

## **Centralized Counselling for MCA admissions in NITs through NIMCET-2023**

### **FAQ**

- **Question 1 :**

**Is it necessary to submit Course completion certificate if I am having a provisional certificate and consolidated mark sheet?**

Answer :

No. It is required only when your qualifying degree result is awaited.

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- **Question 2 :**

**How to respond to the query raised by the Document Verifying Officer?**

Answer :

The candidate should login in his/her account on the website and click on “Respond Discrepancy”. Upload the document, if required as mentioned in the query. Please note that candidate should respond within the time duration mentioned, failing which their document verification would not be complete and thus their seat allotment would be cancelled.

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- **Question 3 :**

**How to contact the allotted institute regarding query raised with respect to document verification?**

Answer :

If the candidate needs any clarifications related to the query raised by the document verifying officer of the allotted institute, he/she may contact the PI in-charge of that institute. The helpline contact numbers/email IDs are available in “Participating Institutes” section of NIMCET website: <https://nimcet.admissions.nic.in>.

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- **Question 4 :**

**If I am allotted a seat, what should I do now?**

Answer : Refer section 1.11 on page 33 of revised Information Brochure available on <https://nimcet.in> or <https://nimcet.admissions.nic.in>.

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- **Question 5 : What documents are needed during online reporting ?** Answer : Candidates are required to upload the coloured scanned copy of the original Documents listed in “section 1.7 and 1.8 of Information Brochure”.

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- **Question 6 :**

**I was allotted a seat in Round 1 but I did not respond the query of document verifying officer. Can I participate in the seat allocation again?**

Answer :

No, You cannot. If you do not respond to the query of document verifying officer, your allotment shall stand cancelled. The resulting vacancy will be allotted to another eligible candidate in the subsequent round(s). You would be considered as “not-reported” and would not be eligible for subsequent rounds. However, you can participate in Special Rounds. Detailed information about Special Rounds can be found in section 2 of counselling Information Brochure.

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- **Question 7 :**

**What is willingness change? How can I change my willingness?**

Answer :

Change in willingness from “Float to Freeze” is possible. One can change her/his willingness online by logging into her/his NIMCET-2023 account during the period given in the schedule on website: <https://nimcet.admissions.nic.in>.

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- **Question 8 :**

**I have Chosen my willingness during Round 1 as “Float”. Can I change it to “Freeze”?**

Answer :

Yes, you can change it online by logging into your NIMCET-2023 account during the period given in the schedule on website: : <https://nimcet.admissions.nic.in>. However, reverse is not possible.

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- **Question 9 :**

**I have Chosen my willingness during Round 1 as “Freeze”. Can I change it to “Float”?**

Answer : No. You cannot change from “Freeze” to “Float”.

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- **Question 10 :**

**What is the next step after the payment of Seat Acceptance Fee and freezing the seat?**

Answer :

Candidate have to deposit the balance institute fee during the period of “Online Admission” after Round-3 of Regular Rounds as per schedule mentioned on the NIMCET-2023 website failing which her/his seat will be cancelled.

After taking online admission in the allotted institute by depositing the balance fee in the stipulated time, the candidates are required to report physically at the Finally Allotted Institute and the end of admission.

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- **Question 11 :**

**If I have not qualified (no rank allotted) in NIMCET-2023 can I apply for counselling?**

Answer :

No. This Centralized Counselling for MCA admissions in NITs through NIMCET-2023 is exclusively for NIMCET-2023 qualified (rank allotted) and eligible for counselling candidates.

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- **Question 12 :**

**Whether Part-Time and/or Sponsored candidates are eligible for NIMCET-2023?**

Answer :

No. NIMCET-2023 is not considering any part-time or sponsored candidates.

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- **Question 13 : Can I write the percentage in place of CGPA or vice versa?**

Answer : No. The CGPA or percentage (%) of marks awarded by the respective university or institute must be filled in. Conversion from CGPA to Percentage or vice versa is not required.

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- **Question 14 :**

**What are the minimum eligibility criteria in terms of CGPA or % of marks?**

Answer :

Please refer to the brochure for category-wise minimum eligibility conditions. Pl refer to section 2 page 7 of information brochure.

No conversion formulation between CGPA and % Marks will be accepted.

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- **Question 15 :**

**If I apply now and I do not secure minimum marks/CGPA, will the registration fee be returned?**

Answer : No. The Registration fee is non-refundable. If you do not secure minimum marks/CGPA, your seat allotment would be cancelled even if you are provisionally admitted to a specific institute.

