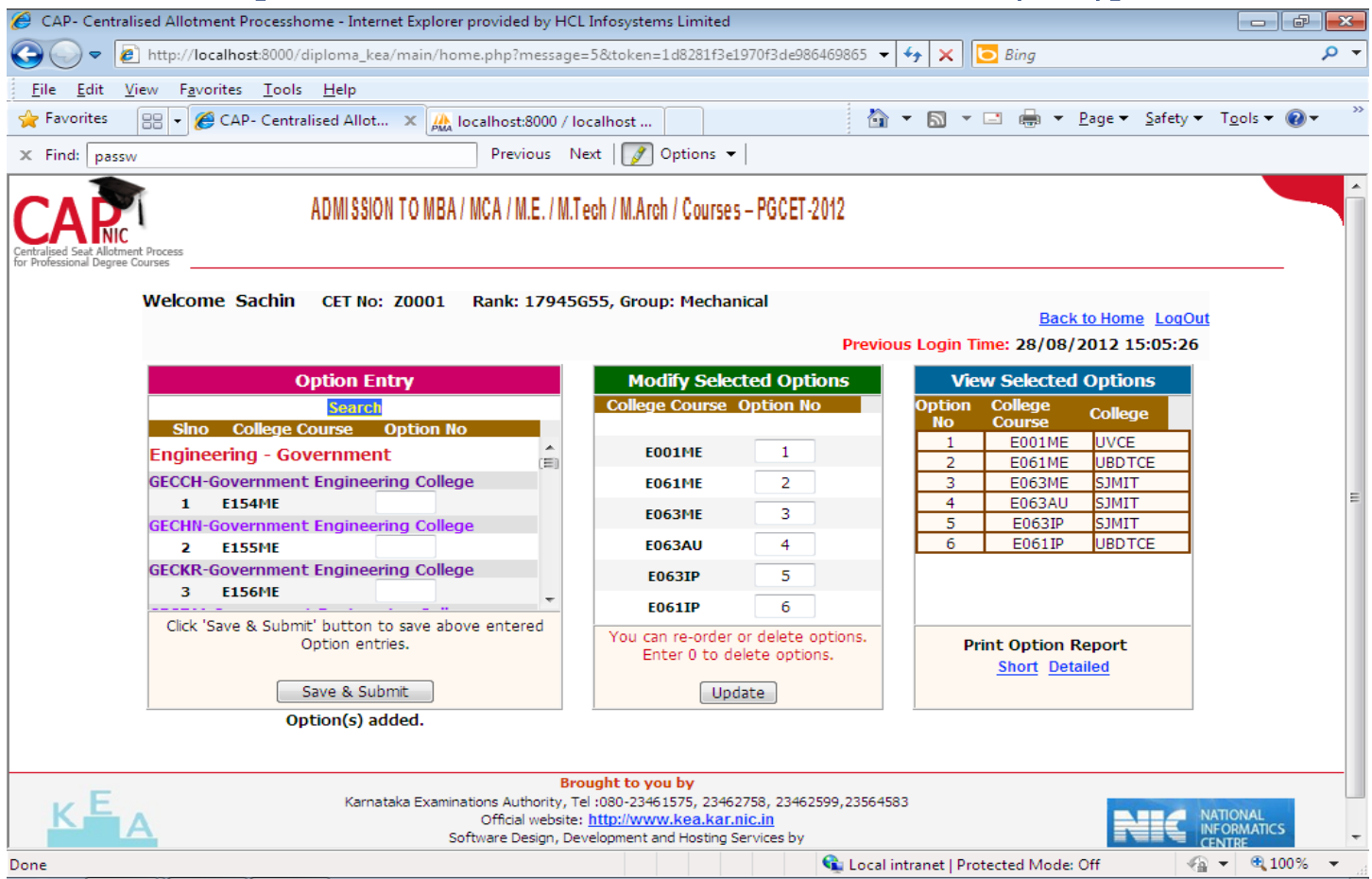# Government of Karnataka
Karnataka Examinations Authority
PGCET-2012- INSTRUCTION MANUAL and USER HAND BOOK FOR
Online seat allotment by obtaining options from the candidates for admission
To MBA / MCA / M.E. / M.Tech / M.Arch Courses

[CENTRALISED SEAT ALLOTMENT PROCESS (CAP)]

Dear Candidate

CONGRATULATIONS! You are a PGCET Rank Holder and have successfully completed your verification process.

1. Karnataka Examinations Authority is conducting online seat allotment by obtaining the options from CET Rank holders for admission to MBA / MCA / M.E. / M.Tech / M.Arch courses. Seats will be allotted based on the merit and priority of options entered by the candidates.

- For the online seat allotment process, NIC, Karnataka along with KEA has worked out a simple user friendly software to make your experience of choosing a professional college and course as simple and convenient as possible. This is your user manual which helps you to navigate through the entire process of accessing the seat allotment, keying in your options in order of priority, securing an allotment of seat, and finally joining the college of your choice. We advise you to read this thoroughly. As always we are there with you, and you can communicate with as on email: keauthority-ka@nic.in, KEA Face Book, Website: http://kea.kar.nic.in

- All candidates are advised to read the USER Manual carefully and understand the process clearly before keying in options.

