

**INSTRUCTIONS FOR INSTITUTES REGARDING
VERIFICATION OF DOCUMENTS AND CONFIRMATION OF THE SEAT**

1. Follow the following steps for the document verification and final confirmation of the Allocated seats of the candidates.
 1. Go to **Seat Allotment** Tab
 2. Then go to **View / Update Student seat**
 3. Select Stream and then Course
 4. List of students admitted in this course will be displayed on screen
 5. Click on button "**View**" to view the details of the candidate.
 6. Verify all the details of the candidate and the amount of fees to be deposited by the candidate very carefully.
 7. Fees is calculated as per the allotment of the seat. It is based on category criteria / CM scholarship / FWS / etc as applicable.
 8. Check and verify the fees, all the documents uploaded by the candidate very carefully as per the result and allotment of the seat.
 9. Thereafter press the relevant button of update status as given below :
 - **Pending** : this is highlighted till the time record is not verified
 - **Approve** : Press approve, if record of candidate and all the documents are correct and as per the allotment of the seat. Enter OK in the remarks and confirm. Candidate will get alert SMS on the registered mobile number to deposit the Admission fees.
 - **Reject** : Press Reject, if the credentials are not correct or not as per the allotment of the seat. Enter the deficiency in the remarks and the correct mobile number and email of the admission in-charge. Alert / SMS will be sent to the candidate and he / she will contact the concern to deposit the deficient documents.
 - **On-hold** : Press On-hold, if the candidate wishes to submit the deficient document within the given stipulated time of confirmation and fees deposit of Online counselling Schedule.
 10. It will be the sole responsibility of the Institute to check all the credentials and the uploaded certificates of all the candidates very carefully.
 11. For the candidates who opt for Offline mode of payment, they will deposit the fees in the bank branch through e-challan generated by the software.
 12. Thereafter the candidate will upload the scanned copy of Institute's copy through his/her login ID.
 13. Institute will confirm the receipt by clicking on **verify receipt** button. After the receipt is verified by the Institute, candidate will get alert SMS on the registered mobile number regarding confirmation of the allotted seat.