

Counselling and Admission Process
for
NCHM Counselling 2021
for admission to
M.Sc. in Hospitality Administration For
Academic Session 2021-22

National Council for Hotel
Management & Catering
Technology
A-34, Sector 62, Noida 201309

1 Counselling Process Flow

1	2	3	4
Online Registration by all eligible candidate and updation of (Category, PwD status and Gender)	Online choice filling and choice Locking	1st Round of Seat Allotment	Online Seat Allotment Result view, uploading of documents and online Payment of Seat Acceptance Fee
5	6	7	8
Online Document Verification by Reporting Center	Online Withdrawal of Allotted Seat (optional)	Vacancy due to Non-Reporting/ online Withdrawal/ Seat Cancellation	Online fresh Registration for Final Round of Counselling
9	10	11	12
Online payment of Final Round participation fee before Choice filling for fresh candidates	Online choice filling and choice locking	Final round of Seat Allotment with conversion of Seat as per rules	Final round Seat Allotment Result View, uploading of documents (only fresh allottee)
13	14	15	16
Online Document Verification by Reporting Centers (only fresh allottee)	Reporting at final allotted Institute and online update in reporting status	HOSTEL ALLOTMENT By Institutes	ADMISSION CLOSED

2 Types of Seats

S.No.	Types of Seats	Eligible Candidates
1	OPEN	All candidates
2	OPEN(PwD)	All PwD candidates
3	EWS	GEN-EWS candidates
4	EWS (PwD)	EWS-PwD candidates
5	SC	SC candidates
6	SC (PwD)	SC-PwD candidates
7	ST	ST candidates
8	ST(PwD)	ST-PwD candidates
9	OBC (NCL)	OBC(NCL) candidates
10	OBC (NCL)(PwD)	OBC-PwD candidates

3 Online Registration for 1st Round of Counselling:

- Online Registration is mandatory for all eligible candidates to be considered for seat allotment in the 1st round of Counselling. Eligible candidates are required to register ONLINE through Internet (<https://nchmcounselling.nic.in>) from places convenient to them during the specified period. The procedure to be followed is described here.
- Access the website nchmcounselling.nic.in and click on online Registration and choice filling.

3.1 Generate Password for Login:

- New candidate are required to first generate password by clicking on **Generate Password for Login** link.
- Candidates are required to enter the information (as indicated in the NCHM M.Sc. JEE result) against the following fields:
- Application Number, Candidates Name, Father Name and Date of Birth.
- Candidates will be permitted to proceed with the registration process, only if these data entered by them match the data as available with the NCHM M.Sc. JEE Result database. The candidates will be required to choose password and security question and their answer.
- The password must consist of minimum 8 characters and maximum 13 characters and must be a combination of alphabets (lower or upper case), numeric characters and special characters. (Passwords are case sensitive). That means A and a will be treated as different characters. An example of valid password is : aBC1#23\$)

Subsequent Login:

- For subsequent logins, candidates will be able to login directly with their respective application number as **Login ID** and the chosen password as **Password**.
- Candidates should remember to log out at the end of their session so that the choices saved cannot be tampered with or modified by unauthorized persons. Candidates are advised to record/remember their password for all future logins.
- **Candidates are advised not to disclose or share their password with anybody.** Neither NCHM nor NIC is responsible for violation or misuse of the password of a candidate.
- If a candidate forgets his/her password, he/she can use mobile number /email id provided by the candidate at the time of registration will be used to issue a new password. Hence, it is mandatory for every candidate to enter the required additional information as indicated in the registration form at the time of registration.
- Candidates can change their passwords after login, if desired.

3.2 Update in personal data during Registration:

- After login, the personal data of the candidates (as per the NCHM M.Sc. JEE result data base) will be automatically displayed on the screen. Candidates must verify their personal data.
- In case of any discrepancy, candidate will be allowed only once to correct the Category, PwD and Gender status during online registration.
- Changes in the following fields are **not permissible** under any circumstances:
 - Candidates name
 - Fathers name
 - Date of Birth

NOTE:

- It is solely the responsibility of the candidates to verify that their personal data, including category, PwD, gender etc. are consistent with documentary evidence. NCHM or NIC is not responsible for any omissions in the details and its consequences thereafter.
- If the personal data submitted/ entered by a candidate is found to be wrong at the time of verification of certificates either during reporting or at any later stage, the allotment of seat/ provisional admission is liable to be cancelled.
- Once these personal data are verified and submitted, candidates will not be allowed to change the personal data under any circumstances.

3.3 Mobile Number Verification:

- After successful registration, a separate link/button will be available in candidate's home page for verification of his/her mobile number. Candidate's mobile number can be verified by sending the OTP.