- Candidates are required to make the right choices thereby ensuring that the seat allotment process is completed successfully. KEA will bring out important and relevant information from time to time for smooth implementation of online counseling.

- All such information that is periodically updated would be available on KEA website http://kea.kar.nic.in , Helpline Centres and through newspaper notifications.

- *The information given in this Instruction Manual is the latest and this is your USER HAND BOOK for the Online Seat Allotment Process. This has been arrived at and has evolved from interactions with candidates / parents all over the State and through feedback given to us. Every candidate and parent is expected to read through and understand their roles and responsibilities fully. Karnataka Examinations Authority will not be responsible for any consequences arriving due to parents / candidates not reading the Instruction Manual carefully and not fulfilling their role and responsibility as indicated in the Instruction Manual and following the schedule issued through Press Notifications, Website Notifications and Helpline Centres from time to time.*

2. Essentials that a candidate must have when you leave the Helpline Centre after successful verification of your documents are-

(a) Verification Slip

Karnataka Examinations Authority

(b) Unique Keyword

(a) **Verification Slip**: A Verification Slip will be given to all the candidates on successful verification of the documents. Candidates are requested to verify all the details printed on it and if any wrong entries are made therein bring it to the notice of the Chief Nodal Officer of your Helpline Centre immediately.

(b) **Unique Keyword:** Unique Keyword consisting of eight alphanumeric characters will be printed on the Verification Slip. This KEYWORD is UNIQUE to every candidate. You are required to keep it confidential and this is to be used for your access to the Option Entry Login on the KEA website.

HOW TO ENTER THE KEA WEBSITE?

- Open any browser (use Internet Explorer, Firefox for better view) and enter http://kea.kar.nic.in in the address bar and then hit Enter.
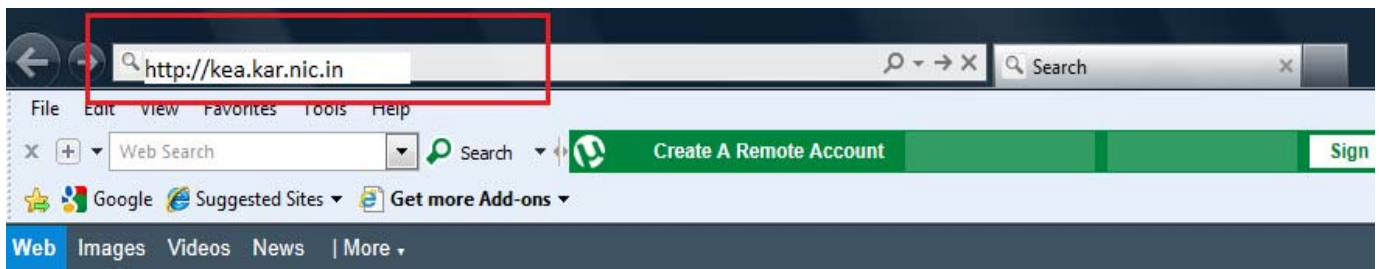
After successful entry of the website address candidates have to select the link titled as "PGCET-2012 – OPTION ENTRY" which will take you to next screen.

How to Login for the First Time?

Every Candidate has to enter his / her PG CET Number, PG CET Application Number along with the unique keyword which was printed on the verification slip issued to him / her after verification.

Step 1:
- Open any browser (use Internet Explorer, Firefox for better view) and enter the website name as http://kea.kar.nic.in in the address bar. Hit Enter Button in the key board.

Step 2:
- Enter the PG CET Admission Ticket Number in the text box of the home page.
- Click Submit button

Step 3:
- Enter Application Number which is on the application form.
- Enter Secret Unique Keyword Provided after completion of verification of documents.

Karnataka Examinations Authority

- Enter New Password (should consist of at least one alphabet and one number and should be of at least eight characters) (This is your secret Password, do not let others know to prevent misuse)
- Confirm New Password (should same as your New Password)
- Enter your Mobile Number (should be a valid mobile number in India, this is the number to which SMS alerts will be sent by KEA ,so it is very important that you enter the number carefully. Just as you have done in the Application Form that you filled in the Verification Centre)
- Enter your E-Mail Id (should be a valid e-mail id and this is the e-mail id to which log in and log out details will be sent ,so it is important that you enter carefully and check the details)
- Select Secret Hint question from the List
- Type hint answer for the secret question

Step 4:

USER ID and Password will be created for future access. Please remember the same and keep it confidential. KEA will not be responsible for consequences arising from misuse of Password and confidential Log-in-Id.

Karnataka Examinations Authority

Step 5:

- Click "**Login**" Button.
- Candidates should verify their basic information such as name, category, rank, etc.
- You will enter your Homepage on the Option Entry website.
- Check your details appearing on this page-you will see your name, PG CET Rank, your Rank discipline wise.

How to Logout?

Each time you log in remember you have accessed your homepage. Take care to see that you logout completely by clicking on the log out button. The candidate must logout after completing the session for option filling at any time and should not close the window as such.

Karnataka Examinations Authority

How to change Password?

Correctly, check all the basic details which you have entered earlier. After ascertaining the correctness of the entry the system will allow the candidate to enter the new password. Please remember this password for continuation of the process of registration, option filling and option saving. This password or changed password will be required till completion of Online Allotment Process. You can change your password any number of times.

Change Password option is used to change password of the candidate login. You can change your Password for secured login.

