

**Standard Operating Procedure (SOP) for Online/Offline Counseling for Admission to various courses at Dr. B. R Ambedkar Institute of Technology, Port Blair in the AY 2020-21**

**(Elaborated Version)**

In view of the ongoing Pandemic Scenario, the counseling for the admission to various courses at DBRAIT for the AY 2020-21 shall be done in a blended mode i.e, Offline and Online mode simultaneously.

**ONLINE MODE of COUNSELLING:**

1. All the TVET centers has been be informed to be in readiness for the online counseling. Office orders in this regard have been sent to respective centers. The list of TVET Center officials for facilitating counseling are as under:

S.No	Name of the Person	Contact No.	Designation	Location	Timing
1	Mr.Sanjay Sana	9474282473	Network	Digilpur	9 .00 am to 1.00 pm 2 .00 pm to 6.00 pm
2	Mr.Raghav	9531924758	Engineer,SOVTECH	Mayabunder	
3	Ms.Mamatha	9531941221	TVET Instructor,Rangat	Rangat	
4	Mr.Rahul	9476059054	Network Engineer M/s Inspira Enterprises	Car-Nicobar	
5	Ms.Maloti Sujal	9474257060	TVET Instructor,Hut Bay	Hut Bay	
6	Mr.Jeffrey	9531931302	Network Engineer M/s Inspira Enterprises	Kamorta	
7	Mr.Deepak	9531850356	TVET/Civil supply	Campbell Bay	

2. The candidates should reach the respective TVET Centers as per their present location on time as per the counseling schedule as communicated through mass media(print and air)/Bulk SMS/ <https://collegeadmission.andaman.gov.in> **WITHOUT FAIL**
3. In case a candidate belongs to a containment zone or is in Quarantine, he/she may call in these mobile nos 9474220239/ 9679522264/ 9476000518 for attending online counseling in case they are not able to reach through phone, they may send a message to the given mobile numbers giving details the following details:  
**Admission no., Candidate Name, Father's Name, preference1, preference2, preference3 and category.**
4. In case candidate doesn't reach to their respective TVET Centers as per their present location for attending counseling session on time or through phone or text message as mentioned in sl. No. 3, their seat shall be surrendered to the next candidate in the merit list.

5. In the extreme case that, the admission committee is unable to connect to a candidate in case of network issue or any other reason thereof, then the candidates seat shall be reserved/blocked as per his preference order and seat availability as per merit list status. However, preference to such candidates for seat selection (strictly as per their application only) may be given while distribution of Left Over seats. [Clarification at page 3-4 of this SOP]

#### **OFFLINE MODE of COUNSELLING:**

6. In case a candidate wishes to attend counseling in offline mode, he/she may reach BRAIT campus as per the counseling schedule as communicated through mass media (print and air)/Bulk SMS/ <https://collegeadmission.andaman.gov.in> WITHOUT FAIL.
7. Candidates shall be seated in respective ear-marked location inside the campus and shall be redirected to the counseling venue by the admission committee.

#### **General Guidelines for all candidates:**

1. All candidates are hereby advised to bring the admission acknowledgement slip and valid ID proof for attending the counseling without which they will not be allowed for the counseling session.
2. The candidate should get their admission acknowledgement slip signed by the admission committee member as a proof of attendance. This proof of attendance has to be produced by the candidate while attending the counseling sessions for Left over Seats.
3. Candidates are advised to carry the following original documents along with one set of photocopy-
  - Xth Marksheet and/Or Xth Pass certificate
  - XIIth Marksheet & Pass Certificate
  - Local Certificate/Category/OBC Certificate/Duration
  - Income Certificate issued by Authorized Body for TFW/EWS candidate
4. Candidates should maintain social distancing and pandemic protocol (wearing of masks, frequent sanitization, avoid spitting here and there etc.) at all times.
5. Candidates are strictly advised to follow the instructions of the officials present during counseling.
6. Candidates who have got their allotted seats as per their category shall leave the venue as early as possible.
7. Candidates awaiting their seat allotments should not the leave the counseling venue till the counseling is over, failing which the seat shall be surrendered to the next candidate in merit list.

**Special Clarifications on Sl. No. 5 (ONLINE COUNSELING) Seat Allocation in view of the ongoing pandemic situation and unforeseen situations**

**Sl. No. 5 (ONLINE COUNSELING):** *In the extreme case that, the admission committee is unable to connect to a candidate in case of network issue or any other reason thereof, then the candidates seat shall be reserved/blocked as per his preference order and seat availability as per merit list status. However, preference to such candidates for seat selection (strictly as per their application only) may be given while distribution of Left Over seats.*

***The clause Extreme Case as mentioned in sl. No. 5 (ONLINE COUNSELING) shall be applicable for– special cases of islands/ zones/areas declared as containment/hot spots/candidates in quarantine/network failure/ major power failure as per notifications or information received from Govt. Departments of A & N Administration/ prevailing pandemic guidelines. The list is exhaustive. Any other case if considered as extreme case, shall be done with proper justification with the approval of competent authority.***

a. In case seats are reserved/blocked for a candidate as per sl. No. 5 (ONLINE COUNSELING) above, information regarding the same shall be sent to such candidates through whatsapp/SMS in the mobile number as available in the candidate's online registration form data. The candidate should immediately contact the admission committee in the mobile numbers given at sl. No. 3 (ONLINE COUNSELING) of this **SOP within 2 working days for confirmation and verification of details**, failing which seat blocked/reserved against that candidate shall be considered surrendered and will be allocated to other candidate in merit as per the laid down admission procedure.

b) For candidates who were present at the counseling venue through any means (Online/Physically/Phone/SMS/Whatsapp) as per his/her counseling schedule, and couldn't be considered for seat allotment for seat exhaustion due to blocking/reservation of seats in anticipation as per sl. No. 5 (ONLINE COUNSELING), such candidates shall be kept in waiting list in their respective category. The wait list shall be active for 2 days.

After 2 days if any candidate for whom seat was blocked (in anticipation) as per sl. No. 5 (ONLINE COUNSELING) and no confirmation have been received from such candidate, seat

shall be allotted to the candidates who attended the counseling strictly as per the merit in their respective category during the first round of counseling by considering “NO SHOW”

c) Any surrendered seats/ unreserved seat after the first round of counseling is over for all categories shall go to Left Over Seat counseling which shall be done as per the General Merit List (All category combined)