

West Bengal Joint Entrance Examinations Board

RUPANNA

DB-118, Sector-I, Salt Lake, Kolkata-700064

Website: www.wbjeeb.nic.in, www.wbjeeb.in

No. WBE/OSD/02

Dated: 19/09/2024

NOTIFICATION for Centralized e-Counselling, JECA-2024

In 2014, the Government of West Bengal enacted the **West Bengal Act XIV of 2014** to form **The West Bengal Joint Entrance Examinations Board** (hereinafter called 'Board') and empowered it to conduct Common Entrance Examinations for selection of candidates for admission to undergraduate and postgraduate Professional, Vocational and General Degree Courses in the State of West Bengal and to conduct on-line counselling process or otherwise adopting a single-window approach.

And whereas,

for admission in MCA course in Government/Self-financing/Private institutions/Universities in West Bengal, it is essential for the candidates to appear in the State Common Entrance Examination i.e., JECA-2024 and secure a rank.

And whereas,

for admission in the academic session 2024- 25, the Board after conducting the Common Entrance Examination JECA-2024 will conduct the centralized online counselling (e-counselling).

The guidelines for e-counselling and admission process for academic sessions 2024-25 are provided hereunder. Candidates registering for e-counselling must go through this Notification and notices published in this regard very carefully. Once registered, it will be construed that the candidate agrees to all terms and conditions mentioned here and in addenda/corrigenda/notices/timetables published time to time in this regard. The Board will not be responsible for any candidate's lack of understanding or misunderstanding about the relevant rules.

Rules and guidelines	
1.0	a) All aspects of the counselling (registration, choice filling, allotment, payment of seat acceptance fee, provisional admission etc.) will be in centralized online process only.

	<p>b) The counselling will be for admission in the institutes as mentioned in the approved seat matrix received from the Competent Authority (DTE, Govt. of WB) and published in Board's website.</p> <p>c) Any candidate meeting the eligibility criteria and securing a rank (GMR) in the common entrance Examination (JECA-2024) held for the purpose can register for counselling.</p> <p>d) There will be two rounds of counselling namely, Allotment and Upgradation.</p> <p>e) Registration is allowed only at the beginning of 1st round. Registration is mandatory for counselling and admission. A candidate not registered within the pre-declared period of registration will NOT be considered for allotment of any seat at any round under any circumstances.</p> <p>f) Registration fee for counselling is ₹500/- (Rupees five hundred) only, which is not refundable under any circumstances.</p> <p>g) The Board will not convert/de-reserve any vacant seat in any reserved categories i.e., SC, ST, OBC-A, OBC-B, EWS and PwD to general/unreserved category in any round of this counselling.</p>
2.0	<p>Registration:</p> <p>a) Candidates need to provide necessary personal details, academic details, bank account details (for in case of any refund), address, etc.</p> <p>b) Candidate must provide his/her application number/roll number of JECA-2024 and also provide following academic information.</p> <ol style="list-style-type: none"> i. Passing status, full marks and obtained aggregate marks in qualifying UG course examination. (Honours candidates will consider Honours marks only). ii. Passing status, full marks and obtained marks in Mathematics in UG course. iii. Passing status, full marks and obtained aggregate marks in class XII. iv. Passing status, full marks and obtained marks in Mathematics in class XII. v. Passing status, full marks and obtained aggregate marks in class X. vi. Passing status, full marks and obtained marks in Mathematics in class X. <p>c) Candidates must be very cautious at the time of providing various information during registration. There is no provision to make any correction/editing after final submission of the registration by the candidate. Hence if no choice is available to the candidate OR no seat is allotted due to wrong input given by the candidate, WBJEEB will not be legally responsible for such wrong input given by a candidate and its after effect.</p>
3.0	<p>Choice filling:</p> <p>a) During registration, once academic scores are given and registration fee paid, the candidate can view all choices of institutes available to him/her according to his/her eligibility criteria based on the inputs provided by him/her.</p>