Step 1:
- Go to Home Page.
- Click the link "Change Password."

Step 2:
Enter Current Password
Enter New Password

Karnataka Examinations Authority

Re-enter New Password and click the button Change Password. You have successfully changed your password.

Your password needs to be carefully and confidentially retained by you. KEA will not be responsible for any consequences arising due to forgotten password / misuse of your password.

Preparatory Home Work before Option Entry:

As we have been telling you there is preparatory homework to be done very specifically before you are set to key in your Options. Your guiding factors are-

i) Your Rank

ii) Your choice of stream

Karnataka Examinations Authority

iii) Seat Matrix issued this year by the Government which will be available on our Website and Helpline Centres as soon as it is issued by the Government.

iv) Whether you come under any Category?

iv) Choice of college-its faculty, results of the previous years, infrastructure, placements, and availability of good hostel facility-please also visit the AICTE Website for details on colleges.

v) Read through this Instruction Manual and User Handbook carefully as also the criteria followed by the computer on allotment of seats.

The Option Work Sheet is there; you can take a print out of the same and start writing your options. Discuss with your parents, family, and friends. Finalise your Options, write it down. Now you are set for entry of your Options.

KEA is very keen that every candidate should fulfill her or his merit / rank and true potential and that can happen only if you spend some time writing out your options.

<p align="center">OPTION WORK SHEET</p>

By Clicking on the hyper link "Option Work Sheet," a new window will be loaded. The Window will load the "Option Work Sheet" which can be taken print out by a click on the link "Click here to Print Report".

The hard copy of "Option Work Sheet" will be useful to work out with optional entry of courses in various colleges under various course streams depending on the candidate rank over the course stream.

Step 1: Go to Home Page.   Step 2: Click the link "Option Work Sheet"

Step 3: A Pop up window will be loaded   Step 4: Click the link "Click here to Print Report" to take the print out of "Option Work Sheet".

Detailed Option Work Sheet

By Clicking on the hyper link "Detailed Option Work Sheet", a new window will be loaded. The Window will load with "Detailed option work sheet" which can be take printout by a click on the link "Click here to Print Report".

The hard copy of "Detailed Option Work Sheet" will have the details of Group, Type, College, Option Number, Course Description, and College Description, so that a candidate will have clear overview of college details. This report will be useful to work out the option entry of courses in various colleges under various course streams based on the candidate's rank.

Step 1: Go to Home Page.

Step 2: Click the link "Detailed Option Work Sheet"

Step 3: A Pop up window will be loaded

Step 4: Click the link "**Click here to Print Report**" to take the print out of "**Detailed Option Work Sheet**".

When Can a Candidate Key in their Preferred Options?

The date and time for beginning Option Entry will be notified in the Newspapers, KEA Website and in all Helpline Centres. Candidates are required to pay attention to the same and should key in their Options before time and last date for option entry. KEA will not be responsible if any candidate claims ignorance of the schedule for Option Entry and fails to key in options within the specified time and date period. Candidates are advised not to wait till the last time and date but should key in their options well within the last date and time specified. KEA will not be responsible if a candidate fails to key in his / her options due to any reasons.

NOTE ON MOCK ALLOTMENT

Karnataka Examinations Authority

After the entry of options are completed, based on the real data mock allotment will be carried out and the allotment status will be hosted on the KEA website for the information of the candidates. Two days time will be given to the candidates to verify the status of their allotment. Here, the candidate after ascertaining college and course allotted, if he / she wants to change / modify his / her options can do so within the stipulated date and time. Then based on the modified entry of options the real allotment will be carried out.

WHY DO WE CONDUCT MOCK ALLOTMENT?

Based on the Mock Allotment a candidate can know his / her status of allotment as per his / her priority of options. This gives a clear view to the candidate to change or retain the entered options. Candidate can come to know that the other candidate with lower merit has got seat which he was eligible but for his not entering that option. Therefore, candidates will be given one more choice to change the priority of options, deletion of or addition of options.

Due to change in the options by candidates after Mock Allotment, one may not get the same seat in the real allotment as was allotted in the mock allotment.

Candidate's Options Entry
(Your Priority Number (or your ranking for your seat option))

Candidates have to enter priority which is given in Numbers. Your priority number starts from 1 and ends in 999 against each course of particular college of specific course stream. The priority number is unique number for each course of all Streams.

The following table is only indicative and no inference can be drawn from it.

Karnataka Examinations Authority

The following example table will give an idea of entering options, disciplines, and course details.

Course Stream	Course	Priority of Option
ME / M.Tech	E031EC	1
ME / M.Tech	E004TC	2
ME / M.Tech	E001EC	3
ME / M.Tech	E001TC	4
ME / M.Tech	E002EC	5
ME / M.Tech	E003EC	6
ME / M.Tech	E003AR	7
ME / M.Tech	E031AR	8
ME / M.Tech	E030EC	9

The above table is only indicative and no inference can be drawn from it.

HOW TO GET THE COLLEGE WISE AND COURSE WISE LIST?

Step 1:
- Go to Home Page. Click the Link "**Candidate's Option Entry**" **College wise and Course wise list.** After entering the basic details, candidate will find the following screen.

