

Government of West Bengal
Department of Higher Education
Technical Branch
Bikash Bhavan, 6th Floor, Salt Lake City, Kolkata – 700 091.

No: 324/Edn(T)/4E – 10/12

Dated, 14th June, 2013.

Order

Whereas, the process of counselling for admission into various courses in the 1st Year of undergraduate level Engineering & Technology (including Pharmacy/Architecture) Colleges along with similar Departments in the State-aided Universities of the State has been done every year under the administrative purview of this Department;

And whereas, since last year (i.e. 2012-13), the said process of admission was done through web-based online Counselling which led to a fully transparent method of seat allotment and subsequent admission into the aforementioned institutes;

Now therefore, the Governor has been pleased to continue with the same process of admission alike last year and issue the following guidelines regarding Online Web-based Admission Process (e-Counselling – 2013) having several system-improvements over the same process of last year, to be conducted by the West Bengal Joint Entrance Examinations Board (WBJEEB) under the purview of this Department using a software developed, implemented and maintained by the National Informatics Centre (NIC), Department of Electronics & Information Technology under Ministry of Communications & Information Technology, Government of India.

THE GUIDELINES

1. Basic Criteria for Admission Process:

a. General principle of vacancy determination and filling:

(i) **State aided Universities / Govt. Engineering & Technology Colleges:** 100% seats shall be filled up from the General Merit List (GMR) for Engineering of the West Bengal Joint Entrance Examination – 2013 (WBJEE - 2013) conducted by the West Bengal Joint Entrance Examinations Board (WBJEEB);

(ii) **Private Self-financing Colleges:** Out of total AICTE approved and WBUT affiliated seats; 80% of the total seats shall be filled up from the West Bengal Joint Entrance Examination (WBJEE - 2013) and 10% from Joint Entrance Examination conducted all over India by CBSE, Government of India (JEE Mains – 2013). Remaining 10% seats shall be filled up under Management Quota of concerned Institutions, if they desire so. Otherwise, 90% of the total seats shall be filled up from WBJEE~2013;

(iii) For all Colleges/Institutes and Universities: 5% seats, supernumerary in nature shall be filled up through the Tuition Fee Waiver Scheme (TFW) of AICTE, only from merit listed students of WBJEE – 2013.

b. Domicile Criteria:

There shall be no domicile requirement for Universities / Self-financing Engineering & Technology Colleges / Institutes, but for allotment in Government Engineering & Technology Colleges, candidates domiciled in the State of West Bengal shall only be considered. For selection and allotment of students under the reserved category viz. Scheduled Caste, Scheduled Tribe and Person with Disability (PwD), for Minority Institutions and for Tuition Fee Waiver Scheme (TFW); only candidates domiciled in the State of West Bengal shall be considered;

c. Eligibility Criteria:

- (i) **Age Restriction:** Candidate must be 17 (seventeen) years of age or above as on 31.12.2013. There is no upper age limit except for the Marine Engineering Courses for which the upper age limit is 25 years as on 31.07.2013;
- (ii) **For all the Courses except B.Arch., Marine Engineering and B. Pharmacy:** General candidates must pass H.S. (10+2) or its equivalent examination, with a minimum of 45% marks in Physics, Chemistry and Mathematics taken together (40% for SC/ST/PH candidates) (as per AICTE norms) and with at least 30% marks in English (for all category of candidates) with individual pass marks in Physics, Chemistry, Mathematics, English and Vernacular (or any fifth subject);
- (iii) **For Marine Engineering Course:** The minimum percentage of marks is 60% in Physics, Chemistry and Mathematics taken together in (10+2) level with at least 50% marks in English either in 10th or in 12th Standard and with individual pass mark in Physics, Chemistry, Mathematics, English and Vernacular (or any other fifth subject) for all category of candidates;
- (iv) **For B. Pharm Course:**
- I. **For Institutions other than Jadavpur University:** General candidates must pass H.S. (10+2) or its equivalent examination with a minimum of 45% marks (40% for SC/ST/PH candidates) in Physics, Chemistry and Mathematics/Biology three taken together, English and Vernacular (or any other fifth subject) for all category of candidates;
 - II. **For Jadavpur University:** General candidates must pass H.S. (10+2) or its equivalent examination with a minimum of 45% marks in Physics, Chemistry and Mathematics taken together (40% for SC/ST candidates) and with at least 30% marks in English and having individual pass marks in Physics, Chemistry, Mathematics, English and Vernacular (or any other fifth subject) for all category of candidates;
- (v) **For B.Arch. Course:** A candidate, besides satisfying the eligibility criteria as stated in (ii) above (for JEE Mains~2013 merit listed candidates, their rank should be in the JEE Mains~2013 B. Arch list), have to qualify in the NATA (National Aptitude Test in Architecture) conducted by the Council of Architecture, New Delhi.