	<p>b) After selecting institutes, the candidate will arrange his/her choices in order of his/her priority.</p> <p>c) If a candidate does not give any choice, obviously he/she will not be given any allotment.</p> <p>d) Candidates must be very judicious and cautious while selecting the choices. Candidates are advised to select maximum/all possible institutes. This gives a higher chance of allotment in first round itself.</p>
4.0	<p>Choice locking:</p> <p>a) Candidate must lock his/her choices within the pre-announced date. Candidate can also take a printout of his/her locked choices.</p> <p>b) If a candidate fails/forgets to lock his/her choices within the pre-announced deadline, his/her last saved choices will be considered final and will be locked automatically after the scheduled date and time.</p> <p>c) If a candidate fails/forgets to 'save' his/her choices within the pre-announced deadline, his/her un-saved choices will be disappeared. In consequence of that he/she will not get any allotment for admission.</p>
5.0	<p>Round-1: Allotment</p> <p>a) Allotment of 1st round will be declared on a pre-scheduled date.</p> <p>b) Allotment is given based on inputs provided by the candidate. If at any stage it is found on scrutiny by any concerned authority that the applicant is not eligible for the allotment, his/her allotment/admission shall be treated as cancelled.</p> <p>c) Candidates will login to check their allotment. The allotment status will show the institute in which he/she has been allotted a seat.</p> <p>d) The candidate must pay a seat acceptance fee of ₹5000/- (Rupees five thousand only), download the allotment letter. If the candidate fails to pay the seat acceptance fee, the current allotment will be cancelled, and he/she will not be considered for seat allotment in 2nd round (EXIT).</p> <p>e) After downloading the allotment letter, the candidate must report to the allotted institute with the allotment letter and all other documents for verification. If the candidate fails to report for document verification, the current allotment will be cancelled and he/she will not be considered for seat allotment in 2nd round (EXIT).</p>
5.1	<p>Document verification:</p> <p>a) Allotment is given based on the inputs provided by the candidate. Document verification is the sole responsibility of the allotted Institute. In case of document verification, the decision of the concerned Institute is final. WBJEEB will not be responsible for any mistake in document verification and subsequent admission.</p> <p>b) Candidates will personally report to the institute (where he/she has been allotted a seat) within the days as notified, carrying printed copies of their allotment letters and all academic and other documents for physical verification of documents by the institute.</p>

- c) All documents must be valid as on the date of verification.
- d) Candidates should contact the Institute and visit their web site in advance to know their timings and detail requirements for admission.
- e) Candidates must carry following documents **in original and one self-attested copy of each.**

1.	All candidates	Provisional Seat Allotment Letter.
2.	All candidates	Rank card
3.	All candidates	Class 10 th admit card/birth certificate for verification of date of birth.
4.	All candidates	Class 10 th mark sheet.
5.	All candidates	Class 12 th mark sheet.
6.	All candidates	Graduation level all semester mark sheets
7.	WB domiciled candidates	Domicile certificate as per section 6.0, 6.1 and 6.2 of Information Bulletin of JECA-2024.
8.	SC/ST/OBC-A/OBC-B/EWS candidates	Respective category certificate as per Sections 7.0, 8.0 and 9.0 of Information Bulletin of JECA-2024. Candidates having OBC certificates issued before 31.12.2009 should have them revalidated from the issuing authority, with either OBC-A(NCL) or OBC-B (NCL) category clearly mentioned. NCL (Non-Creamy Layer) Certificate has to be issued on or after 01.04.2024 by the competent authority.
9.	PwD candidates	PwD certificate as per section 10.0 of Information Bulletin of JECA-2024.
10.	All candidates	All candidate must note his/her Unique Allotment ID (available from candidate's login) , which he/she will need to disclose to the concerned admission officer of the allotted Institute for confirming his/her admission. Candidates are advised not to disclose the Unique Allotment ID to any other person except the admission officer of the allotted Institute.
11.	All candidates	Must carry mobile phone with the MOBILE number registered during application to provide OTP at the final stage of admission confirmation.