Karnataka Examinations Authority

- Click "**Course List**" Menu on the right top corner of the home page
- Course List will be loaded in the new tab sheet.
- Click College List Menu on the right top corner of the home page to view the college list.
- Select any one of three colleges list
- College list will be loaded in the new tab sheet.
- From One College list there is a link to go to Other College list and Course & Description.

Step 2: Candidate can apply for more than one discipline by selecting and giving the options numbers in sequential manner

Step 3:

- Courses and Colleges will be listed for particular selected course type

- Enter the option in the box by giving numbers 1, 2, 3, 4…. depending on the priority of the course and college. (The Option Number is unique for each course of all Course Stream)

Step 4:

- Click "**Save**" button

  Option will be loaded in the sequential order in "**Selected view Option**" window.

The above table is only indicative for the information of the candidate and no inference shall be drawn in this regard. There is no limit for entry of options and a candidate can enter any number of options as he / she wishes to exercise on his / her own priority. Candidates are advised to enter more number of options to avoid the disappointment of not securing a seat. Any candidate has to enter the option in the priority as he / she desires. Candidates are advised to do thorough home assignment regarding the choices which they want to exercise, the college which they prefer, the course which they are interested to join etc. It is better to download the option entry sheet and discuss the same with your parents / guardians / mentors etc before actually entering same in the system. Your interest in the discipline, college infrastructure, course, distance from your place, availability of hostel etc may be some of the issues to guide your choices of options and advice of your parents. As it will save your time and minimize your chance of making mistake in option entry on the online option entry form. The allotment will not proceed to the next rank candidate till the list of your options is completely searched for availability of a seat. The candidate may change the options as many times as he / she desires before the last date and time notified for entry of options.

Options recorded in the server on the last day and time of the notified schedule in each round will be frozen and only the frozen options will be considered for allotment of seats.

NOTE: Candidates are advised not to start entering the options directly on the online option form on the internet without preparatory work at home on choice of options, as it leads to commission of mistakes / wrong entries /

Karnataka Examinations Authority

wrong order of preferences. In order to avoid last minute rush candidates are advised not wait till the last day and KEA will not be responsible for any network related problems.

FAQ's on OPTION ENTRY

How to save Options entered?

Just below the option entry panel a button called "SAVE" is available on the website. Every time a candidate enters the options and wishes to exit the website he has to click the button "SAVE" and then he can logout from the website without any loss of information.

Does a candidate have to enter all the options at once?

No, a candidate can enter and alter the entries as many times as he wants, but before the last date and time prescribed for option entry. But each time candidate has to SAVE his options by clicking on the SAVE button.

How to make changes in Options saved and entered?

After completion of process of options entry is over, and if a candidate wants to change the options he can do so by changing the preference order in the "Modify Selected Option" panel. Then save the options. He can see the changed order of preference in the "Selected Option View" which shows all the saved options. But this can be done only before the last date and time for option entry is over.

Is it essential that a candidate key in all his / her Options in one sitting in front of your computer?

No, a candidate can enter as many times as he wants 24 X 7 at any number of sittings, but before the last date and time prescribed for option entry. But each time candidate has to SAVE his options by clicking the SAVE button.

Till what time can a candidate make changes in the Option Entry Form?

Before the last date and time prescribed for Option Entry.

How to Change Order of Priority?

Once the option entry is completed, the computer will display all such entered options in a separate panel "Modify Selected Option". The candidate by viewing this can rearrange the options. The 54th option may be changed to 30th in the following method. Scroll down to the 54th option number, place the curser in front of it and enter as 30. Now this modified option will be placed at the position at 30, this can be viewed at the separate panel "Saved Options". Like this a candidate can change the order of options and he can delete the entered options by entering zero in the order number.

Therefore, it is better to enter the options after you have written it down in the option entry sheet to avoid confusion.

Modifying Order of Options

        If you want change the order options of the college and courses.

Step 1:   Go to "**Modify Selected Option**" window.

Step 2:   Change the Numbers / Type the new numbers in the option field for new priority.

(**Note:** Take care that there should not two same number in the options entry since Priority number against each course is unique)

Step 3:   Click Update Button in the Options

Step 4:   Newly Modified option will be loaded in the "**Selected view Option**" window

Example 1: Candidate who's wants to change the priority of courses

A Candidate is needs to change the priority of the courses. The process of changing the course priority is instructed below

<table>
<tr><td colspan="2" align="center">Table X:</td><td colspan="2" align="center">Table Y:</td></tr>
<tr><td colspan="2" align="center">The Current option priority is given below in</td><td colspan="2" align="center">The Candidate wants to change the priority of College course as follows</td></tr>
<tr><td align="center">College Course</td><td align="center">Option No</td><td align="center">College Course</td><td align="center">Option No</td></tr>
<tr><td align="center">E001CS</td><td align="center">1</td><td align="center">E001CS</td><td align="center">4</td></tr>
<tr><td align="center">E002EC</td><td align="center">2</td><td align="center">E002EC</td><td align="center">6</td></tr>
<tr><td align="center">E003IM</td><td align="center">3</td><td align="center">E003IM</td><td align="center">1</td></tr>
<tr><td align="center">E004IM</td><td align="center">4</td><td align="center">E004IM</td><td align="center">2</td></tr>
<tr><td align="center">E005TC</td><td align="center">5</td><td align="center">E005TC</td><td align="center">3</td></tr>
<tr><td align="center">E006IT</td><td align="center">6</td><td align="center">E006IT</td><td align="center">5</td></tr>
</table>

The above table is only indicative and no inference can be drawn from it.

