



For admission into undergraduate courses in Engineering and Technology, Pharmacy and postgraduate courses in M.Tech, M.Pharm, MBA and MCA in the colleges under AMPAI, CEE-AMPAI 2020 WB and CEE-AMPAI Masters were held on October 18, 2020 for the academic session 2021. The AMPAI will conduct the web-based online counseling (e-counseling) from November 20th 2020.

The guidelines for e-counseling and admission process are provided here under. Each candidate registering for e-counseling must go through the rules and guidelines mentioned below.

Rules and Guidelines

Step 1 : Online Registration for counselling

- In the **“New Registration Section”** do the following actions:
 - Enter Application Form Number
 - Verify your Name and Course and **Click “Pay counselling fees”** button
- Complete the Payment process. **The registration fee is Rs, 200**
- Only after successful registration, a candidate can fill-up choices.

Step 2: Candidate Login

- In the **“Candidate Login”**, enter the Application Number and Password.
- Click **Sign in** to enter into Personal Information Page.

Step 3: Choice Filling

- Go to the choice filling section (Fill Choice).
- Choice means “Institute-Branch” combination (Example: JIS College-Computer Science).
- Add combinations of Institute & Branch one by one as per your preference.
- Add maximum number of choices to increase your chance of getting allotted a seat.
- Save your given choices (Save Choice).
- Take print out of the choices filled by you.
- You can edit your choices as many times as you want till closure of Choice Fill up option on 23/Nov/2020. Every time you edit your choices, ‘Save Choice’ the same.
- After final entry of choices, the same should be locked clicking the **“Lock Choice”** button. The printout of locked choices should be taken and retained. If any candidate forgot to lock his/her choices, the system will automatically lock the same after closure of fill up option on 23/Nov/2020. **Given choices, once Locked cannot be edited.**

Step 4: Seat Allotment

- Check your allotment in the counseling section of the website on November 24th 2020.
- A candidate who has been allotted a seat can participate in auto-up-gradation of the allotted seat OR can accept the allotted seat for admission. Candidates, having allotted their **first prioritized seats on November 24th 2020**, will not be allowed to participate in auto-up-gradation process.
- If no seat is allotted, wait for next phase of counseling, which will be made against the remaining vacant seats after admission will be declared on **December 5th 2020**.
- After each phase of allotment, results will be intimated to the candidates through SMS in their registered mobile.

Step 5: Admission Procedure

- Print your **Final Allotment Letter** at the earliest and visit respective college for admission. While taking admission you will mention **Freeze** or **Float** your admission option. In case you choose freeze, you will not be allowed for auto-up gradation process and your admission to that college and branch will be final. Otherwise your prioritized option will be considered at the time of up gradation process if any vacancy occurred.
- Read all instructions given in the allotment letter and website carefully.