2. Publication of Merit List for WBJEE – 2013 and cut-off marks for JEE Mains – 2013:

- (i) The West Bengal Joint Entrance Examinations Board (WBJEEB) has already published a Merit List containing General Merit Rank (GMR) of all such candidates appearing in the WBJEE – 2013 examination who have now become eligible for taking part in the online Counselling process this year;
- (ii) The Board has also published the corresponding notional Merit Rank for Scheduled Caste (SC), Scheduled Tribe (ST) and Person with Disability (PwD) candidates alongside their respective General Merit Rank (GMR) in the WBJEE~2013 Merit List;
- (iii) Furthermore, the Board has also published the corresponding notional Merit Rank for such eligible candidates who have also become eligible to be considered under TFW Scheme's supernumerary quota alongside their respective General Merit Rank (GMR) in the WBJEE~2013 Merit List;
- (iv) All such candidates who have thus been merit listed in the WBJEE~2013 and/or in the JEE Mains~2013 (All India Rank) shall be considered for counselling and allotment into respective category of vacant seats in the Engineering & Technology institutes of the State through “e-Counselling 2013.”

3. Preparation of Seat Matrix:

Director of Technical Education (DTE), West Bengal, on behalf of the State Government in the Higher Education Department, shall prepare the Seat Matrix for 2013-14 in the following manner:

- (i) Existing institutions / new institutions who have received fresh approval or extension of approval from AICTE along with affiliation received from the West Bengal University of Technology (WBUT) or respective affiliating university; shall be taken into consideration for inclusion in the Seat Matrix for the e-Counselling process. Therefore West Bengal University of Technology (WBUT) will provide information about affiliation of all the Institutions under its aegis to the DTE, West Bengal with intimation to the Chairman, West Bengal Joint Entrance Examinations Board (WBJEEB) immediately on publication of this order;

NOTE: Notwithstanding anything contained in the foregoing para. 3(i) whatsoever, in the event of any institution's unavailability of either Extension of Approval (EOA) and/or affiliation from the affiliating university, the SEAT MATRIX will consider its last year's intake capacity and continue with the e-Counselling Process. It will be presumed that the AICTE and/or Affiliating University will eventually dispose of their prayer(s) favourably or at least keep their last year's status regarding intake. Thereafter, on the date of 1st round of allocation of seats through e-Counselling Process, only those institutes which will have received Extension of Approval (EOA) from AICTE and/or Affiliation from respective affiliating University by then shall be considered for allocation of seats. Hence, the choices of candidates pertaining to unapproved institutes will not be All Self-financing Engineering & Technology Colleges who do not want to admit students under will not be considered through this e-Counselling Process.

- (ii) All Self-financing Engineering & Technology Colleges who want to admit students under Management Quota (as laid down in para-5) shall have to intimate Director of Technical Education, West Bengal at the earliest so that the same can be reflected in the Seat Matrix, lest it will be considered that the said institute is admitting students under its Management Quota;
- (iii) All Self-financing Engineering & Technology Colleges who want to admit reserved category students under Scheduled Caste (SC), Scheduled Tribe (ST), Person with Disability (PwD) category and who have been allowed/declared as Minority Institutions shall have to intimate the Director of Technical Education, West Bengal specifying number of seats under different categories so that the same can be reflected in the Seat Matrix;
- (iv) The Director of Technical Education, West Bengal shall send the complete Seat Matrix to the WBJEE Board, with reservation details along with other category of seats like Minority, Management Quota, etc. for all eligible Engineering, Technology, Pharmacy, Architecture Colleges / University / University Departments so that the Counselling starts as per schedule;

4. **Reserved Category Seats:**

- (i) **SC / ST / PwD Category:** Reservation of seats for SC/ST/PwD candidates shall be made as per State Govt. Norms for all the Govt. Engineering & Technology Colleges as well as for such Self-financing Engineering & Technology Colleges who have received some grants from the Government, in any manner whatsoever;
- (ii) **Minority Category:** Admission of students in Minority Engineering Institution(s) in West Bengal shall be governed by the following manner:
 - a) Only successful candidates domiciled within the State of West Bengal shall only be allowed to be considered under this category and hence would be required to provide necessary Domicile Certificate during Counselling;
 - b) 10% of sanctioned intake of students of the institution may be admitted by it under management quota following this Department's Memo. no. 450-Edn(T) dated 24.06.2008;
 - c) Out of the remaining seats, such percentage of the seats as may be declared by the institute to the Director of Technical Education, West Bengal latest by 18th June, 2013, up to a maximum of 50% (of the remaining 90% i.e. 45% of total intake as a whole) will be earmarked for the students belonging to minority community domiciled in the State of West Bengal. Admission to such minority quota will be done on the basis of inter-se-merit amongst candidates with JEE Mains - 2013 ranking for 10% of total Quota and rest from candidates with WBJEE - 2013 ranking on the basis of inter-se merit amongst themselves, taking left-over from JEE Mains - 2013 into account prior to such allocation through online counselling mode conducted by the WBJEEB;