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- **Question 16 : Whether choice filling is necessary?**

Answer :

Yes, it is necessary. If no choice is filled in, no seat will be allotted. There is only automatic locking but no automatic choice filling. If you miss the choice filling option the application for counselling will not be considered.

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- **Question 17 : Can I change my password?**

Answer :

Yes. You can change your password any number of times on the NIMCET portal.

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- **Question 18 : What is Auto-Locking?**

Answer :

While filling the choices, you must often save the choices. In case you forgot to lock, your last saved choices will get automatically locked on the last day of registration as per schedule. It is a good practice to yourself lock the choices and not depend upon auto-locking. Please remember that in case there are no saved (zero) choices at the time of auto-locking then zero choices would be locked, and you would not get any seat allotment. You must avoid such a condition and it is your own responsibility.

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- **Question 19 : Can the candidate modify the choices after locking?**

Answer :

No. After locking of choices, candidate cannot modify her/his choices. It is therefore essential that you are sure of your choices before you lock your choices.

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- **Question 20 : What is the best strategy of choice filling?**

Answer :

Each choice of institute or program must be the one in which you are certainly interested. One must refrain from gambling or take-a-chance approach. It should not happen that after getting an allotment you say Oh! I did not want it. If that is so, it should not have been on the list of choices.

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- **Question 21 :  
Can I change the choices after 1<sup>st</sup> round?**

Answer :

No. You cannot change the choice after it is locked. The same set of choices will be considered for all three rounds. However, you can apply afresh with new set of choices in special round.

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- **Question 22 :  
What is the next step after the payment of Seat Acceptance Fee and freezing the seat?**

Answer :

Candidate have to deposit the partial admission fee during the period of "Online Admission" after Round-3 of Regular Rounds as per schedule mentioned on the NIMCET-2023 website and failing which her/his seat would be cancelled. After taking online admission in the allotted institute by depositing the balance fee in the stipulated time, the candidates are required to report physically/online at the Finally Allotted Institute after Special Round failing which her/his seat will be cancelled and the fee deposited will be forfeited.

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- **Question 23 :  
I have an equivalence document, issued by my Institution/College, which states that the degree issued by my Institute, i.e. ABC is equivalent to XYZ. Can I fill my qualifying degree as XYZ in place of ABC?**

Answer : No. You are not allowed to use any equivalence certificate and fill qualifying degree as different than what is your own degree. You must fill your qualifying degree as it is shown in your degree certificate and/or mark sheets.

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- **Question 24 :  
Where can I find the qualifying degree and eligibility conditions?**

Answer :

Please refer to the section 2 of the information brochure of NIMCET-2023.

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- **Question 25 :  
Is NIMCET-2023 responsible for seat matrix data?**

Answer :

No. NIMCET-2023 is NOT responsible for seat Matrix data. NIMCET-2023 merely allocates seats as per the seat matrix data provided by the Participating Institutes.

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- **Question 26 :  
How many choices of programs can I apply to?**

Answer :

You are free to opt for as many choices as you wish to choose from the list of institutes.

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- **Question 27 :  
Where can I find the category-wise intake capacity?**

Answer :

Please refer to the "Seat Matrix" page available on NIMCET website: <https://nimcet.admissions.nic.in>. or <https://nimcet.in>

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- **Question 28 :  
What if I have not received my NIMCET-2023 scorecard?**

Answer :

NIMCET-2023 scorecard can be downloaded any number of times till the end of counselling process through NIMCET website: <https://nimcet.in>.

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• **Question 29 :**

**Is there any standard OBC-NCL and GEN-EWS certificate formats prescribed in NIMCET-2023?**

Answer :

The formats are available at: <https://nimcet.admissions.nic.in>. Please look into "Annexures" of Information brochure.

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• **Question 30 :**

**I have a caste/category certificate. How can I check whether the same is valid or not?**

Answer :

Please refer the following link of NCBC list for OBC castes:

[http://www.ncbc.nic.in/User\\_Panel/CentralListView.aspx](http://www.ncbc.nic.in/User_Panel/CentralListView.aspx). OBC certificates issued on or after 01 April 2023 are only valid. For SC caste verification, please refer the following link:

<http://socialjustice.nic.in/UserView/index?mid=76750>. For ST caste list, please refer the following link:

<https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf>

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• **Question 31 :**

**Can the category be changed from GEN to SC/ST/OBC/GEN-EWS after registration?**

Answer :

No, it cannot be changed. Change of category within SC, ST, OBC, GEN-EWS are also NOT allowed.

