



Counseling/Admission Procedure- 2022: Instructions for Candidates

1. Reporting & Attendance: Centre for Integrated Studies Building Lobby

- All the candidates called for admission counselling have to sign the attendance register at the counters set up in the lobby.
- Candidates appearing in the merit list of more than one category will have to sign on all the attendance sheets wherever their names are appearing.
- Candidates who have applied for more than one program will be given option form at the attendance desk on which they have to mention their order of choice and submit at the time of counselling.
- Proceed to the Counselling desk at Auditorium in the First Floor as when instructions are given.

2. Counseling Desk: Auditorium (First Floor)

- Signed candidates will be called for admission counselling in the order of their merit.
- The signed Option Form has to be submitted at the Counseling desk when the name is called for.
- Candidates those who are offered a seat will be issued an Admission Counselling slip mentioning seat allotment.
- Please proceed to the document verification desk in room no 119/121 on receipt of the Admission Counselling slip.

3. Verification Desk: Room No. 119

- Candidates have to report to the Counseling/Admission desk as per the instructions of the Officials.
- All the documents as in the Check list (Annexure I) will be verified and collected accordingly.
- Candidates offered admission after the document verification will be shortlisted for admission in Samarth Portal and they will receive a link over email for payment of fee.
- Admission fee can be through the Samarth Login in the IT LAB just opposite to the Verification desk.

4. Payment of Admission fee and Issue of Conditional Admit Card: IT LAB

After completing all the formalities at the admission desk and payment of fee the candidates those who are offered admission will have to remain seated in the IT LAB or Lobby as will be instructed. On completion of the office formalities Admit Card will be issued.

5. Hostel Admission: Office of Chief Warden, IT LAB

After completing all the admission formalities and receipt of Conditional Admit Card, students seeking hostel admission should report to Hostel Admission Desk in the Students Amenities Building.

6. General Information and Instruction to the Candidates:

- a) Only candidates are allowed to the counselling venue. Parents of the candidates who are offered a seat in the order of merit will be permitted to the venue after the counselling process to complete the admission formalities.

- b) Candidates cannot leave the venue till their program is called for counseling. They will be instructed to move from the lobby to the waiting room and then to the Counselling Hall as the counselling process progress.
- c) If a signed candidate is not available at the time of counseling he/she will be marked as “ABSENT” and the seat will be offered to the next candidate.
- d) If a candidate offered a seat in one Program after counseling and wishes to not to take admission in that Program, He/She will have to forfeit the seat and wait for counselling of the Program of His/Her Choice as mentioned in the Option Form. The seat will be offered to the next signed candidate in their order of merit.
- e) Candidates reaching the venue after the closing of attendance will not be allowed to sign/appear for the counselling.
- f) All the instructions in the notification may be strictly followed.

7. Tentative Schedule: Order of Counselling

3rd November 2022 (Thursday)

Reporting for counseling (All Programs)	09:00 Hrs.
Attendance (All Programs)	09:00 Hrs. to 10:00 Hrs.
Closing of Attendance (All Programs)	10:15 Hrs.
Pre-counselling instructions and general briefing of counseling process	10: 30 Hrs. to 11:00 Hrs.
Counselling M.Optom - Master of Optometry	11:00 Hrs. to 11:30 Hrs.
Counselling: I.M.Sc. - Health Psychology	11:30 Hrs. to 12:00 Hrs.
Counselling: I.M.Sc. - Biology	12:00 Hrs. to 13:00 Hrs.
Counselling: I.M.Sc. - Physics	13:00 Hrs. to 13:30 Hrs.
Counselling: I.M.Sc. - Chemical Science	13:30 Hrs. to 14:00 Hrs.
Counselling: I.M.Sc. - Mathematical Science	14:00 Hrs. to 14:30 Hrs.
Counselling: I.M.Sc. - Applied Geology	14:30 Hrs. to 15:00 Hrs.

4th November 2022 (Friday)

Reporting for counseling (All Programs)	09:00 Hrs.
Attendance (All Programs)	09:00 Hrs. to 10:00 Hrs.
Closing of Attendance (All Programs)	10:15 Hrs.
Pre-counselling instructions and general briefing of counseling process	10: 30 Hrs. to 11:00 Hrs.
Counselling: IMA Language Science & IMA Urdu	11:00 Hrs. to 11:30 Hrs.
Counselling: IMA Hindi & IMA Telugu	11:30 Hrs. to 12:00 Hrs.
Counselling: IMA Economics	12:00 Hrs. to 13:00 Hrs.
Counselling: IMA Political Science	13:00 Hrs. to 13:30 Hrs.
Counselling: IMA Sociology	13:30 Hrs. to 14:00 Hrs.
Counselling: IMA History	14:00 Hrs. to 14:30 Hrs.
Counselling: IMA Anthropology	14:30 Hrs. to 15:00 Hrs.

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Deputy Registrar
Academics and Exams