        If the candidate gives same option number for more than one course then the system would automatically sort those options as per alphabet sorting of course.

Step 1:   Go to "**Modify Selection Option**" panel.

Step 2:   Change 4 against Course - E001CS   -   Change 6 against Course - E002EC

Step 3:   Change 1 against Course -E003IM   -   Change 2 against Course –E004IM

Step 4:   Change 3 against Course – E005TC   -   Change 5 against Course – E006IT

Step 5:   Click "**Update**" Button

(**Note:** Care should be taken that there should not be two same options for the different disciplines since Priority number against each course / discipline is unique)

Delete Options

How to delete Options entered?

In the "Modify Selected Option" if a candidate enters zero (0) then automatically that option will get deleted from the list.

Step 1: Go to Modify Selected Option window.
Step 2: Enter the number "0" (Zero) in the option field to delete.
                    (Note: More than One Option can be deleted at the same time)

Step 3: Click Update Button in the Options
Step 4: Deleted Entry option(s) will not be there in "Selected view Option" window
Step 5: Click "Update" Button
(Note: Option 1 and Option 2 is left unchanged, since option 3 is deleted and priority will be changed after option 3)

Print Option Report (Summary/Detailed)

Once the "Options entry" is over. You can have the report printed in both summary and detailed manner.

Step 1: Go to "Selected Options View" window.
Step 2: Cross verify the courses and colleges depending on the priority of Courses, Colleges and Course type
Step 3: Click hyperlink "short" or "detailed" to get the short or detailed report respectively.

Can I take a printout of My Options Entry sheet? If so at what stage?

Provision is made to take the print out of options at every interval. Candidate has to SAVE his options whenever he changes his options. For the purpose of allotment of seats the computer will consider the last saved options. So it is advised that the candidate take print out of the final options at the end, that is, if you have done your final option entry and you will not change your options further, then you can take the print out of the entered and saved options for your reference.

Options Entry Example

By a Click on the hyper link "Option Entry Example", a new tab sheet will be loaded by the browser. The tab sheet will have the details of instruction how a candidate can register options for the courses.

Step 1: Go to Home Page.

Step 2: Click the link "Option Entry Example"

15

View Login Details

Click the link "View Login Details" to view your latest login details in the web page.

Step 1: Go to Home Page.

Step 2: Click the link "View Login Details".

Step 3: A Window will load with Login details.

This uptimes the history of your log in and log out in to your account. You can access this information and be assured that as long as you have not disclosed your unique keyword and password; nobody can access your account.

CET No: AW123	Name : Raghavendra T K		
Your Login Details			

Sl.No	LoginTime	LogoutTime	LogStatus
1	17-05-2012 13:15:21	17-05-2012 13:15:29	Successfully Logged Out
2	17-05-2012 13:52:21	--	Not Logged Out Properly
3	17-05-2012 17:05:37	--	Not Logged Out Properly
4	17-05-2012 17:35:27	--	Not Logged Out Properly
5	17-05-2012 17:36:19	--	Not Logged Out Properly
6	17-05-2012 17:38:26	--	Not Logged Out Properly
7	17-05-2012 17:39:57	17-05-2012 17:42:55	Successfully Logged Out
8	17-05-2012 17:43:56	--	Not Logged Out Properly
9	17-05-2012 17:47:55	--	Not Logged Out Properly
10	17-05-2012 17:48:47	--	Not Logged Out Properly
11	17-05-2012 17:50:12	--	Not Logged Out Properly
12	17-05-2012 17:53:41	--	Not Logged Out Properly
13	17-05-2012 17:59:12	17-05-2012 18:10:19	Successfully Logged Out
14	17-05-2012 18:11:55	--	Not Logged Out Properly
15	17-05-2012 18:12:53	--	Not Logged Out Properly

How does a candidate know his/her account is not accessed by others?

It is very clearly informed to all the candidates that the USER ID, Unique Keyword and PASSWORD should not be revealed to anybody. Further, KEA is sending SMS alerts and e-mails each time when a candidate logs in and logs out of the website. For this the candidate has to enter his mobile number correctly and the e-mail will be sent from are registered valid e-mail ID only. Based on the Keyword provided by KEA the candidate has to

16

generate his own password. It is the duty of the candidate to safeguards the credentials of unique Keyword, login and password provided by KEA. Therefore, other than the candidate it is not possible to access / edit the candidate accounts by others or even by KEA.

ADMISSION ROUND

(i) After the last date and time fixed for entering the options is over and as per the seat matrix issued by the Government, action will be taken to allot the seats in the order of merit based on the priority of the options entered by the candidates and by following the reservation policy of the Government.

(ii) The computer begins allotment with the Special Category seat for Physically Disabled category for MBA / MCA / M.E. /M.Tech courses.

a. The order of seat allotment process is as follows:

     i)   For ME / M.Tech / M.Arch / MBA (Infrastructure Management) courses.

     ii)   For MCA Course.

     iii)   For MBA and PGDM courses.

i) For ME / M.Tech / M.Arch / MBA (Infrastructure Management) courses.