	<p>Document verification can have following outcomes:</p> <ul style="list-style-type: none"> a) If the verification is successful, the candidate will give his/her upgradation choice as YES or NO. <ul style="list-style-type: none"> i) If the candidate has been allotted a seat of his/her first choice, he/she must opt for NO upgradation and complete all admission formalities (PI reporting) at the respective institute and collect signed Physical Reporting Receipt. On the other hand, if the candidate does not complete admission formalities (PI reporting), he/she will be debarred from any seat allotment in 2nd round (EXIT). ii) If the candidate has been allotted a seat of his/her second or later choices, he/she can opt for NO upgradation, if he/she wishes and complete admission procedures (PI reporting). But if the candidate opts for NO upgradation and then does not complete admission procedure (PI reporting), he/she will be debarred from any seat allotment in 2nd round (EXIT). iii) If the candidate has been allotted a seat of his/her second or later choices, he/she can also opt for YES upgradation and do not take admission in the 1st round, such candidates will be considered for possible up-gradation in 2nd round. b) After successful document verification, if the candidate neither opt for YES upgradation nor NO upgradation, he/she will be considered not interested in admission and will be debarred from any seat allotment (EXIT). c) Present allotment may be cancelled, if it is found that the candidate is not eligible for the present allotment due to his/her actual academic scores, category certificates, etc. Such candidates will be automatically considered in 2nd round with their revised academic scores/category etc.
6.0	<p>Round- 2: Up-gradation (Final round)</p> <ul style="list-style-type: none"> a) Following groups of candidates who have already successfully registered in Round-1 will be considered in Round-2 namely, <ul style="list-style-type: none"> i) Those who did not get any allotment in Round-1. ii) Those who paid seat acceptance fee, completed document verification, and opted for YES-upgradation in Round-1. iii) Those who paid seat acceptance fee, completed document verification but allotment in Round-1 was cancelled due to various valid reasons, other than academic eligibility. b) The allotment will be declared on the prescheduled date. c) It is essential to note that if the seat is upgraded, the earlier allotment will be cancelled and earlier seat will be allotted to other deserving candidates as per merit. As such, the candidate cannot reverse the upgradation, i.e., he/she

6.1	<p>cannot claim his/her earlier allotment back. On the other hand, if the seat is not upgraded, the earlier seat would remain reserved/retained.</p> <p>Outcomes of Round-2 Allotment:</p> <p>There can be following outcomes of round -2 allotment:</p> <p>i) Allotment is up-graded : The candidate need not pay seat acceptance fee again, but he/she must download new allotment letter and report to the newly allotted institute and complete all admission formalities (PI reporting). On the other hand, if the candidate does not complete admission formalities, he/she will be debarred from any seat allotment (EXIT).</p> <p>ii) Allotment is not up-graded at all: (a) Such candidates may decide to join the institute of earlier allotment and complete all admission formalities (PI reporting). (b) On the other hand, they may decide not to join the institute of earlier allotment. In such cases, the earlier seat will be forfeited (EXIT).</p> <p>iii) Candidate's allotment in Round-1 was cancelled during document verification but allotted again in Round -2 :</p> <p>The candidate must report to the allotted institute with the allotment letter and all other documents. If the verification is successful, he/she must complete admission (PI reporting) in the institute. Otherwise, if they do not complete admission, it will be considered that he/she is not interested in admission (EXIT). Present allotment may be cancelled if the candidate is found ineligible for it by his/her actual academic scores, category certificates, etc.</p> <p>iv) Candidate did not get any allotment in Round-1 and get fresh allotment in Round-2</p> <p>a) The candidate must pay a seat acceptance fee of ₹5000/- (Rupees five thousand only), download the allotment letter. Otherwise, the allotment will be cancelled, and he/she will be debarred from any seat allotment (EXIT).</p> <p>b) After payment of seat acceptance fee and downloading the allotment letter, the candidate must report to the allotted institute with the allotment letter and all other original documents for verification. Otherwise, the allotment will be cancelled, and he/she will be debarred from any seat allotment (EXIT). (i) Present allotment may be cancelled if the candidate is found not eligible for it by his/her actual academic scores, category certificates, etc. (ii) If the verification is successful, he/she must take admission in the allotted institute. Otherwise, if they do not take admission, it will be considered that he/she is not interested in admission (EXIT).</p>
7.0	<p>General Rules:</p> <p>a) In case of first-time allotment (may be in any round) it is mandatory to pay seat acceptance fee (Rs.5000/-) and report to the allotted institute for document verification before any further activity.</p> <p>b) Whenever and wherever a candidate produces documents like allotment letter, locked choice, upgradation choice letter, provisional admission</p>