- d) If some seats remain vacant within the Minority Quota after process undertaken under 4 (ii) (c), and if the concerned institute(s) so desire(s), it/they have the option to approach WBJEEB to fill up the remaining seats under the Minority Quota from general category candidates along with the existing General category candidates of WBJEE~2013 and JEE Mains~2013. The conversion will take place only during the 3rd round allotment of candidates. Such Minority Institutes shall exercise their stated option for conversion of such unfilled Minority Quota seats to General Category by informing the DTE, WB and the WBJEE Board latest by 18th June, 2013 otherwise they will be allowed to fill up the vacancy under Decentralised Counselling as per existing norms;
- e) The admission to remaining 50% of the seats for those Minority Institutes, along with the converted seats from process undertaken under 4 (ii) (c); will be done on the basis of inter-merit amongst general students simultaneously and as per norms through online counselling mode;
- f) In case, the said Minority Institution(s) write(s) a request letter to the DTE, West Bengal by 18th June, 2013 that any and/or all such institution(s) would like not to be considered as Minority Institution(s) for e-Counselling – 2013 process in proper letter-head and with proper signature of the authority concerned; and would rather be treated at-par with other self-financing colleges with regards to the allotment of seats during e-Counselling~2013; the Director of Technical Education, West Bengal would accede to the said request(s) and take further action for preparation of the Seat Matrix accordingly, provided the communication(s) is/are in order.
- (iii) **TFW Category:** Tuition Fee Waiver facility to eligible students under Tuition Fee Waiver Scheme was declared by the All India Council of Technical Education (AICTE), Government of India. The scheme reserves a provision of 5% (five percentage) of supernumerary seats in each of the institutes under the aegis of this Department including the University Departments over and above the total intake in AICTE approved courses. This supernumerary quota of seats is referred to as TFW seats and will feature in all documents and in the forthcoming e-Counselling process as such. The seats under this TFW category will only be extended to such students who are domiciled in West Bengal and had applied for availing the said benefit in their application for WBJEE~2013. The seats remaining vacant after 3rd round counselling process under this category shall not be considered for either conversion or filling up in any other manner whatsoever, due to its supernumerary nature. The provisions are enumerated in the Govt. Order vide No. 79-Edn (T), Dated, 23.02.2011.

(iv) **Defence Quota Seats:** Defence Quota Seats, which are supernumerary in nature, are as indicated in the Information Brochure of the West Bengal Joint Entrance Examinations Board published for WBJEE~2013. The WBJEEB would allocate students under this category outside the purview of the Online e-Counselling~2013 as per procedure.

5. Counselling Programme for allotment of candidates: For the academic session of 2013~14, the entire Counselling process shall be done through “Online e-Counselling mode” to be conducted by the WBJEEB, in the following manner:

(i) **Explanation of the process of “Online Admission Process (e-Counselling)”:** The entire counselling process shall be conducted Online, i.e. a candidate having General Merit Rank (GMR) in the merit list of WBJEE – 2013 and/or rank (AIR) in the merit list of JEE Mains – 2013 (in separate B. Arch list for candidates willing to admit in B. Arch course); will be required to register and get oneself allotted a seat in any of the participating Engineering & Technological institutes in the State of West Bengal, as per availability and maintaining inter – se merit thereof, through the website of the WBJEEB and using “e-Counselling” software developed, implemented and maintained by the National Informatics Centre (NIC), Department of Electronics & Information Technology under Ministry of Communications & Information Technology, Government of India.

Mutatis mutandis anything whatsoever stated in these guidelines regarding Online e-Counselling; the existing provisions of the Government of India and/or Government of West Bengal with regards to reservation of seats, eligibility criteria, domicile criteria and other pre – requisites, shall remain unchanged.

(ii) **Steps of “Online Admission Process (e-Counselling)”:** Online Counselling shall consist of Registration Process, Choice – filling, Choice – locking and Informed Choice filling Process comprising four (4) rounds. Therein;

A. The Registration Process shall require each and every eligible candidate (as per foregoing provisions) to register through filling – up of Specific form in the website of the WBJEEB (i.e. <http://wbjeeb.nic.in/>) within the Specified time period i.e. w.e.f. 20th June, 2013 up to 10th July, 2013, inclusive of both days. The said candidate shall be required to deposit requisite FEE amounting Rs. 506/- (Rupees five hundred and six only) in any of the CBS branches of the Allahabad Bank in the account of the WBJEEB mentioning the WBJEE~2013 and/or JEE Mains~2013 rank; details of the procedure shall be made available in the website of the WBJEEB and in the public advertisements to be brought out by the WBJEEB for this Online e-Counselling process. The candidate while completing the web based registration process shall be required to fill

up the Bank Receipt Number and later shall be required to show the physical receipt during Admission Process at the Reporting Centre and/or when asked for. The District level Nodal Officer under the aegis of the concerned District Magistrate would supervise, monitor and liaise with the Board as well as would co-ordinate with the respective Person in Charge of the Reporting Centre and with BDO, SDO and District level administrative officials for smooth conduct of the entire e-Counselling process.

