

## SOP for Online Seat Allotment Process for Admission to various courses in GPD

### 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 1<sup>st</sup> 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) and bank information in which the candidates have to deposit the requisite fees separately for **Semester** for confirmed blocking of seats as mentioned below:

Sl. No.	Category wise	COURSES	Admission Fee (INR)	Bank Account	IFSC Code
1	(GEN/OBC / Divyang / EWS)	Diploma Engineering	2720	30161550707	SBIN0017178
2	TFW&ST	Diploma Engineering	1920	30161550707	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](mailto:admissiondbrait2024@gmail.com). They should clearly mention the **NAME AND APPLICATION NUMBER** in the subject of the email.

The email **Templates -I** 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](mailto: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](mailto: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 – III**  
**Change of Preference**

**To:** [admissiondbrait2024@gmail.com](mailto: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