

**Important Instructions for Confirmation of seat in Round-1 for MBA course in
Centre of Excellence institute admission year 2025-26.**

The provisional seat allotment for MBA courses is available on date: 12/03/2025 in the candidate login. The candidate will have to click **Seat Allotment result** link in their login account and after clicking seat allotment result, if any seat is allocated the concerned candidate can see the **Provisional allotted institute**. The candidates who have been allotted seat in this round shall have to follow the below mentioned steps for confirmation of allotted seat and payment of token tuition fee thereof.

1. **Admission confirmation period is Dt: 12/03/2025 to 15/03/2025 after paying token tuition fee Rs.20,000/-.**
2. **If the fee mentioned is *zero***, then the candidate has to press the “ACCEPT” button to Confirm the admission. If the candidate does not wish to confirm the provisional allotment, then they may also choose to decline it.
3. The candidate has to pay the token tuition fees **as mentioned in the Pay seat acceptance fee in his login account**. The fees is to be paid only through online payment mode using **credit card / debit card / net-banking/UPI/other On-Line mode** during the period mention above in **Instruction-1** by clicking the link **Pay seat acceptance fee**.
4. After the payment of fee via the online payment gateway within above prescribed time limit, the admission of the candidate will be automatically confirmed.
5. For printing of provisional admission letter, the candidate will need to login to his/her account after fess payment and he/she will be able take a print of the provisional admission letter by clicking **Download Admission letter**.
6. If the candidate fails to confirm the allotted admission by paying token tuition fee within the time limit as stated above, then this allotment will be automatically cancelled. The candidate will thereafter not be eligible to get this seat in the next round of counselling, if any.
7. If the candidate belongs to scheduled caste (SC) or scheduled tribe (ST) category and is admitted in a COE Institute where the fee indicated in the **Pay seat acceptance fee** in candidate’s login account is zero (0), then the candidate **will have to submit the "Free Ship Card" at the admitted institute**. If the candidate is unable to produce the "Free Ship Card" at the admitted institute, then the candidate will need to pay the prescribed fee at the admitting institute.
8. If you want to withdraw your given admission please login into your account during Dt: 12/03/2025 to 15/03/2025 as mentioned in schedule, click on “**Admission withdrawal**” link. Enter the OTP received on your mobile and click on “**Confirm Admission Withdraw**” button. Your paid fee will be refunded as per prevailing rules. **Once you withdraw your Admission, you are not entitled to get same course and same institute in subsequent rounds, if any.**