3.4 Email Address Verification:

- After successful registration, a separate link/button will be available in candidate's home page for verification of his/her email address. Candidate can verify his/her email address by sending the OTP. If candidate's email address is verified then candidate can have the additional services (if any) like receiving locked choices letter, allotment letter etc. on verified email id.

4 Online choice filling for 1st round of Counselling:

- At this stage, all the registered candidates are required to exercise their choices of institutes in order of their preference. The procedure is details here.
- The procedure for exercising choices and seeking pertinent information is guided through appropriate messages and tables on the computer screen.
- As per the eligibility of the candidate, choice of institutions will be displayed.
- Candidates can fill in as many numbers of choices in the order or preference from the list of available institutes.
- Candidates are permitted, if they so desire, to change or re-order their choices, delete earlier choices and add new choices and number of times until they lock their final choices. Choices should be positively locked before 5.00 p.m. of Last Date.

4.1 Locking of Choices

- Candidates **MUST** lock their choices only after they have finalized them but, in any case, **before 5.00 p.m. of Last Date**. The locking of choices involves a few steps after the LOCK button is clicked. This includes entering the password, confirming the locking, etc. Candidate should follow all the steps carefully to complete the locking procedure.
- After the choices are locked, candidates will not be able to change their choices any further. A printable version of the choices along with the terms and conditions agreed by the candidate at the time of registration is displayed once the choices are locked. Candidates must take a print out (hard copy) of the locked choices, (which also contains terms and conditions) sign it and produce it at the time of reporting to the Reporting Center.
- If candidates fail to explicitly lock their choices by 5.00 p.m of Last Date, their last saved choices will be automatically locked after this deadline. Candidates are therefore strongly advised to lock their choices themselves and secure a printout of these locked choices. Registered candidates who do not exercise any choices or fail to save them will not be considered for seat allotment. Candidates can login again after locking the choices, **the locked choices will be displayed but cannot now be modified or altered**.

5 1st round of seat allotment

- The choices finally submitted and locked by the candidates or system locked in this round would be processed centrally as per the Seat Allotment Algorithm mentioned in the next section of this document and seats are allotted in the order of merit as per AIR and also on the basis of applicable reservation criteria.
- The allotment result would be published on the counselling website. There is no provision of sending individual allotment letters to the candidates by post.
- However, candidates may take a printout of the allotment details from NCHM Counselling website.
- Candidates who are allotted seat will have to submit willingness, upload required documents and pay the seat acceptance fee online. If document verification officer raises any query during document verification, candidates are required to respond the query and upload the desired document within stipulated time. If candidate do not pay seat acceptance fee or do not respond the query (if query raised), he/she will be treated as not reported candidate and their allotted seat will be cancelled. However, such candidates will be eligible to participate in the Final round counselling.

5.1 Sequence of Seat Allotment

General	Category (SC/ST/OBC/EWS)	PwD	Sequence of Allotment
Y			Open
Y		Y	Open → Open (PwD)
	Y		Open → Category
	Y	Y	Open → Open (PwD) → Category → Cat(Pwd)

5.2 1st round of Seat Allotment – Result Publish

- Seat Allotment result will be published on the website only.
- Candidate can login with application no and Password and see the result
- If seat is allotted then Provisional Seat allotment result will be displayed.
- The following separate links will be available.
 - a. View Seat Allotment Result**
 - b. Upload Scanned Documents**
 - c. Pay Seat Acceptance Fee**
- Candidates who got seat allotments are required to complete the all above activities.
- Seat Acceptance Fee is Rs.40,000/- for all candidates where is inclusion of **Rs.2,000/-** non refundable Counselling Fee.
- List of documents to be uploaded

S.No.	Document Type	Remarks
1	Class X Certificate / Birth Certificate	Mandatory
2	Class B.Sc. H.H.A. Certificate	Mandatory
3	Category Certificate	If applicable
4	PwD Certificate	If applicable
5	NCHM M.Sc. JEE Admit Card	Mandatory

