



**GOVERNMENT OF ASSAM**  
**DIRECTORATE OF TECHNICAL EDUCATION, ASSAM**  
**KAHILIPARA, GUWAHATI – 781019**

**GUIDELINE & SCHEDULE FOR ADMISSION INTO 1<sup>st</sup> SEMESTER OF MCA  
PROGRAMMES IN THE ENGINEERING COLLEGES OF ASSAM FOR THE  
ACADEMIC SESSION 2022-23**

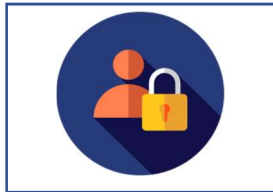
**ONLINE COUNSELLING SCHEDULE**

<b>Sl. No.</b>	<b>Events</b>	<b>Time Period (in days)</b>	<b>Date</b>
<b>1</b>	Upload documents, choice filling for Branches and Engineering Colleges by the candidates to participate in the online counselling and deposit of counselling fee.	7	6 <sup>th</sup> of September to 12 <sup>th</sup> of September 2022
<b>2</b>	Allotment of seats of <b>1<sup>st</sup> online counselling.</b>	1	15 <sup>th</sup> of September 2022
<b>3</b>	Acceptance against allotted seats along with Acceptance Letter and necessary documents upload.	3	16 <sup>th</sup> of September to 18 <sup>th</sup> of September 2022
<b>4</b>	Reporting for Document (Original) Verification at the respective College	2	19 <sup>th</sup> of September to 20 <sup>th</sup> of September 2022
<b>5</b>	Submission of Admission Report and Vacancy List by respective colleges to DTE Office	--	21 <sup>st</sup> of September 2022
<b>6</b>	Display of <b>Vacancy List</b> received from colleges after 1 <sup>st</sup> online counselling	--	22 <sup>nd</sup> of September 2022
<b>7</b>	Allotment of seats of <b>2<sup>nd</sup> online counselling.</b>	--	Will be declared depending upon availability of seats.

- Note:**
- 1. No. of rounds of counselling subject to the availability of seats.**
  - 2. Dates mentioned in the above schedule may be changed in due course of time.**
  - 3. All the candidates are requested to visit the DTE website regularly for the latest updates.**
  - 4. Reporting Date will be mentioned in the Allotment Letter.**

## Steps for Allotment & Admission Process

### STEPS FOR THE CANDIDATES



**STEP**  
**1**

#### **CANDIDATE LOGIN**

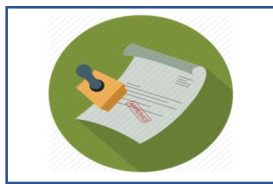
Login to the portal. Visit the website [dte.assam.gov.in](http://dte.assam.gov.in)



**STEP**  
**2**

#### **ACCEPT ALLOTMENT**

If allotted a seat in the counselling then accept the Allotment and upload the Acceptance Letter.



**STEP**  
**3**

#### **ALLOTMENT LETTER**

After accepting the Allotment and uploading the Acceptance Letter, Download the Provisional Allotment Letter from the portal.



**STEP**  
**4**

#### **REPORT TO THE INSTITUTE**

After downloading the provisional allotment letter, report to the allotted institute within the given dates for document verification & admission.



**STEP**  
**5**

#### **ADMISSION & FEE PAYMENT**

After document verification & acceptance for admission, pay the admission fees to take admission in the respective institute.



**STEP**  
**6**

#### **ADMISSION CONFIRMATION**

After the admission process is over, login into the web portal and download the admission receipt.

**Guidelines to be followed in the entire Online Counselling process for Admission into 1<sup>st</sup> Semester of MCA Programmes in The Engineering Colleges of Assam for The Academic Session 2022-23**

**Accept Allotment of seat:**

1. The registered candidates who have completed choice filling and document uploading will be considered for allotment of seats as per merit & category of the candidate. The allotment will be made against one seat & the allotment of seats will be purely provisional.
2. The candidates who get the seat allotment must accept it through the portal.
3. If no seat is allotted, the eligible candidates will automatically be considered in the next counselling.
4. If a candidate does not accept an allotted seat within the specified time period as mentioned in the schedule, his/her candidature will be forfeited from the entire admission process and will be omitted from the entire counselling process as well.

