

**JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA**

**INSTRUCTIONS FOR CANDIDATES ATTENDING 10+2 MARKS MERIT BASED COUNSELING : 2024**

- 1 **The candidate must come for counseling in person.** No proxy permitted for any reason including medical inability.
- 2 **Change of counseling dates is technically not possible. Requests for change of date of counseling shall not be accepted for any reasons including medical exigencies.**
- 3 **Only one person shall be allowed to accompany a candidate to the counseling area.** All others must wait in the assigned waiting area.
- 4 **Must Carry the Following**
  - (a) **Documents:** Please carry following documents without which you shall not be allowed to attend the counseling:
    - Counseling Invitation letter (internet downloaded copy/ e-mail copy).
    - Govt. issued Photo Identity Document (Aadhaar, Passport, Voter, DL, etc).
    - Income Certificate (**in original**), as applicable (for consideration under the Tuition Fee Waiver Category) and one self-attested photocopy.
  - (b) **Bank Drafts**
    - (i) **Partial Fee \*:** Demand draft for Rs. **75,000/-** (Rupees Seventy Five Thousand only) towards Institutional Fee (**Partial**) for first semester and Admission Charges.
    - (ii) **Partial Hostel Charges\*:** Those desirous of taking the hostel should bring separate demand draft for Rs. **50,000/-** (Rupees Fifty Thousand only) towards payment of Partial Hostel charges for first semester .
    - (iii) The hostel seats shall be allotted as per merit and as per availability of hostel seats. It may be noted that limited hostel seats are available for students (boys and girls) at JIIT, Noida, Sector-62 campus. Therefore it is advisable to carry two separate drafts i.e. for Rs. 75,000/- and Rs. 50,000/- to decide about hostel on the spot.  
**Note: Candidates offered admission to any branch / program will have to deposit the balance of Tuition fee, Hostel Charges and other charges by 19 June 2024 positively. No extension of date will be permitted.**
    - (iv) **Fee for Wait-listing:** In case the candidate does not get any branch and wishes to be waitlisted, then the same demand draft as above may be used for the purpose of wait listing.
  - (c) **Important Notes:**
    - Payment by **Cheques/Cash is not acceptable** under any circumstances.
    - It has been observed in the past that candidates do not carry the required drafts and request for extension of time to get the same made from nearby Banks. The counseling process is based on merit and cannot be stopped to meet such requests. Therefore, such candidates loose their chance and advantage of better merit. No reasons whatsoever are acceptable **and the risk for non compliance to requirement is that of the candidate.** Similarly, if you are not carrying a draft for hostel, when your turn comes for counseling, your name shall not be considered for the hostel, and counseling shall proceed with the next candidate. You may thus loose your chance for hostel seat since they are limited.

