



SMFWBEE-2018

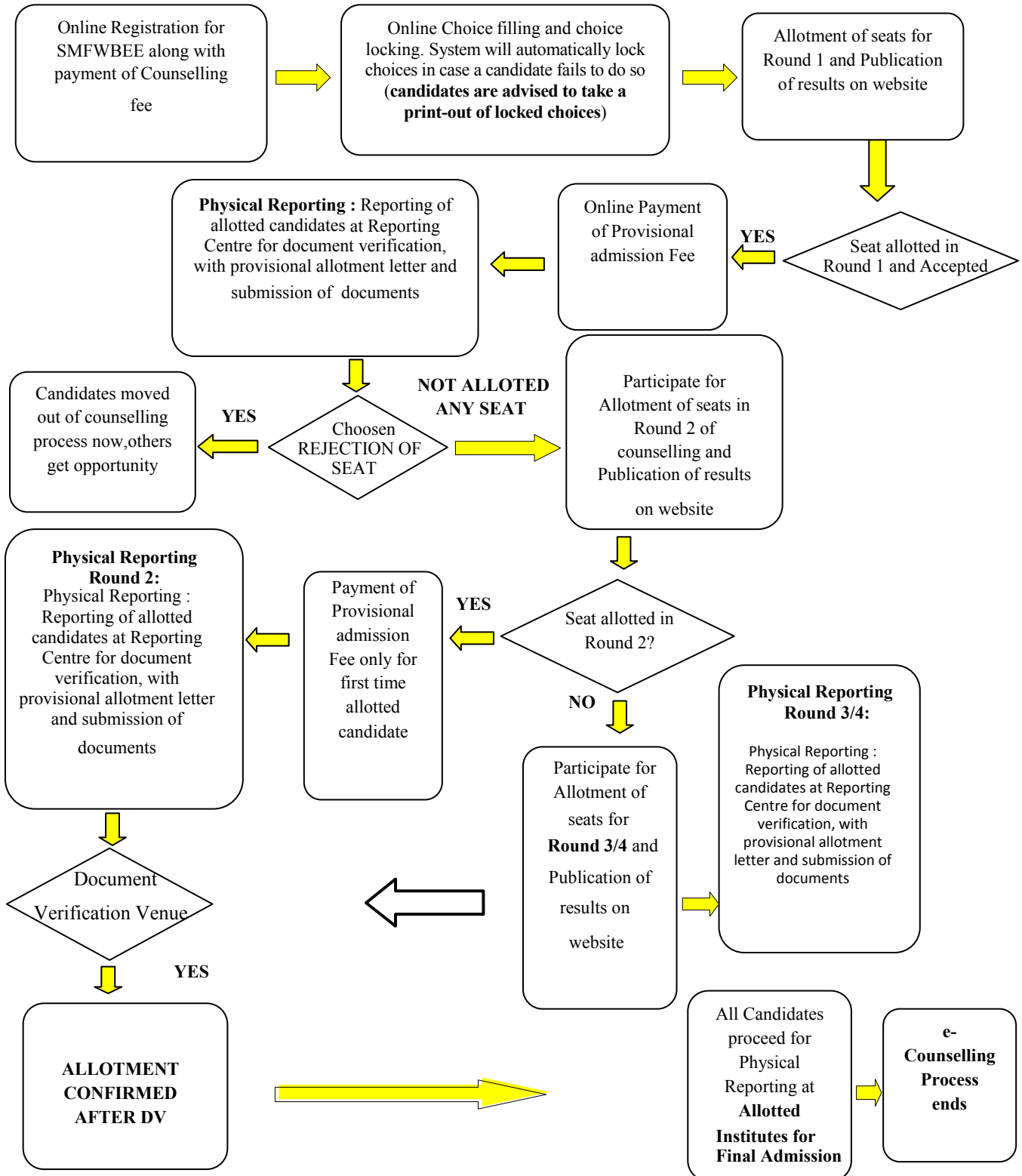
WEB BASED ONLINE COUNSELLING PROCESS FOR ADMISSION TO PARAMEDICAL COURSES IN VARIOUS INSTITUTIONS IN WEST BENGAL