**Allotment letter:**

5. In order to download the provisional allotment letter, candidates must sign the acceptance letter generated at the time of accepting the allotment and upload it to the portal.
6. If a candidate wishes to exit from the counselling process he may do so by selecting the appropriate option, in that case, his/her candidature will be forfeited for the entire counselling process. However, the candidate must have to submit an undertaking.

**Report to the College:**

7. The candidates must visit the allotted colleges with the required documents for physical verification. Institutions will check and verify their documents physically. Any document deemed ineligible may be rejected by the institution, and the candidature may be forfeited from the entire admission process.
8. If a candidate accepts the allotted seat but does not report to visit the college for document verification and admission within the specified time, his/her candidature will be forfeited from the entire admission process.

### **Document verification & Fee payment:**

9. The candidates have to visit the allotted colleges with the required documents for physical verification only on the 1<sup>st</sup> allotment. Candidates who receive seat allotments in the colleges must get their documentation validated once and for all.
10. The candidates must pay the admission fee of Rs.10000/- at the time of admission at the college where they get the 1<sup>st</sup> seat allotment.
11. Candidates who choose a better option won't have to pay the token fee each time they are allotted a seat. They will have to pay the institute 10% of the total fee amount when they finally freeze their seats and take admission.
12. Candidates having discrepant documents (PRC/NCL) may be considered provisionally verified, but the candidate will have to make the discrepancy correct within the specified time, visit the college for verification of the discrepant documents and regularize his/her admission where the candidate gets the latest seat allotment.
13. Document Verification will be done at the college level at the time of reporting. The checklist of documents for document verification is mentioned in **Annexure – I**
14. If the data entered in the online portal do not match with the original documents during physical verification, then his/her candidature will be rejected for that round. The competent authority will do the correction of the data of the candidate. It may be considered for the next rounds with corrected data if the candidate fulfils the eligibility criteria.
15. The detail of the fees to be submitted on the day of verification is **Rs. 10,000** as token money from the candidates which will be adjusted later on at the time of final admission.
16. The hostel and mess expenses will be collected at the college level after the allotment of the hostel to the candidates as per prescribed rates/guidelines.
17. There may be spot counselling only in those colleges where a vacancy arises after counselling is over.

### **Annexure-I**

Candidates will have to produce for verification the following documents in original at the time of verification and submit the self-attested photocopies of the same along with 2 (two) recent passport size photographs with their signature.

#### **DOCUMENTS REQUIRED FOR ALL CANDIDATES:**

1	AGE PROOF	H.S.L.C. OR ITS EQUIVALENT EXAMINATION ADMIT CARD.
2	QUALIFYING EXAMINATION MARK SHEET & CERTIFICATE	1. FOR PASSED CANDIDATES - MARKSHEET OF BACHELOR'S DEGREE. 2. FOR CANDIDATES AWAITING FOR RESULT - MARKSHEET OF ALL SEMESTER TILL 5TH SEMESTER.
3	PERMANENT RESIDENT CERTIFICATE	PERMANENT RESIDENT CERTIFICATE OF ASSAM [PRC]
4	PROVISIONAL ALLOTMENT LETTER	TO BE DOWNLOADED FROM THE WEBSITE
5	PART-A FORM	ATTACHED WITH THE PROVISIONAL ALLOTMENT LETTER
6	JMEE RANK CARD	TO BE DOWNLOADED FROM ASTU WEBSITE

#### **IN ADDITION TO THE ABOVE THE OTHER DOCUMENTS ARE REQUIRED AGAINST THE BELOW-MENTIONED CASTE/ CATEGORY AS FOLLOWS:**

1	SC/ST[P]/ ST[H]	CASTE CERTIFICATE
2	OBC/MOBC [NON-CREAMY LAYER]	CASTE CERTIFICATE ALONG WITH NON-CREAMY LAYER CERTIFICATE [NCL]
3	PERSONS WITH DISABILITIES [PwD]	IDENTITY CARD AS DIFFERENTLY-ABLED ISSUED BY THE SOCIAL WELFARE DEPARTMENT