6 Online Document Verification and Seat Confirmation by Reporting Centres:

- Online Documents will be verified by Reporting Centres. Verifying officer after login can view the list of candidates (who have completed Step 5 (a, b & c)) and their uploaded documents and take the decision as follows:
 - a. **Process the Candidate, if documents are correct.**
 - Update candidate data as per business rules.
 - Based on update, allotted seat may be **Confirmed** or **Cancelled**.
 - A letter will be generated in candidate login and SMS to candidate.
 - b. **Raise Query, if discrepancy in documents**
 - Verifying officer will Raise Query against uploaded documents.
 - Candidate can view and are required to respond this query
- Those candidates who have **Not paid Seat Acceptance Fee** after allotment during the specified period then such candidates will be considered as '**Not Reported**' and their allotted seat will be **Cancelled**. However, such candidates will be eligible for **Final** round of counselling.
- Those candidates who have paid Seat Acceptance fee but **Not responded to Queries raised by Reporting Centers** during the specified period then such candidates will also be considered as '**Not Reported**' and their allotted seat will be **Cancelled**. However, such candidates will be eligible for 2nd round of counselling.
- During online document verification, verifying user will verify DOB, Category, PwD,

and passing status and update accordingly. The following can happen based on update in candidate's parameters:

- i. Candidate will remain in this round and seat remains allotted as original allotment
- ii. Candidate's allotted seat will be cancelled in this round and will be moved to the next round and based on the updated eligibility and seat availability, he/she may be allotted a seat in the next round.
- iii. Candidate will be out of the system completely for any further rounds
 - Based on input provided by verifying user during documents verification, if allotted seat is being confirmed then "**Provisional Admission Letter**" or "**Seat Cancellation Letter**" will be generated in candidate login. Candidate after login can download the letter.

6.1 Business Rules for Seat Cancellation

Parameters	Original Value	New Value	Sequence of Allotment
Gender	Any	Any	<ul style="list-style-type: none"> ▪ Update in Gender is permissible but it does not affect Seat Cancellation.
DOB	Any	Any	<ul style="list-style-type: none"> ▪ Update in DOB is permissible as per class X Certificate and it may affect Seat Cancellation.
Category	SC/ST/OBC/ EWS	General	<ul style="list-style-type: none"> ▪ Update in Category value from SC/ST/OBC/EWS to General is permissible but vice-versa is not allowed ▪ Category from SC to (ST /OBC /EWS) is not allowed ▪ Category from ST to (SC/ OBC /EWS) is not allowed ▪ Category from OBC to (SC/ ST/EWS) is not allowed ▪ Category from EWS to (SC/ ST/ OBC) is not allowed ▪ If category change from SC/ST/OBC/EWS to General and seat is allotted under reserved category then allotted seat will be cancelled. The candidate may become ineligible for further rounds, if he/she does not satisfy min. eligibility requirements based on the changed category
PwD	Yes	NO	<ul style="list-style-type: none"> ▪ Update in PwD value from YES to NO is allowed but vice-versa not allowed ▪ If candidate's PwD status change from YES to NO and seat is allotted under PwD then allotted seat will be cancelled. ▪ The candidate may become ineligible for further rounds, if he/she does not satisfy min. eligibility requirements based on the changed PwD.
Does candidate satisfy min. Eligibility Criteria	-	-Yes -Yes with Undertaking -NO	<ul style="list-style-type: none"> ▪ If value is No, then allotted seat will be cancelled and candidate will be out of counselling process.

7.1 Seat Conversion Rule in Final Round

- First Seat Allotment will be process to all eligible candidates as per merit.
- Then conversion of PwD seats into respective parent category i.e.
 - Open(PwD) --> Open
 - EWS (PwD) --> EWS
 - OBC (PwD) --> OBC
 - SC(PwD) --> SC
 - ST(PwD) --> ST and re-allotment
- Then conversion of EWS → Open, OBC → Open and re-allotment
- After doing the all types of conversions (as above said), If there is any vacant seats available in Open(PwD), EWS(PwD), OBC(PwD), SC(PwD), ST(PwD), EWS and OBC categories then conversion rule will followed again. And this process will be followed until the seats in Open(PwD), EWS(PwD), OBC(PwD), SC(PwD), ST(PwD), EWS and OBC categories become '0'.
- There is no conversion of SC & ST seats.
Finally, vacancy may exist only in Open, SC and ST category.

7.2 Physical Reporting at final Allotted Institute after Final Round

- All candidates who have taken provisional admission in 1st, Final round of seat allotments, will have to report finally at the Allotted Institution as per the schedule.
- At the time of Physical Reporting all the candidate are required to submit their preference against the Hostel requirement (If allotment through Portal).
- All Participating Institutions login into the portal and must update online reporting status and Hostel preferences (If allotment through Portal).

8. Hostel Allotment (If allotment through Portal)

- Hostel will be allotted **by Institute level** based on AIR after Final round of counseling and only for those candidates who have physically reported at the allotted institute.

9. Withdrawal of Allotted Seats and Refund Rule

- a. Candidates can withdraw from the allotted seat after First or Final round of Counseling during the specified period and they will be entitled for refund as per refund policy 2021.

(PLEASE SEE DETAILS IN THE M.Sc. INFORMATON BROCHURE)