- B.** All eligible candidates are required to register ONLINE by submitting unique personal data through Internet from places convenient to them. In addition alike last year, Help Centres at Block, Sub Division and District levels as well as at different Government Engineering Colleges and State-aided Universities are being set up with the assistance of the District/College/University authorities which may be used by the candidates for availing critical support required during registration and choice-filling process. All subsequent activities are password protected.
- C.** The candidates shall not be allowed to change any of the existing data recorded and archived in the WBJEEB database (i.e. details related to date of birth, religion, category, TFW etc. as they have already been shown their data during result publication). They may however now approach the Board for necessary correction(s), if any. Besides the candidates shall be asked to fill up their data related to their marks obtained in the Higher Secondary Examination (or 10+2 level qualifying examination) and whether they have qualified NATA examination, if they want to become eligible for admission in B. Arch course along with academic and requisite details for completion of Registration Process;
- D.** The Choice – filling Process shall require all such validly registered candidates to fill up their choices i.e. their preferred institute vis-à-vis stream of study (viz. abc engineering & technology institute and xyz engineering stream therein) with seats shown depending on their category (viz. SC or ST or PwD or Minority or TFW etc.);
- E.** Even if any candidate registers having both WBJEE~2013 and JEE Mains~2013 ranks; one can only provide/fill a single set of choices. Based on the respective rank vis-à-vis choices and availability of seats in respective category; a single allotment would be done without violating merit and preference of choice given by the same.
- F.** All the registered candidates who will have filled up choices need to lock their preferences. The Choices preferred by the candidates therefore are required to be locked by the candidates by using their user-id and password. The Choice Locking facility will remain operative from 9th July, 2013 till 5 pm on 11th July, 2013. In order to prevent un-locking of Choices which will debar such candidate from allocation, the Chairman of the WBJEEB is authorised to centrally sign into the

database after the window-period of such registration and choice-filling process i.e. after 5 pm on 11th July, 2013, by using a digital signature, and will lock all such preferences last entered and modified by all such registered candidates, in greater interest of candidates;

- G.** The first round shall then try and allocate seats to all such validly registered and choice-given candidates against available vacancies, as per Seat Matrix received from the DTE, West Bengal and as per one's choice/preference given thereof maintaining inter – se merit amongst themselves. The allocation process shall take into effect the reservation criteria of all categories (i.e. for SC, ST, PwD, TFW, Minority, etc.) and for both JEE Mains and WBJEE, the allocation in the first round shall be done simultaneously out of their respective quantum of seats. Counselling and allotment of students for the Tuition Fee Waiver (TFW) Scheme of AICTE shall be conducted simultaneously. This TFW Scheme is applicable only for all General Merit Listed candidates under WBJEE~2013 and domicile of West Bengal.
- H.** As soon as the first round completes allocation of seat vis-à-vis candidate; the list generated thereby shall be published online, displayed on the WBJEEB's website as mentioned hereinbefore and posted on the respective webpage of the candidate, to be accessed by the candidate through one's secure user-id & password. Also details of allocation would be sent to the candidate electronically;
- I.** The candidate so allotted shall be required to report at any of the Reporting Centres (RC) (or specific, if necessary) spread across the State within the specified time period w.e.f. 15th July, 2013 to 19th July, 2013. In case, any of the candidates so eligible yet remains unable to attend any of such RCs within the aforementioned window-period after first-round for whatsoever reason it may be; the respective allocation of seat shall stand cancelled and the candidature of the said candidate shall not be considered till the 3rd round of Online e-Counselling. The details of such RCs so identified in consultation with this Department (the list is annexed with this document), shall be published by the WBJEEB in due course and the Allocation Certificate so generated after first round of allocation by the software through web-based application shall bear details of RCs. The Allocation Certificate bearing photograph and signature of the candidate, shall be allowed to be downloaded and printed;
- J.** On attending the RC, a candidate shall be required to submit one's downloaded and printed Merit Rank details for WBJEE~2013 and/or JEE Mains~2013 & Allocation Certificate from WBJEEB website along with Admit Card & Receipt of Online Counselling Registration Fee. Thereafter the original testimonials of the allotted candidate shall be verified alongside physical verification of the candidate from photo, signature and Left Hand Thumb Impression. If every document conforms to the submission of the candidate given during Registration and/or earlier; allocation to the said

student shall be deemed to be proper. Subsequently, the candidate shall be required to deposit one-time admission and associated fees amounting Rs. 4000/- for candidates allotted under TFW, Rs. 5000/- for six (6) Government Engineering Colleges and Universities (Engineering & Technology Departments therein) and Rs. 20000/- for all other self – financed Engineering & Technology Institutes, through a crossed Bank Demand Draft drawn in favour of WBJEEB, details for which shall be publicized as enumerated hereinbefore for similar instances.

