

SOP for Online Seat Allotment Process for Admission to various courses in DBRAIT

A: Instruction to the Candidates for Seat Allotment

1. **First Round of Allotment**-The following steps to be followed:
 - a. The Category wise selected List of candidates according to the 1st preference filled by the candidates to be displayed in CCAP. The same shall be called as the **First List**.
 - b. The list will contain the requisite fees details (Semester + Hostel fee-[optional]) and bank information in which the candidates have to deposit the requisite fees separately for **Semester** and **Hostel (if required)** for confirmed blocking of seats as mentioned below:

Sl. No.	Category wise	Fee (INR)	Bank Account	IFSC Code
1	Semester fee(GEN & OBC Category)	2060	30161550707	SBIN0017178
2	Semester fee(TFW)	1260	30161550707	SBIN0017178
3	Semester fee(ST Category)	1260	30161550707	SBIN0017178
4	Hostel fee(Boys)	3520	34694969266	SBIN0017178
5	Hotel fee(Girls)	3520	34694952865	SBIN0017178

Announcement for the selected candidates:

- c. The Selected List of candidates will also be made available through TVET Centres and/ or CSCs for wide information of the candidates.
- d. The candidates will be given two days from the date of display of the list to fill the fee through online or offline mode using challan.
- e. **“The seat will be blocked only if requisite fee will be paid and transaction detail is shared with the Chairman (Admission). However, candidates should note that the admission is *PROVISIONAL* based on the details filled by them and preliminary scrutiny. Admission will be *CONFIRMED* only after physical verification of documents and identification of candidates.”**
- f. Candidates are required to send the transaction details of fee deposited in email id: admissiondbrait2024@gmail.com and Hostel fee deposited (if hostel is required) in email id:hosteldbrait@gmail.com. They should clearly mention the **NAME AND APPLICATION NUMBER** in the subject of the email.

The email **Templates -I and II** are attached for reference. Candidates have to copy and paste the template content in the email, fill the relevant details and send the same to the above email ids

- g.* In case the candidate wishes to **DECLINE** his selection/choice of branch as per the displayed list, and wishes to **SELECT** another branch from the choices filled at the time of application, the same may be communicated to the Admission Committee through email: admissiondbrait2024@gmail.com . They should clearly mention the **NAME AND APPLICATION NUMBER** in the subject of the email as per the **Templates - III** attached. Candidates have to copy and paste the template content in the email, fill the relevant details and send the same to the above email id.

However, it may be noted that the **choice shall be accommodated based on the availability and only if vacancy permits.**

2. **Second/Third day Round of allotment:** The following steps to be followed:
- a. Based on the **First List** confirmed candidates, the **Second/Third** selected list for online seat allotment will be generated.
 - b. For second and third round of seat allotment, the same steps shall be followed as mentioned above 1(a) to 1(g).

Note: The email templates are attached in the pages below

Template - I
Semester Fee Submission

To:admissiondbrait2024@gmail.com

Subject:Semester Fee Submission in r/o Name: XXXXXX Application no.:
XXXXXXX

Respected sir,

I freeze my admission in the allotted Branch Diploma in_____as per the selected List displayed on <Date:_____> Please find attached the semester fee transaction receipt against my name as per the following details:

NAME:_____

APPLICATION NO.:_____

COURSE NAME(BRANCH):_____

SELECTED LIST SERIAL NO.: _____

CATEGORY: _____

I understand that my admission will be confirmed only after personal identification and physical verification of the documents along with hard copy of transaction receipt.

Thanks
YOUR NAME HERE



CANDIDATES TO ATTACH TRANSACTION RECEIPT.

Template - II **Hostel Fee Submission**

To:hosteldbrait@gmail.com

Subject: HostelFee Submission in r/o Name: XXXXXX Application no.:
XXXXXXXX

Respected sir,

I freeze my admission in the allotted Branch Diploma in _____ as per the selected List displayed on <Date: _____> Please find attached the Hostel fee transaction receipt against my name as per the following details:

NAME: _____
APPLICATION NO.: _____
COURSE NAME(BRANCH): _____
SELECTED LIST SERIAL NO.: _____
CATEGORY: _____

I understand that my admission will be confirmed only after personal identification and physical verification of the documents along with hard copy of transaction receipt.

Thanks
YOUR NAME HERE



CANDIDATES TO ATTACH TRANSACTION RECEIPT.

Template – III
Change of Preference

To: admissiondbrait2024@gmail.com

Subject: Change of Preference in r/o Name: XXXXXX Application no.: XXXXXXX

Respected Sir,

This is to inform that I have been allotted the Branch: Diploma in **AAAAAA** as per the selected list displayed on <Date:_____.> as per the following details:

NAME: _____
APPLICATION NO.: _____
SELECTED LIST SERIAL NO.: _____
CATEGORY: _____

I am to inform you that I hereby decline my admission in the Branch:- Diploma in **AAAAAA**.

I request that I prefer to take admission in the Branch:- Diploma **BBBBBB** *as per my other choices filled in the application.*

I understand that I will not be able to claim my admission in the said Branch once I decline the allotted seat.

I also understand that my request will be entertained only if there is a vacancy in the requested Branch based on merit and Seat Allotment status.

I understand that my admission will be confirmed only after personal identification and physical verification of the documents

Thanks
YOUR NAME HERE