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• **Question 32 :**

**I have my category certificate case pending. Can I apply and produce the certificate as and when I get it, till then can I submit my brother/sister/mother/father's certificate to convince you that I belong to particular category?**

Answer :

NO. The candidate has the responsibility to fill correct details, and upload the relevant certificates online after first-time allotment of the seat.

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• **Question 33 :**

**I have appeared NIMCET-2023 exam in General category and qualified the same. I actually belong to SC or ST or OBC or GEN-EWS category. So, will it be possible now to avail the facilities of my category during applying for counselling?**

Answer :

Only certain changes are allowed as per provisions in section 1.23.1.6.1 of the counselling information brochure available on the NIMCET-2023 website: : <https://nimcet.admissions.nic.in>.

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• **Question 34 : To whom I can contact for query?**

Answer :

For any Participating Institute's (PIs) related query, fee, hostel etc., applicants can contact them directly through the helpline contact numbers/emails of PIs. You can also contact NIMCET-2023 helpline numbers and email.

Email id: [nimcet2023@nitjsr.ac.in](mailto:nimcet2023@nitjsr.ac.in)

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• **Question 35 :**

**I am in job, how can I apply to institute of my choice, how many seats (and where) are reserved for candidates in job/having work-experience, all over India?**

Answer :

NIMCET-2023 counselling is for candidates intending to pursue fulltime MCA program at 09 NITs. We do not entertain part time candidates.

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• **Question 36 :**

**I am not interested in the seat offered. Can I participate in seat allotment in further rounds without accepting the seat now?**

Answer :

First of all, you should not fill choices for such courses that you are not interested in. If you do not accept a seat that you have been allotted, you will be out of the seat allotment process. If you do not respond to the query of the document

verifying officer, your allotment shall stand cancelled. The resulting vacant seat will be allotted to another eligible candidate in the subsequent round(s). You would be considered as “not-reported” and would not be eligible for subsequent rounds. However, you can participate in Special Rounds, which will be conducted after Regular Rounds. Detailed information about Special Rounds can be found in counselling Information Brochure (Section 2).

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• **Question 37 :**

**I have been offered a seat in the 1st round of allotment. I will not be able to accept the seat at this moment. Can I accept the same seat later?**

Answer :

No, if you do not accept the seat in the respective seat acceptance period of the round by online reporting, you will not only lose your seat but also be debarred from participating in subsequent rounds of NIMCET-2023. However, you can participate in Special Rounds, which will be conducted after Regular Rounds.

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• **Question 38 :**

**I have photocopy of all documents. Can I Upload this for verification?**

Answer :

Candidates are required to upload all documents (coloured scanned copy of original documents) as specified in Information Brochure. However, if the candidate does not have the originals with him, s(he) may upload the self-verified photocopies with an undertaking mentioning the reason of unavailability of original documents and assurance of producing the original documents at the time of physical/online reporting.

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• **Question 39 :**

**What is willingness? What are “Float” and “Freeze”?**

Answer :

Willingness attribute during reporting allows the flexibility to a candidate to either retain the allotted seat OR to opt for a change in seat as per candidate’s choice list preference in any of the institutes.

For example, consider a candidate who has been offered nth choice in an institute a.

Float: If the candidate opts for “Float” as her/his willingness, her/his candidature for seat allotment in the next round will be considered for choices from 1 to n - 1 (as per her/his choice list). If s/he does not get a new seat (i.e. from choices 1 to n-1) in the next round, s/he will continue to retain the previously allotted seat (i.e. the nth choice).

Freeze: Candidate is content with the allocated seat, accepts it, and is not interested to move higher up as per her/his choice list in further rounds of seat allocation.

REMEMBER: Once chosen a specific option, you can only have limited options in next rounds as detailed in other FAQ answers.

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• **Question 40 : What is locking?**

Answer :

Locking is the process of the final submission of choices. Once the choices are locked, they cannot be modified. Before locking, please ensure that you are satisfied with their order. Also, it is your duty to ensure that you are fulfilling special eligibility conditions of all your choices if any.

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• **Question 41 : What preparation is needed to fill the choices?**

Answer :

It is particularly important to study the courses available in all the participating institutes. One may visit their official websites or contact the helpline of that participating institute to know more.