- K.** If any candidate wants to avail of or not avail of the opportunity of up-gradation of his already allotted seat; one shall have to fill a declaration form during reporting at the RC. It goes without saying that the candidate's choice of availing or not availing of Up-gradation facility is a discretionary option in the hands of the candidate and the WBJEEB shall have no role to play in this regard. Neither the Board could allow a candidate to exercise this option nor could it deny. But once exercised, the candidate can revert from YES Up-gradation to NO Up-gradation during the subsequent 2nd and 3rd rounds of allotment being satisfied with the level of Up-gradation acquired by one but will be restricted from exercising change from NO Up-gradation to YES Up-gradation. Wherever up-gradation of seat choice facility is not available with the candidate, he/she would be retained in the already allotted seat;
- L.** In case, a candidate fails to show relevant original documents during physical verification at the RC, fails to substantiate one's claim vis-à-vis one's earlier submissions in any manner whatsoever; the WBJEEB shall issue an Allotment Cancellation Certificate to the said candidate at the said RC through the Board's authorised representative. Once such certificate is issued, the said candidate shall not be considered up till 3rd round of Online e-Counselling.
- M.** For candidates belonging to SC, ST, PwD, and Minority Category or availing benefits of TFW, additional benefits would be scrapped if relevant testimonials are not submitted and these candidates would be considered for the next round of allocation of seats after cancellation of earlier allotments without category benefit. TFW candidates, scrapped of TFW seats, would be considered only for non-TFW seats given in their choice list. If empty, they have to wait till fresh choice filling in 4th round.
- N.** In this respect it should be clarified that the candidates falling under 5(ii)(M) above, might be allotted a seat lower in his/her choice list compared to that obtained by a lower ranked candidate as one had availed the earlier allotment with a benefit to which one had no supporting documents and the allotment process under e-Counselling is based on the submissions made by the candidate online subject to verification to be made after allotment. Hence, the onus of such merit-violation would be on such candidates and the WBJEEB would in no way be held responsible for such;

- O.** After a candidate's successful verification at the RC and deposition of requisite fees therein; a Provisional Admission Letter shall be issued to the respective candidate with copy to the Director of Technical Education, West Bengal and the Registrar of the concerned University;
- P.** A candidate on being allotted a seat by the RC after depositing required fees and being extended the Provisional Admission Letter showing details of allotted college/institute along with willingness of Up-gradation exercised or not etc. may like to cancel one's allotment of seat. Such cancelled seat will be available for iteration during subsequent rounds of allocation amongst remaining validly registered candidates. The entire fee would be refunded by the WBJEEB. Penal deductions would be made by the Board up to an extent of 100% if not withdrawn during 3rd Round of Counselling and the candidate doesn't appear at the Participating Institute during PI Reporting;
- Q.** The seats emptied out of candidates who do not turn up at the RC or choose to cancel the allotment made to one or are otherwise found ineligible as per foregoing clauses would be considered as VACANCY generated after the last date of Reporting for each of the rounds of counselling;
- R.** Once the vacancy status is generated arising out of non-reporting at the RC, cancellation at the RC, and/or any such reason like up-gradation, as clarified in the foregoing provisions, as the case may be; the cumulative vacancy arrived at thereof shall once again be verified with the existing database. Thereafter the software shall run for the second time and allotment of seats vis-à-vis candidates shall be made during this Second Round of Seat Allotment.
- S.** The report in the form of list so generated thereof; shall be used for similar actions alike (I) to (Q) with dates of reporting at the RC after 2nd Round as 22nd July to 24th July, 2013 leading on to the eve of Third Round;
- T.** First part of the 3rd round will be normal like previous two rounds. Then, the residue of vacancy available in the JEE Mains quota shall be merged with General quota of residue of vacancy under WBJEE quota, residue vacancy available in the PwD quota under WBJEE shall be merged with General quota of WBJEE, firstly residue of vacancy in ST quota under WBJEE shall be merged with that of SC quota of WBJEE and thereafter the residue of vacancy of augmented SC quota shall be merged with the General quota under WBJEE, similarly, up-gradation shall continue until such iteration of the software during this Third Round of Counselling; whereby no candidate of inter-se lower merit is placed in higher preference than that of higher merit, if the latter has exercised the option of Up-gradation save and except in cases as enumerated under 5(ii)(M) above. Moreover, the Up-graded candidates shall be intimated at the end of each round of allotment as per usual process mentioned hereinbefore. Therefore, such candidate shall have the option to stop up-gradation process in between as a change of intent as depicted under 5(ii)(K) above;