1.   In the case of **M.E. / M.Tech./ M.Arch / MBA** (Infrastructure Management) (Full Time) courses, first seat will be allotted to **VALID GATE SCORE** candidates irrespective of the Karnataka or non-Karnataka. However, reservation is applicable only to those who become eligible as Karnataka candidates as per item 6 of Chapter - 1 of the PGCET-2012 brochure and the same is not applicable to Non-Karnataka **GATE** rank holders. Non-Karnataka GATE rank holders will be considered under Open / General Category.

2.   After allotment of seats to eligible **GATE** rank holders is over, the seat that remains under General category, 90% of the seats are reserved for Karnataka Candidates and the remaining 10% for Non-Karnataka Candidates to the eligible **PGCET-2012** rank holders.

The procedure followed for allotment of seats shall be as follows:

Selection of seats for M.E. / M.Tech/ M.Arch / MBA (Infrastructure Management) Full Time / Part Time Course:

a) Seat allotment for **GATE** Candidates: As per the seat matrix issued by the Government, allotment of seats shall be held for all GATE candidates from GATE Rank List (Full Time and Part Time).

b) Seat allotment for **PGCET-2012** Candidates: The seats remaining vacant after allotment of seats to the GATE candidates shall be offered to candidates who will become eligible in PGCET-2012. (Full time and Part time).

The ME / M.Tech / M.Arch / MBA (Infrastructure Management) seats pertaining to all reserved categories, Ex-Defence and General Merit students will be offered in this stage at once. All eligible ME / M.Tech / M.Arch /

17

rank holders including the candidates, who have allotted seats under the Physically Disabled, will also be considered for allotment of ME / M.Tech / M.Arch / seats in accordance with their ranks and options.

Allocation of Seats for MBA and MCA courses:

There will be both General & Reserved Category seats under Government Seats and only General Category Seats under Management Seats (surrendered by Private Unaided Institutions, if any),

(1) The General Category and Reserved Category seats under Government Seats shall be allotted to only those candidates who becomes eligible as Karnataka candidates as per item 6 of Chapter - 1 of the brochure.

(2) The General category seats under Management Seats shall be allotted to both Karnataka and Non Karnataka candidates.

ii) For MCA Course

The MCA seats pertaining to all reserved categories, Ex-Defence and General Merit students will be offered in this stage at once. All eligible MCA rank holders including the candidates, who have allotted seats under the Physically Disabled and ME / M.Tech courses will be considered for allotment of seats in accordance with their ranks.

iii) For MBA Course

The MBA seats pertaining to all reserved categories, Ex-Defence and General Merit students will be offered in this stage at once. All eligible MBA rank holders including the candidates, who have selected seats under the Physically Disabled or MCA or ME / M.Tech seats will also be considered for allotment of MBA seats in accordance with their ranks.

a. General Merit category candidates will be considered only in the General Merit quota. The rank list will be invariably followed for allotment of seats. All Reserved category candidates will first be considered for allotment in General Merit as per their merit and rank and as per the options given by them. After the General Merit seats are exhausted the candidate belonging to the respective categories will be allotted the seats in their respective category as per their rank and as per the options given by them.

b. Reserved candidates will be first allotted in General Merit Category and respective general of the reserved category.

c. While allotting to Special Category candidates namely, Ex-Defence, first allotment will be made under General Merit category as per their ranks, if the seat is not available in GM, then it will be allotted in the respective reserved category if seats are available and then finally the seats will be allotted under Special Category if seats are available in the order of merit.

FLOW CHART FOR ADMISSION ROUND

Karnataka Examinations Authority

Special Category	All eligible candidates	Order of Allotment
(Physically Disabled)	Including all Special Categories.	a) ME / M.Tech / M.Arch
		b) MCA
		c) MBA

ILLUSTRATION FOR ALLOTMENT OF SEAT (FOR THE BENEFIT OF THE CANDIDATES)

After the verification of documents and excising options by the candidate the seats will be allotted as in previous years in two rounds i.e., (1) Admission Round (2) General Casual Vacancy Round

The following system will be followed for allotment of seats. Here is a sample illustration of choice of options by a candidate:

CASE1:

Name of the candidate: Raju

Category: GM   M.Tech Rank: 1200   MBA: 4000

In this case the candidate has given the following options. (It is only an Example)

Priority Number	Options
Option1	M.Tech
Option 2	M.Tech
Option 3	M.Tech
Option 4	MBA
Option 5	MBA
Option 6	M.Tech
Option 7	M.Tech
Option 8	MBA
Option 9	M.Tech

The computer starts M.Tech seat allotment with Rank 1. Then after completing allotment till rank 1199, it reaches rank 1200. Raju's M.Tech rank is 1200. Option number 1 is not available. Similarly option number 2, option number 3 is not available as the candidate above his rank has already been allotted and no vacancy exists. The next option is 4 which is MBA, hence it is not considered in this stage. Next option is also MBA which is also not considered for allotment. The 6th Option is M.Tech so it will be considered for allotment and the 6th option is available computer will allot the seat under M.Tech to this candidate and the options below 6th will not be considered for future allotment. (Options below will be freezed)

Karnataka Examinations Authority

CASE2: (It is only an Example)

Name of the candidate: Syed Category : 2B - MCA Rank : 1450 – MBA - 1340

Priority Number	Options
Option 1	MCA
Option 2	MCA
Option 3	MCA
Option 4	MCA
Option 5	MCA
Option 6	MCA
Option 7	MBA
Option 8	MCA
Option 9	MBA

The candidate is considered as per his rank and as per his options in the order of priority mentioned by the candidate. The computer starts MCA allotment with Rank 1. Then after completing allotment till rank 1449, it reaches rank 1450. Syed's MCA rank is 1450 and hence option number 1 is not available. Similarly option number 2 is not available as the candidate above his rank has already been allotted and no vacancy exists. Likewise it goes up to the option 6 by checking the vacancy. The next option is 7 and the option is MBA which will not be considered at this stage. Therefore the computer move on to the next option i.e., option number 8 and the seat is available. Hence the computer will allot option number 8 to the candidate.