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• **Question 42 :**

**I don’t have the OBC-NCL/EWS certificate issued on or after April 01, 2023, which is required by NIMCET-2023. What should I do?**

Answer :

The older OBC-NCL/EWS certificate issued on or after April 1, 2022 along with the proof of application submitted for issue of new certificate will be accepted during online document verification, however, admission offered, if any, will be provisional, and subject to submission of OBC-NCL/EWS certificate issued on or after April 1, 2023 at the time of physical reporting in the finally allotted institute. In such cases, the candidate is required to upload the undertaking.

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- **Question 43 :**

**I am appearing for the final exam in this semester but I am not able to get the Course Completion Certificate from my Institute/University. What should I do?**

Answer : You can upload the self-declaration (format available on the website) if the Institute has not issued a Course Completion Certificate, however, admission offered, if any, will be provisional.

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- **Question 44 :**

**I have cleared my qualifying degree exam but my Institute/University have yet not issued the provisional/degree certificate. What should I do?**

Answer : Candidate must upload the "declaration for provisional/degree certificate".

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- **Question 45 :**

**I have cleared my pre final year/semester courses and do not have any backlog but my Institute/University have yet not issued the marksheet for the same. What should I do?**

Answer : Candidate must upload the "self-declaration for prefinal year/semester marksheet"

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- **Question 46 :**

**I took part in the regular rounds and got seat allotment but want to participate in Special Round. Do I need to pay the registration fee in Special Round?**

Answer : Yes, Special Rounds are considered as fresh counselling, you can reselect your choices and compete for seats available in special rounds, including seats available due to withdrawal/upgradation of other candidates.

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- **Question 47 :**

**While filling choices in special rounds, why do I see even those choices for which vacancies are not available as shown on the NIMCET portal?**

Answer : While filling your choices you need to consider all the choices which are shown including those choices on which seat may not be available at the beginning of the special round but may become available during the special round due to withdrawal/upgradation of other candidates. You should therefore fill all the choices available as per your interest. However, you are advised not to fill any choice which you would not be joining even if allotted.

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- **Question 48 :**

**Should I take part in Special Round?**

Answer : If you are not satisfied with your current allotment, you can register for the special round retaining your existing allotment. Based on your merit, you may be upgraded to a seat amongst your choices, which are or are likely to become vacant in the special round.

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- **Question 49 :**

**I am fully satisfied with my current allotment, should I take part in Special Round?**

Answer : No, you should pay the balance fee through the NIMCET portal and contact the allotment Institute for further directions on joining the allotted program. However, before deciding, you are advised to check for the availability of any new institute and program in the Special Round.

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- **Question 50 : I have been allotted a seat in Regular Round and want to participate in Special Round, do I need to pay the Balance Fee?**

Answer : Yes. However, you would need to apply for the special round of counselling.

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- **Question 51 : I have been allotted a seat in Regular Round and want to participate in Special Round, what steps are to be followed?**

Answer : You can participate in Special Round by choosing the option "Yes".

Thereafter, you need to pay the Registration fee to participate in Special Round and fill the choices of programs and Institutes, that too through your login at NIMCET-2023 counselling website.

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- **Question 52 : How many choices of programs can I apply in Special Round?**

Answer : You are free to opt for as many choices as you wish to choose from the list of participating institutes.

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- **Question 53: I have been allotted a seat in Regular Round and is filling choices to participate in the Special Round. But I am not able to see the currently allotted seat.**

Answer : This seat is currently allotted to you and hence would not be visible to you.

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- **Question 54 : What guidelines I must follow while filling the choices of programs and/or institutes for participating in special round?**

Answer : While filling the choices of programs and Institutes for Special Round, you must choose only those programs and Institutes to which you would like to upgrade and would certainly be willing to join, if allotted in Special Round. This is because of the reason that if you are upgraded to a new program in Special Round, the currently allotted seat would be forfeited.

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- **Question 55 : What is a cancelled cheque?**

Answer : A cancelled cheque is cheque of the bank account which gives all the necessary details of the bank account in which you would like to receive the refund amount. Cheque should clearly mention the account number, name of the account holder, bank and its branch detail as well as IFSC (Code to identify the bank). Words CANCELLED should be written across the space which is used to fill the name of the person receiving the cheque as well as where amount is mentioned in word. This is to ensure that cheque is not used for any purpose other than verifying the account details.

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- **Question 56 : I have been allotted a seat in Regular Round and want to participate in Special Round. What will happen to my current allotted seat?**

Answer : The allotted seat would be retained if no seat is allotted in Special Rounds. But the same would be forfeited if a seat (out of your freshly filled preferences of choices) is allotted to you in Special Rounds.

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