- ***Prior approval from the concerned authorities for conversion of such seats from PwD to General (Open), ST to SC and SC to General (Open) etc. category must be taken in this regard. A letter should also be issued to the BCW Department by the WBJEE Board with a copy of these Guidelines, requesting them to send competent authorities at the Board Office before 3rd round of counselling i.e. specifically on 25th of July, 2013 enabling such conversion as and when required;
- U. After running the Third Round of iteration of the e-Counselling process, similar admission procedure shall follow during operation of Reporting Centres w.e.f. 27th to 29th of July, 2013. Freshly allotted candidates shall attend the Reporting Centres except for those candidates who have already exercised the facility of Up-gradation.
- V. Those candidates whose option for Up-gradation shall fetch an allotment of higher preference exercised by them; shall have to report to the finally allotted institute and their Final Allotment Letter shall have these details enumerated specifically so that they are allowed to report at the Up-graded institute. It is imperative to mention that the candidate so Up-graded shall not have the right to refuse such offer of Up-gradation because that will lead to creation of vacancy in such institutes which might not have been offered to other candidates due to such exercise of Up-gradation option. Thereafter the candidates so allotted with the final allotment showing in their respective webpage and informed electronically shall report to the said finally allotted institutes/colleges/departments of universities as the case may be, between 26th July (after announcement of the 3rd Round results) and 29th of July, 2013;
- W. The e-Counselling software will also include functions to be undertaken by all the Participating Institutes (PI) in the counselling process. All the E&T institutes will be informed about their respective seat-allotment details through this counselling process. When the candidates report to their respective finally allotted institute between 26th July (after announcement of the 3rd Round results) and 29th July, 2013; the respective PI shall log on to this web-based application online and upload their reporting details. Therefore after 29th July, 2013 (5 pm), the Board shall be having the details of vacancy as it stands after the 3rd round of e-Counselling and Physical reporting at respective Participating Institute;
- X. Thereafter the fourth round of e-Counselling will commence which is known as **Informed Choice Filling Round**. The WBJEE Board shall publish the final vacancy list after the Physical Reporting at respective Participating Institute is over on 29th July, 2013. Immediately afterwards, the Fourth Round Module viz. Informed Choice Filling Module will become operative. Therein, anyone viewing the webpage will come to know about the status of seats remaining empty after the Physical Reporting at respective Participating Institute on 29th July, 2013 at 5 pm;

- Y.** The candidates who are eligible to take part in the Fourth Round of e-Counselling / Informed Choice Filling Round are (i) all registered candidates of e-Counselling Process, irrespective of their status of allotment or withdrawal or cancellation from the Process for whatsoever reason, and (ii) all such candidates who have not yet taken part in the e-Counselling process but now desire to register afresh by depositing requisite fees and filling up of requisite forms. Only these unregistered candidates need to deposit e-Counselling fee;
- Z.** This complete set of candidates will now become eligible to take part in the Fourth Round of e-Counselling / Informed Choice Filling Round of e-Counselling;
- AA.** This process will remain operative only for 30th July, 2013. This set of eligible candidates will now view the entire seat matrix once again along with the vacancy status after Physical reporting at the Participating Institutes at the end of the 3rd round. They can now offer their choice afresh keeping in mind (i) the vacancy existing after 3rd round and (ii) the virtual vacancies to be generated if the candidates above one's merit rank are allotted such vacancies during iteration of Fourth or Informed Choice Round;
- BB.** On 31st July, 2013, the fourth round of seat allotment will be processed. Candidates who have taken part in the fourth round will either be allotted as per their choice vis-à-vis vacancy existing and their respective General Merit Rank or will be retained with their last allotted seat. The candidates who have not taken part in the fourth round will be kept at their last allotted seat;
- CC.** Therefore;
- a)** The fourth or Informed Choice Round is an optional one;
 - b)** It gives opportunity to the candidates registered earlier as well as those who have remained un-registered until now to take part in this round of the e-Counselling Process;
 - c)** Both allotted and un-allotted candidates can take part in this round based on the vacancy status obtained after 3rd round of e-Counselling and Physical reporting at Participating institute;
 - d)** Candidates who will not either take part in this round or are not allotted a seat in this round will keep the last allotted seat;
 - e)** This round will ensure filling up of seats in the premier institutes which used to earlier remain unfilled and also fill up left over vacancies in all others;
 - f)** This round is considered only for General Category vacant seats and not for Reserved Category vacant seats per-se because the Reserved Category vacant seats would have already been converted into General Category vacant seats by end of the 3rd Round. If any reserved seat falls vacant during this 4th or Informed Choice Round, the same will be treated as converted into General Category vacant seats;

DD. After fourth round of e-Counselling 2013, the WBJEE Board will publish the 'Institute-specific vacancy list' and publish the same on its website and a specific report will be generated for each of the affiliating universities regarding actually allotted vis-à-vis admitted candidates through this e-Counselling process. This will enable the respective university to process the registration of such candidates;

EE. Procedures, laid down in para 4 (ii) for allotment of seats to Minority Institutions, shall be followed during Online e-Counselling – 2013 and allotment of students under the Minority Category.