CASE3: (It is only an Example)

Name of the candidate: Peter Category : GM- MBA Rank   : 150 –

Priority Number	Options
Option 1	MBA
Option 2	MBA
Option 3	MBA
Option 4	MBA
Option 5	MBA
Option 6	MBA
Option 7	MBA
Option 8	MBA
Option 9	MBA

The candidate is considered as per his rank and as per his options in the order of priority mentioned by the candidate. The computer starts MBA allotment with rank 1. Then after completing till rank 149, it reaches to 150. By checking the each options entered by him the computer will reach upto option number 8. Since all the seats up to option 7 have already been allotted to the higher rank holders there are no seats available. Therefore the computer considers the 8th option and allot the seats as per his merit.

The same procedure is followed for all the eligible rank holders from 1 to last rank. Then the computer starts M.Tech seat allotment. Again the same procedure will be adopted for seat allotment. Each stage is known as one iteration. Therefore there may be many iterations in one round. The iteration will stop when the seats are

exhausted or the choice of the candidate is over. By this method the candidate gets the best of the best seat as per his choice and options and as per his rank. The candidate can track the allotment of seats in every iteration stage.

There are few candidates who have got ranks in multiple disciplines, like ME and MBA or MBA and MCA. While allotting the seats at each stage the computer will check the previous allotment and if seats are already allotted to a particular candidate, then while allotting the seat to a different discipline as per the merit the seat allotted earlier will be cancelled automatically and the same seat will come back to the seat matrix pool and it will be offered to the candidates as per the merit.

Summary:

This illustrates that at each stage, the options are getting shrunk before moving to the next stage, if seats are allotted. If seats are not allotted, the options list remains unchanged.

The seats which are returned back to seat matrix in the process of allotment stages will be allotted to the next candidate as per rank and options. This way there will be a number of iterations till the candidate gets the best seat of his choice governed by rank. This means, the system halts allotment when no seats are available for a candidate as per his options.

All the stages taken together as detailed above will form one round and the stages mentioned above, are known as iteration stage. The iteration stage in each round will go on as long as the choice of the candidate is not fulfilled or the availability seat is not exhausted. However it is possible that if all seats are exhausted then a candidate might not be allotted a seat at all. Therefore it is very important to candidates to give their options/choices very carefully and after considerable thought and after discussing with their parents and elders. If by chance the options given by the candidate is not well thought he may lose a seat in a good college as he may not have given option for that particular college or would have given lower options. For example a candidate is interested in college A, but by mistake or by oversight he has given a lower preference for that college and has given higher preference for some other college. The computer then will allot a seat as per his rank and as per his higher priorities. In this way he may tend to lose a seat in the college of his choice merely because he has not given a correct priority of options.

After the entire iteration of all the discipline is complete the final list will be announced on the website. Therefore, many iterations may take place in one round as per the choice of the candidate and as per the availability of seats. The candidate can track down the movement of seats in the different iteration stages to satisfy himself that the best of the choices is allotted to him. Virtual tracking of the process of allotment by the computer can be viewed by the candidate after allotment. This ensures transparency in the entire allotment stage and KEA is known for its motto Trust Through Total Transparency.

GENERAL CASUAL VACANCY ROUND

Karnataka Examinations Authority

After completion of Admission Round seat allotment, all the unfilled seats, if any, will be offered as CASUAL VACANCIES. Allotment of seats in Casual Vacancy Round will be that of the same with regard to order of allotment followed in the Admission Round. After completion of Admission Round the seats which remain unfilled will be transferred to by following procedure which is explained as below:

PROCEDURE FOLLOWED FOR CONVERSION OF UNFILLED SEATS

After completion of the Admission Round, the seats that remain unfilled under all the reserved categories along with unfilled special category seats, if any, will be converted to the General Merit category and offered to GM candidates along with all other reserved category candidates in the Casual Vacancy Round.

IMPORTANT:

This procedure of conversion of seats will be adopted before the commencement of Casual Vacancy Round. Further, if the reserved category candidates allotted with a General Merit / respective reserved category seat during the Casual Vacancy Round, then a reserved category seat becomes vacant. Such seats are treated as **'CONSEQUENTIAL CASUAL VACANCIES'.** These consequential reserved category vacancies that arise during the Casual Vacancy Round will remain under the same categories and will be offered only to the candidates belonging to the same reserved categories.