- **Facility for payment through Debit Card / Credit Card / UPI** : There shall be a separate counter, to facilitate those who are desirous of payment through these modes, where in, they can deposit the amount through Debit Card / Credit Card / UPI and get the slip/receipt for the same amount. This process to be completed before their turn for counselling.
  - All the demand drafts at the time of counseling should be made in favour of **Jaypee Institute of Information Technology**, payable at NOIDA/DELHI.
- 5 Report at the Reception **upto 9.00 am** on the prescribed place and date for counseling. The counseling activity will commence immediately after preliminaries on the prescribed date and will continue uninterrupted until the merit list of the respective day is over.
- 6 Candidates are once again reminded of the meriting policy as already enunciated in the admission procedure:
- (a) The merit amongst applications received for admission to Jaypee Institute of Information Technology shall be drawn based the marks obtained in 10+2 examination in the subjects mentioned in the admission procedure and brochure.
  - (b) The counselling for SC/ST candidates shall be done separately under the seat/s reserved for them as per GOI policy. Once the applications under SC/ST category are exhausted, the balance available seats shall be merged with General Category.
- 7 The candidate will be called **for counseling in order of 10+2 Marks merit.**
- 8 **Tuition Fee Waiver (TFW) scheme:** Under this scheme, tuition fee for the duration of the program shall be waived off (all other fees except tuition fees shall have to be paid by the candidate). Seats (one percent of approved intake) will be offered to candidates whose family income from all sources is less than Rs. 8 lakhs per annum (original income certificate to be produced for verification at the time of counselling). The candidates meeting the above eligibility criteria will be offered admission under this scheme as per merit. Once allotted seat under this scheme, candidate shall not be allowed to change the program / course from this scheme. A separate choice form with priority is to be filled by the desirous candidates.
- 9 **Exercising the Choices and allocation of Seats**
- The candidate will be allotted the Campus and the Branch on the basis of preferences indicated in the choice form strictly in order of merit drawn on 10+2 Marks.
  - Candidates can opt for all choices of branch (not mandatory) from total available branches as a selected or waitlisted candidate. This shall enable the candidate to have an option of up-gradation as per the Merit and Priority exercised.
  - Further, if the candidate does not get the branch **higher in priority in the choice proforma**, then he or she shall automatically be waitlisted for the same, provided the candidate admits himself / herself, OR registers as a pure waitlisted candidate.
- 10 **Freezing the choices** – A candidate can give an option in writing/ through Counselling portal for freezing the up-gradation process after taking admission, any time before the up-gradation is carried out. Any request by candidate after up-gradation is announced for retaining the original program previously allotted shall not be accepted.
- 11 **Missing the call during counselling**– Candidates who do not present themselves for counseling when their name is called in the hall as per their rank schedule, will forfeit their chance and shall be given another opportunity again only at the end of the same day in order of merit, after all the candidates, scheduled for that day have been called for counseling. **The process is computer controlled and no exceptions can be made.** No reasons/justifications like being out for making a bank draft/away to wash room/not hearing the call or any other reason are acceptable as the names are called more than once and it is the responsibility of the candidate to ensure his/her presence. Such candidates shall have claim only for the Institute/program/branch available at that time. No claim for admission after the specified

date of counseling shall be accepted.

- 12 The up-gradation shall generally be carried periodically as per the availability of seats due to withdrawals.

**13 Hostel**

- Hostel seats, being limited, shall be allotted in order of merit of 10+2 marks only.
- JIIT, Noida does not have any arrangements for the Bus Service in the NCR.

**14 Fee Payable at the time of counseling**

- (a) **Partial Institutional Fee & Admission Charges** Rs. 75,000
- (b) **Partial Hostel Charges (incl. food & laundry)** Rs. 50,000 per semester (Optional) and if allotted.
- (c) **Wait List :** At the time of counseling, candidate(s) may put themselves on the wait list, if so desired, by depositing amount of Rs. 75,000/-.

**15 REFUND POLICY**

- (a) If a student leaves the program, fee shall be refunded as per notification of UGC/AICTE/Gol. *Further, it may be noted that the Hostel charges shall refunded on pro-rata basis (Calendar month based deductions – part month stay treated as full month) starting from the date of occupying the hostel seat.*
- (b) **Waitlist Fee:** It is fully refundable in case a student is not offered any program, as per Choice Form up to the specified last date of admission. In case student is offered a seat and does not join before the date given in the offer letter or willingly withdraws from the waitlisted status before allotment of seat , but prior to the date specified for closure of admission , he/she shall be eligible for refund as per refund policy.

**16 Refund Remittance procedure:** In case of withdrawal of admission,

- (a) Refund to be applied only through counselling portal of candidates.
- (b) The refund shall be made online only in the bank account as given by candidate in the in the counselling portal.**

**17 General**

- (a) Counselling is scheduled on 12-13 Jun 2024. The seat status of Day-1 counselling will be uploaded on the website at the end of counselling of Day-1 for information of candidates.
- (b) Please note that the Institute reserves the right to withhold the result or cancel the admission at any time during the candidate's stay because of his/her submitting false information/ facts.
- (c) The candidate's registration to join will be taken as his/ her acceptance to abide by all the conditions stated above and also the rules, regulations or standing orders issued by the relevant university from time to time. Non-observance of any of these conditions or violation of any of the rules, regulations, orders etc. can lead to the student's termination.
- (d) No TA/ DA shall be provided to the candidates for attending the counseling session.
- (e) During the study period, it is mandatory for students to abide by the Dress Code as prescribed by the University.
- (f) For infrastructural facilities, lab, academic and placement details please visit *website of the Institute*.