- **The WBJEE Board shall set necessary programme to complete the JELET Counselling for admission to Second Year Engineering & Technology Courses through the Lateral Entry Scheme so that vacant seats of WBJEE-2013 after normal counselling could be awarded to the willing and successful candidates from JELET merit-list. This process shall be done manually and through Central Counselling mode, alike last year.**

(iii) Decentralised Counselling: Vacancy if any, as per list generated by the Board after the entire e-Counselling process is over (refer para. 5(ii)(DD) above), shall be considered for filling up by the concerned Institutions based on the ranks of WBJEE~2013, JEE Mains~2013 and thereafter result of candidates in the qualifying Examination (i.e. "10+2") as per the eligibility criteria specified in para.1.(c), and following the guidelines below:

- a. Each of such institutions having left-out vacancies in various streams and desiring to admit student through Decentralised Counselling, shall declare the list of vacancies based on the list published by the Board. The NOTICE seeking application from eligible candidates has to be posted on their respective NOTICE BOARD and WEBSITE. A copy of the notice must reach the office of the Director of Technical Education, West Bengal within a day of such posting and the notice inviting application from intending students must also be displayed for at least next five days.
- b. Individual Institution shall post the list of applicants with their WBJEE-2013 and/or JEE-2013 rank or percentage of marks secured in "10+2", as applicable, on their websites and Notice Board, on a daily basis.
- c. Thereafter, the concerned institution shall scrutinize all such applications and shall finalize suitable candidates based on their inter-se merit i.e. prepare merit list considering inter-se-merit of the successful students on the basis of the following criteria in order of priority:
 - (i) Candidates with WBJEE-2013 rank (GMR);
 - (ii) Candidates with JEE Mains (Engineering & Architecture)- 2013 rank (AIR);
 - (iii) Candidates with JELET- 2013 rank;
 - (iv) Candidates with Engineering- Diploma;
 - (v) B.Sc. passed candidates and
 - (vi) 10+2 passed candidates.

All these candidates shall have to adhere to the cut-off marks in qualifying examination (10+2) fulfilling AICTE norms as stated under para.1(c). This Merit list is required for admission into individual Institution within seven days of its publication under intimation to this Department through the Director of Technical Education, West Bengal and the WBUT or the concerned University, as the case may be.

- d. Thereafter, the respective institutions shall complete the admission process within such time stipulated by the concerned affiliating University so that the admitted students could be registered before last date specified for such purpose and submit a final report in a specific format, on admission status to this Department through the Director of Technical Education, West Bengal as well to the concerned University. The entire decentralized counselling process as well as the Counselling Schedule shall be well publicized for generating awareness of all intending students as well as for all concerned.
6. **Management Quota:** Private Self-Financing Colleges shall be allowed to admit a maximum of 10% of seats under the Management Quota from among WBJEE~2013 and JEE Mains~2013 merit listed candidates. Furthermore, the seats under the Management Quota which will remain vacant maintaining this procedure shall also be allowed to be filled up from the JELET~2013 qualified candidates, Engineering-Diploma holders, B.Sc. Passed and/or eligible 10+2 passed candidates with requisite minimum qualifications stipulated by the AICTE and enumerated under para.1(c) hereinbefore. The said admission must be completed within stipulated time-limit so that the candidates are registered with the affiliating university before the last day of registration.

Sd/- Vivek Kumar.
Secretary

Dated, 14th June, 2013.

No: 324/1(9)/Edn (T)/4E – 10/12

Copy forwarded for information and necessary action to:

1. The Chairman, WBJEE Board, AQ-13/1, Sector – V, Salt Lake City, Kolkata – 700 091;
2. Vice-Chancellor, Jadavpur University / Bengal Engineering & Science University / Burdwan University / West Bengal Animal & Fishery Sciences / Uttarbanga Krishi Viswavidyalay / Bidhan Chandra Krishi Viswavidyalaya;
3. Vice-Chancellor, West Bengal University of Technology, Salt Lake City, Kolkata – 700 091;
4. Director of Technical Education, West Bengal, Bikash Bhavan, Salt Lake, Kolkata – 91;
5. Registrar, _____ University, with request to implement the guidelines during admission for 2013 – 2014 academic year;
6. P.S. to MIC, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata – 91;
7. P.A. to Principal Secretary, Higher Edn Department, Bikash Bhavan, Salt Lake, Kolkata – 91;
8. Secretary, Association of Professional Academic Institutions, West Bengal;
9. Guard File.