IMPORTANT NOTE ON SEAT ALLOTMENT

(Admission round - General Casual Vacancy Round)

After completion of the last date and time for entry of options, action will be taken to allot the seats in the order of merit and the priority of options entered by the candidates. Options entered by the candidates will be considered for allotment for both the rounds. Once the options are finalized by the candidates, the last saved options will be the basis for seat allotment. As per the procedure explained above, the seats will be allotted in continuous two rounds simultaneously by clubbing all the two rounds so that the candidates need not have to wait for all the two rounds to complete. Once the candidate enters the options before the last date and time the computer will take care to consider the options for allotment of a seat in the order of merit for all the two rounds. The two rounds are

a. **Admission Round**

First the seat will be allotted in the Admission Round in the order of merit and options entered by the candidates based on the seat matrix issued by the Government.

b. **General Casual Vacancy Round**

1. All un-allotted reserved category and Special Category seats at the end of Admission Round will be converted into GM and will be offered to all the candidates including reserved category candidates.

22

2. Consequential vacancies shall be maintained in the same category and offered to the respective category candidates only.

3. Even in this round also the same order of options entered by the candidates will be considered for allotment.

   i.   The priority of options will remains same even for this round also.

   ii. All the above higher order options will be considered for allotment of seats. Think that, If a candidate has been allotted a seat in the Admission round for his / her 115th option, all the above higher order options means, option number 1 to 114 will only be considered for allotment, if any of the options from 1 to 114 is available in the order of merit then computer will allot the seats to that candidate and automatically the earlier allotted seat will be get cancelled and added to the seat matrix and it will be offered to the next candidate in the order of merit.

   iii. If a candidate fails to get any of the options from 1 to 114 then the seat allotted to him / her in earlier round for 115th option will remain with him / her.

   iv. Always, the computer moving towards upward directions so that the candidate will get the best of the best options entered by him / her. (Options 1 to Option 114)

All the above two rounds will be clubbed together and action will be taken to allot the seats in the order of merit and options entered by the candidates. Therefore all the candidates are advised to enter all the possible options and more number of options so that they will be placed in a better position in the order of merit.

The final list of the candidates who have been allotted in the Admission Round / General Casual Vacancy Round will be hosted on the website, and the candidates are requested to note the allotment of seats to them. The candidate here has O2 choices. The choices are: -

Implication:

Candidates who have been allotted seats in any discipline are required to pay the prescribed fees and should compulsorily report to the colleges on or before the last date mentioned in the admission order and should update the details through their log-In-Id to KEA or they lose their allotted seats. If they do not want this allotted seat, they should exercise Choice 2 and reject the allotment.

POST SEAT ALLOTMENT PROCEDURE – CHOICES BEFORE A CANDIDATE

Choice 1: Candidates who have been allotted seats in any discipline are required to pay the prescribed fees and should compulsorily report to the colleges on or before the last date mentioned in the admission

order and should update the details through their log-In-Id to KEA or they lose their allotted seats. **The** candidates should pay the prescribed fees by downloading the allotted details in the Helpline Centres, obtain the admission order and report to the college and immediately login to their Option Entry Log-In-Id and report to KEA that they have joined. If a candidate fails to report back to KEA that they have joined, then seat will be cancelled even though they might have physically joined.

Further any candidate who has paid the fees and obtained the Admission Order and fails to report to the College on or before the last date and time specified by KEA in the Admission Order, for such candidates no extension of time will be given and the allotment made in his favour shall be treated as Cancelled and he / she has no claim further on such allotment and they will not be considered for allotment of seats in the subsequent round. Such seats shall revert back to the pool and fee paid by them will be forfeited.

Choice2: Not satisfied with KEA allotted seat and candidate has got seat elsewhere, so candidate is **quitting** and not interested in the KEA allotted seats.

NOTE: If a candidate fails to exercise any of the above choices within the stipulated date and time then the seat allotted to such candidate stands cancelled automatically without any further notice in this regard and who will not be allowed to participate in further rounds.

It is the endeavor of the Government that no seat should mis-utilized as all seats under Government quota are subsidized for the meritorious students and will not be allowed to participate

A NOTE ON REFUND AND FORFEITURE OF FEE

(1) If a candidate who has been allotted a seat in any discipline in the Admission Round and who has reported to the college, wishes to surrenders / cancel the seat before the last date notified for the commencement of the Casual Vacancy Round, the Executive Director, shall deduct **Rs.5,000**/- as processing fee and refund the remaining fee paid.

(2) If a candidate who has been allotted a seat in any discipline in the Admission Round and who has reported to the college or not, surrenders the seat after the completion of Casual Vacancy Round, the Executive Director, shall forfeit the entire fee paid.

(3) The candidate who surrenders the seat allotted in the Casual Vacancy Round, the Executive Director, shall forfeit the entire fee paid.

(4) No surrender or cancellation of seat shall be accepted, unless the candidate surrenders the original admission order issued by the KEA and the original Bank Challan.

(5) If a candidate does not surrender / cancel / fails to join the allotted college even after the completion of the Casual Vacancy Round the Executive Director, Karnataka Examinations Authority shall forfeit the entire fee amount paid by the candidates.

(6) *If a candidate reports to the college and later on leaves the college he / she has to necessarily surrender the seat back to KEA only. It is the endeavor of KEA to see that subsidized Government Quota seats are accessible and available to all meritorious students. Hence failing to surrender the seat back to KEA will be viewed as a breach of contract and severe lack of social responsibility.*

Karnataka Examinations Authority wishes you the very best in your journey seeking career choices.