**NOTE: Ragging is banned in any form in the campuses. Strict anti-raging measures have been instituted to ensure that the campuses are free from any such incidents. Any one found indulging in ragging is likely to be punished severely, which may include expulsion from the institute.**

### **STUDENT COUNSELING PROCESS**

**Important:-** The information on progress of counseling / allocation of seats / balance seats available in program / branch shall be constantly updated (live) on website [www.jiit.ac.in](http://www.jiit.ac.in), Candidates called for counseling on the second day must therefore view the details on the website, to enable themselves plan for the available seats in advance.

#### **During Counseling**

1. Information about the availability of seats in the various programs will be displayed in the seating area. The information will be updated regularly as per progression of the counseling.
2. Faculty members will be available in the seating area for help and guidance of the candidates during counseling. All queries about the Academic Programs can be clarified from them.
3. The following steps will be followed during the counseling process:
  - (a) **Reporting Attendance.** Your attendance showing time of arrival shall be marked on the computer installed in reception area. Please ensure that you do report to the reception desk and get the same marked. **It is compulsory to mark the attendance prior to entering the counselling hall.**
  - (b) **Briefing:** All candidates shall be briefed by the authorities before commencement of seat allocation process.
  - (c) **Filling of Choice Form.**
    - (i) Choice form including instructions for filling-up the same will be issued to all the candidates on arrival in reception area.
    - (ii) The choice of programs should be made and filled as per the status of available seats.
    - (iii) **The choice form (Institute Copy) should be filled just before the candidate presents himself / herself before the Institute/Program / Branch Allocation Desk.**
    - (iv) Tuition Fee Waiver option to be exercised by desirous candidates.
  - (d) **Call for Program.** For Program / Branch allocation, the candidates will be called in order of JIIT 10+2 Rank merit.

**Candidates who do not present themselves for counseling when their name is called in the hall as per their rank schedule, will forfeit their chance and will be given an opportunity again only at the end of the same day in order of merit, after all the candidates, scheduled for that day have been called for counseling.** The process is computer controlled and no excuses like being out for making a bank draft/away to wash room/not hearing the call or any other reason are acceptable as the names are called more than once and it is responsibility of the candidate to ensure his/her presence. Such candidates shall have claim only for the program available at that time. No claim for admission after the date of counseling shall be accepted.
  - (e) **Documents:** Please carry the counseling letter (Internet downloaded/emailed/e-copy) sent to you and the Demand Draft or payment slip in case of payment done in the campus.
  - (g) **Presenting the Choice Form** at the Program / Branch allocation Desk and for **Hostel Allotment.** (subject to policy enunciated in the Instructions).
  - (h) Collection of provisional admission letter from the Registrar.
  - (i) Banks which provide education loans shall be, available to facilitate prospective candidates. Candidates may interact directly with representatives of the Banks.

**4. Allocation of branch/program:**

The following conditions may occur during counseling:

- (a) Allotted: The candidate is allotted the first choice. Admission offer letter issued. No further action.
- (b) Allotted lower choice: If a candidate is allotted lower choice then he/she is automatically placed on the waitlist for the higher choices as per the Choice Form deposited. Admission letter issued for lower choice allotted.
- (c) Not allotted any choice: Candidate is waitlisted for the choices (Pure-waitlist). No admission offer letter is issued. Admission will be offered on availability of vacancy and merit of candidate.

**5. Change of Program/Upgradation**

In the event of vacancies arising in the Programs / branches of his / her choice the Program of the study allotted to the candidate shall be upgraded automatically **unless he / she gives an option of freezing the allotted Program**, before the up gradation or registration in writing. His / Her request after up gradation for retaining the original Program allotted shall not be accepted. Those students, who opt to freeze their allotted Program during the counseling or anytime thereafter, shall not be considered for change any time in future. No Program shall be changed after the admission process is closed.

**6. Display of up-gradation status**

All candidates are advised to visit the website / counselling portal regularly for any up-gradation news which shall be displayed on the candidates counselling portal.

**Registration & Commencement of Classes**

**All students will have to complete the registration process on Date of Registration. Classes will commence from Next day of Registration. No late registration is permitted. No Proxy registration is permitted.**

Academic calendar, Academic System, standing orders and curricula are available on the website. Candidates are required to report to the campus on the date of registration along with the required documents. Admission will be cancelled for candidate(s) who do not register on the scheduled date.

\*\*\*\*\*