STEP BY STEP PROCEDURE FOR WEB BASED COUNSELLING

1. **REGISTRATION FOR ONLINE COUNSELLING AT THE WEBSITE (ONE TIME ONLY)**
2. COUNSELLING FEE OF Rs.100/- DEPOSIT. (ONLY THROUGH ONLINE) (**Non-Refundable**)
3. CHOICE SELECTION AFTER CAREFUL READING OF SEAT MATRIX / COURSES / INSTITUTE PROFILE
4. CHOICE FILLING AND CHOICE LOCKING (CARE SHOULD BE TAKEN BEFORE LOCKING THE CHOICES, ONCE LOCKED, NO ALTERATION IN CHOICE IS POSSIBLE UNDER ANY CIRCUMSTANCES. IF CHOICES ARE SAVED BUT NOT LOCKED, SAVED CHOICES WILL BE AUTOMATICALLY LOCKED BY THE SYSTEM AFTER LAST DATE). TAKE A PRINT COPY OF CHOICE FILLED STATEMENT FOR REFERENCE.
5. 1ST ROUND SEAT ALLOTMENT
6. IF ALLOTTED, AS PER ONE OF THE CHOICES FILLED AS PER MERIT, STUDENTS HAVE TO CONFIRM THEIR ACCEPTANCE BY CLICKING ON ACCEPT BUTTON. ONCE ACCEPTED, HE/SHE WILL BE TAKEN TO PAYMENT GATEWAY FOR DEPOSITING ADMISSION FEE OF Rs.15000/- IMMEDIATELY FOR BLOCKING THAT SEAT AND HIS COUNSELLING IS COMPLETE. IF HE/SHE REJECTS THE ALLOTMENT, HE SHALL BE EXCLUDED FROM NEXT ROUNDS OF COUNSELLING FOR NOW.
7. TAKE A PRINT COPY OF THE PROVISIONAL ALLOTMENT LETTER .
8. REPORT AT DV CENTER FOR DOCUMENT VERIFICATION ON SCHEDULE DATE, TIME AND VENUE MENTIONED ON THE PROVISIONAL ALLOTMENT LETTER ALONGWITH ALL REQUISITE DOCUMENTS.
9. 2ND / 3RD / 4TH ROUND SEAT ALLOTMENTS
10. NEWLY ALLOTTED STUDENTS HAVE TO FOLLOW ABOVE STEPS 6,7 and 8
11. ONLY NEW CANDIDATES NEED REGISTER FOR COUNSELLING PROCESS DURING THE DATES GIVEN. CANDIDATES ALREADY REGISTERED ONCE NEED NOT REGISTER AGAIN.
12. Candidates not allotted any seat in the round(s) need not required to do anything. They have to wait for next round allotment for any VACANCY as per merit.. Please check updated Seat Matrix for modifying choices, if any.
13. AFTER DOCUMENT VERIFICATION, STUDENTS WILL REPORT TO THE ALLOTTED INSTITUTES/ COLLEGES FOR ADMISSION.

Note : Under point no.6, candidates will also get an option to " Accept and Auto-upgrade". This means that once he pays the admission fees of Rs.15,000/- online and accepts, he can block his current allotment seat and wait for an upgrade in next round ,for a chance to get the higher preference, if in case, someone ranked higher than him, chooses to reject his allotment or opt out of the counselling process or gets an upgrade also. But, this option can be exercised once only. If the option is taken and the new seat is allotted, he shall automatically forego the existing allotment. Kindly note carefully that it is only a probability and not a certainty.

Process flow Chart of e-counselling process



*** Also See the detailed time schedule for the dates and times