Assistant Secretary.

Tentative Counselling Schedule for e-Counselling 2013:-

Serial No.	Activities	Duration
1.	Online Registration & downloading of e-Challan	20 th June to 10 th July, 2013
2.	Choice Filling	20 th June to 11 th July, 2013 5:00 PM
3.	Choice Locking	9 th to 11 th July, 2013 5:00 PM
4.	1 st Round of seat allotment Result	14 th July, 2013
5.	Remote admission at Reporting Centres after 1 st round of seat allotment	15 th to 19 th July, 2013 (10 AM to 5 PM)
6.	Withdrawal at Reporting Centres	15 th to 19 th July, 2013 (10 AM to 5 PM)
7.	Vacancy due to non-reporting & Withdrawal	20 th July, 2013
8.	2 nd Round of seat allotment Result	21 st July, 2013
9.	Remote admission at Reporting Centre (Fresh allottee only) after 2 nd round of seat allotment	22 nd to 24 th July, 2013 (10 AM to 5 PM)
10.	Withdrawal at Reporting Centres	22 nd to 24 th July, 2013 (10 AM to 5 PM)
11.	Vacancy due to non-reporting & withdrawal	25 th July, 2013
12.	Approval by the competent authority for conversion of seats on the basis of MIS reports	25 th July, 2013
13.	3 rd Round of seat allotment Result	26 th July, 2013
14.	Remote admission at Reporting Centre (Fresh allottee only) after 3 rd round of seat allotment	27 th to 29 th July, 2013 (10 AM to 5 PM)
15.	Physical reporting at final allotted institutes by all candidates who have been allotted a seat in any of the rounds	26 th July after 3 rd round result declaration and upto 29 th July, 2013
16.	Vacancy status declaration by the Board after Physical Reporting	29 th July, 2013, after 5 PM
17.	4 th Round or Informed Choice Filling Round	30 th July, 2013
18.	4 th or Informed Choice Filling Round seat allotment Result	31 st July, 2013
19.	e-Admission Process Closed	31 st July, 2013

REPORTING CENTRES	
Serial No.	Name of the Reporting Centre
1	UTTAR BANGA VISWAVIDYALAYA, SILIGURI, DARJEELING
2	CENTRAL CALCUTTA (GOVT) POLYTECHNIC , KOLKATA
3	GOUR BANGA VISWAVIDYALAYA, MALDA
4	VIDYASAGAR UNIVERSITY , MEDINIPUR
5	HALDIA GOVT. POLYTECHNIC, PURBA MEDINIPUR
6	PURULIA GOVT. POLYTECHNIC, PURULIA
7	RAIGUNJ GOVT. POLYTECHNIC, NORTH DINAJPUR
8	CONTAI GOVT. POLYTECHNIC, PURBA MEDINIPUR
9	JADAVPUR UNIVERSITY, KOLKATA, SALT LAKE CAMPUS
10	SIURI SRSV GOVT. POLYTECHNIC, BIRBHUM
11	MALDA GOVT. POLYTECHNIC, MALDA
12	COOCHBEHAR GOVERNMENT POLYTECHNIC
13	BISHNUPUR KGEI GOVT. POLYTECHNIC, BISHNUPUR, BANKURA
14	DARJEELING GOVT. POLYTECHNIC, KURSEONG
15	ASANSOL GOVT. POLYTECHNIC, BURDWAN
16	TRIPURA WOMEN'S POLYTECHNIC, AGARTALA
17	GOVERNMENT COLLEGE OF ENGINEERING AND LEATHER TECHNOLOGY, KOLKATA
18	GOVT. COLLEGE OF ENGG. & TEXTILE TECHNOLOGY, BERHAMPUR, MURSHIDABAD
19	GOVT. COLLEGE OF ENGINEERING & CERAMIC TECHNOLOGY, KOLKATA
20	GOVT. COLLEGE OF ENGINEERING & TEXTILE TECHNOLOGY, SERAMPORE, HOOGHLI
21	JALPAIGURI GOVERNMENT ENGINEERING COLLEGE, JALPAIGURI
22	KALYANI GOVERNMENT ENGINEERING COLLEGE, NADIA
23	BENGAL ENGINEERING & SCIENCE UNIVERSITY, SHIBPUR, HOWRAH
24	JADAVPUR UNIVERSITY, KOLKATA
25	BURDWAN UNIVERSITY (INSTITUTE OF TECHNOLOGY), BURDWAN
26	WEST BENGAL UNIVERSITY OF TECHNOLOGY, SALT LAKE KOLKATA