling schedule or as notified through website) along with all original documents, application form, proof of deposition of counselling registration fee, two sets of attested photocopies of all above documents/ testimonials/certificates, admission card, allotment letter and fee etc.
12. On reporting for admission, the candidates will be issued a **provisional admission letter from the reporting institute duly signed and sealed by the competent authority of the institute**. The candidates are instructed to obtain the same. It shall be mandatory for the colleges/institutes to issue the same to the candidates after ensuring candidate's eligibility.
13. If a candidate does not report within the specified reporting period, his/her allotted seat will be cancelled and the candidate will not have any claim on the vacant seat whatsoever.