	<p>letter, physical reporting receipt etc., he/she must produce the original document printed by the 'print' link. Screen shots or photographs of the screen etc. are not acceptable as a valid document.</p> <p>c) Help Desk</p> <p>Candidates can contact the Help Desk tollfree no. 1800 1234 782 (Extn-2) or mail to: info@wbjeeb.in</p> <p>d) Automatic seat category up gradation</p> <p>Candidates may have automatic seat category up gradation in same institute and in same course, if such vacancies arise.</p> <p>e) Refund and withdrawal:</p> <ol style="list-style-type: none"> i. Once all the rounds of e-counselling are over, the candidates who have been admitted will have their seat acceptance fee sent to the institution that admitted them. If a candidate changes his or her mind about joining or continuing at the institute, he or she must ask the institute to cancel the admission and give the candidate a refund. In this case, WBJEEB is not responsible or accountable, and they will not respond to any inquiries about it. ii. Students who have paid the seat acceptance fee and currently hold a seat can withdraw only during the seat acceptance period of Round 2. If they withdraw, they will get a full refund through online banking within 60-90 days after all counselling rounds end. Students don't need to contact WBJEEB for this refund. iii. A student could also get a refund, if they pay the seat acceptance fee but do not complete admission or withdrawal. The candidate has to follow the refund Rules published in the notice section of the Board's website. This reimbursement will be made following current regulations (as suggested by AICTE or similar bodies).
8.0	Eligibility for admission: See APPENDIX-9 of the Information Bulletin of JECA-2024.
9.0	Reservation and domicile criteria: See section 5.0, 6.0, 6.1, 6.2, 7.0, 8.0 and 9.0 and 10.0 of the Information Bulletin of JECA-2024.
10.0	Seat Matrix: Information on availability of seats in various institutions in various categories as per the Seat-Matrix provided by the Director of Technical Education, Govt. of West Bengal is given in the counselling portal www.wbjeeb.nic.in .
11.0	Time schedule : see ANNEXURE-1
12.0	<p>Legal Jurisdiction:</p> <ol style="list-style-type: none"> a) WBJEEB is obliged to share with any candidate any information about his/her own status in common entrance test and counselling, for which any candidate can contact WBJEEB individually and personally. But WBJEEB is unable to share any information about any other candidate. b) All matters pertaining to conduct of JECA–2024 e-counselling shall fall within the jurisdiction of Calcutta only. The Board will not be a party pertaining to

any dispute arising in the process of admission to any course of study through JECA-2024.

Sd/-
Officer-On Spl. Duty (OSD)
West Bengal Joint Entrance Examinations Board

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SCHEDULE OF COUNSELLING FOR JECA – 2024

Sl. No.	Name of the activity	Dates
1.	Registration, payment of registration fee and Choice filling	20.09.2024 to 24.09.2024
2.	Choice filling including choice locking	23.09.2024 to 24.09.2024
3.	1 st round of seat allotment result	26.09.2024
4.	Payment of Seat acceptance fee Reporting to allotted institutes for document verification and admission (If upgradation choice = NO or allotted in 1st choice). (Candidates must contact the Institute/visit their website to	26.09.2024 to 29.09.2024
5.	2 nd round of seat allotment result	01.10.2024
6.	Payment of Seat acceptance fee (Fresh allottees) Reporting to allotted institutes for document verification and admission. (Candidates must contact the Institute /visit their website to know the timings and detail requirements for admission.) Withdrawl by the candidate	01.10.2024 to 04.10.2024

NB: The schedule may be changed/alterd under any unavoidable circumstance.