#### **Upgradation of seat:**

1. Candidates who accept the allotted seat but still wish to take part in the subsequent round of counselling to find a better option as per the choice filling orders will be permitted, but they must submit an undertaking at the time of reporting for Document Verification.
2. The candidate does not have to visit personally for document verification where he or she gets a new allotment under upgradation after getting verified with confirmed status in the college where the candidate was allotted at first, since, the documents have already been examined by

the college where he or she was allotted first and marked as “Verified” on the portal. The next institution can retrieve the documents from the portal itself.

3. Candidates getting new seat allotment under upgradation must accept the newly allotted seat. Because, once a new seat is allotted to a candidate his/her previous seat will automatically be cancelled. If the candidate does not accept the newly allotted seat, he/she will lose the previous seat and will be omitted from the subsequent round of counselling.
4. If a candidate has been verified on a provisional basis and got allotment in another college as per the chosen preferences as a better option, the candidate must visit the new college to have any discrepant documents verified. However, until the discrepant documents are verified, his/ her verification will continue to be provisional.
5. The candidates who have been verified provisionally to a college and still have not received the required documents but want to go for further upgradation he can do so by selecting the auto upgradation option. Then the candidate has to submit a self-declaration through the portal without going personally to the college stating his/her inability to procure the required document. In that case, the verification status of the candidate to the upgraded college will also remain provisional.
6. If a candidate gets an allotment after opting for better options in another college and accepts the allotment accordingly, the previous allotment will be cancelled automatically on receipt of the verification confirmation from the new institution. The candidate need not have to pay the fee again.

The above instructions may be subject to change if necessary. The final decision regarding all the processes of counselling and admission will be taken by the Directorate of Technical Education as and when necessary.

The candidates are requested to check **News & Events** daily in the admission portal.

### **ELIGIBILITY FOR ADMISSION INTO 2 YEARS MCA COURSE**

To be eligible for Admission to any of the Colleges a candidate must fulfil the following conditions:

- i. The Candidate must be an Indian Citizen. [with a valid PRC issued by the competent authority]
- ii. Candidates must have a recognized bachelor’s degree of a minimum 3 years duration with mathematics at 10+2 level or graduation.

- iii. Candidate must secure a minimum of **50% (45% in case of candidate belonging to reserved category)** marks in the Graduation.
- iv. For candidates whose 6th-semester result is awaited, they must secure **50% (45% in case of candidates belonging to reserved category)** marks till the 5<sup>th</sup> semester. Candidates will have to give an undertaking that he/she shall be able to produce the final Mark-Sheet/Certificate within two months of taking admission.
- v. The Candidate must have a valid rank in the Entrance Examination (JMEE-2022) for admission.
- vi. The Candidate must possess a good moral character.
- vii. The Candidate must be physically and mentally fit.

### **RESERVATION OF SEATS:**

The details of the seat plan along with reservation are available in **Annexure – II** attached herewith for the above-mentioned colleges.

### **Contact Us**

- For any queries, candidates can reach us via phone and mail through the **Contact Number** and **Email ID** mentioned below:

Contact Number: **+91 931 971 7289/+91 700 298 5708**

Email ID: [dtejmjlhelpdesk@gmail.com](mailto:dtejmjlhelpdesk@gmail.com)

### ***Annexure-II***

<b>Seat Plan of MCA-2022</b>							
Name of College	UR (51%)	OBC/MOBC (27%)	SC (7%)	ST (P) (10%)	ST (P) (5%)	PwD (5%)	Total
Assam Engineering College	16	8	2	3	1	2	30
Jorhat Engineering College	15	8	2	3	2	1	30
<b>Total</b>	<b>31</b>	<b>16</b>	<b>4</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>60</b>

**Note:** The reservation for candidates of the PwD category is horizontal i.e., the allotted seat will be deducted from the respective category of the candidate.