



IMPORTANT GUIDELINES for PARTICIPATING INSTITUTES' ACTIVITIES

FOR ADMISSION PROCESS

In view of the COVID-19 Pandemic, CSAB-2020 in its Core Committee meeting held on November 5th, 2020 has decided that this year admission process will be done in two steps in **ONLINE MODE** as follows:

Step-I: Payment of Partial Admission Fee at JoSAA-2020 portal (during 9th-13th November, 2020) as per already notified schedule on JoSAA portal.

- All the candidates who have accepted a seat allotted during JoSAA-2020 rounds 1-6 are required to **PAY** the **PARTIAL ADMISSION FEE** in order to **SECURE** the admission in the allotted Institute by login to their account on JoSAA portal between 9th to 13th November, 2020.
- **It is mandatory for every candidate to pay PARTIAL ADMISSION FEE (Rs. 40000/- for GEN, GEN-EWS, OBC-NCL and Rs. 20000/- for SC, ST, PwD candidates) by clicking the link given on the JoSAA portal through online mode. The PARTIAL ADMISSION FEE can be paid using Net Banking / Debit card / Credit card or State Bank of India e-challan.**
- **Non-Payment of Partial Admission Fee during 9th-13th, November, 2020 will result into cancellation of allotted seat of JoSAA round**
- The CSAB will remit the total collected amount from a candidate (after deducting the non-refundable processing charges of Rs. 2000/-) of **Rs. 33000/-+40000/- =73000/- (for GEN, GEN-EWS, OBC-NCL candidates) and Rs. 13000/-+ 20000/- =33000/- (for SC, ST, PwD Candidates)** to the participating institutes where candidate is finally admitted. Any refund out of this (if permissible) will be governed by the rules of finally Admitting Institute.
- The participating institutes can download the excel sheet (complete details of admitted candidates) from the JoSAA portal. Further, they can also download the uploaded documents of individual candidates from JoSAA portal.

STEP-II: Online Reporting at Allotted Institute (during 16th-21st, November, 2020 and 25th -30th November, 2020)

- FOR CANDIDATES WHO DO NOT WANT TO PARTICIPATE IN CSAB SPECIAL ROUNDS: After paying the PARTIAL ADMISSION FEE on the JoSAA**

portal (during 9th -13th November, 2020), the candidates have been instructed to visit the Participating Institute website regarding ‘DETAILS OF ADMISSION PROCESS FOR FIRST SEMESTER 2020-21’ to complete the Institute Level admission process during 16th -21st, November, 2020

ii. For Candidates who have not done this activity earlier, including fresh allottees of CSAB special rounds can complete the Institute Level admission process during 25th -30th November, 2020

- As per the decision of CSAB Core Committee meeting held on 05 November, 2020, there will not be any online PI/AI reporting during 9th -13th November, 2020. The PI/AI reporting for completing the admission formalities will now be held during 16th -21st, November, 2020 and 25th -30th November, 2020
- This has been done in order to avoid any confusion among the candidates for JoSAA portal reporting (for Partial Admission Fee Payment in order to SECURE the admission) and PI/AI reporting during the same period (as earlier).
- All the participating institutes are requested to display their detailed admission modalities and instructions for the candidates on their website through the link ‘DETAILS OF ADMISSION PROCESS FOR FIRST SEMESTER 2020-21’ to be carried out during 16th-21st November, 2020 and 25th -30th November, 2020.
- The instructions should contain information regarding **Remaining fee payment** (if any), **Hostel fee, Documents required, Schedule of classes** etc.
- All the PIs are requested to withdraw earlier **NOTICE (if any)** regarding the balance FEE requirement of their institute on the website and modify the same considering the **PARTIAL ADMISSION FEE** paid by candidates on JoSAA portal.
- The participating institutes may decide the modalities and the amount of remaining admission fee (if any) to be paid by the candidate as per their fee structure.

IMPORTANT NOTE:

- **PHYSICAL EXAMINATION OF PWD CANDIDATES:** It has been decided that physical examination of PwD candidates can be conducted at the time whenever the candidate joins the admitting institute physically. Therefore, the PwD candidates are **NOT REQUIRED** to report at Admitting Institute *for PHYSICAL EXAMINATION* during *9th- 13th, November, 2020 OR 16th-21st November, 2020 OR 25th -30th November, 2020.*
- The candidates who have secured admission are also eligible to participate in CSAB special rounds. Those candidates who want to participate in CSAB Special rounds, may be advised to visit the CSAB-2020 website (<https://csab.nic.in>) for details regarding the registration and participation in CSAB special round. Such candidates may be advised to complete the STEP-II of the admission process during 25th -30th November, 2020.

- All the participating institutes may see the status report on JoSAA portal through PI admin module regarding admission of individual candidate during 9th-13th November, 2020.
- All the participating institutes are required to Report the status of admission of individual candidates in their Institute on the PI ADMIN Module during *16th-21st November, 2020 AND 25th-30th November, 2020.*
- *Candidates who do not pay PARTIAL ADMISSION FEE during 9th -13th November, 2020 will be treated as candidates who are not interested in taking admission in their allotted institute HENCE, their allotted seat will be CANCELLED. However, they are eligible for participation in CSAB SPECIAL VACANT SEATS FILLING ROUNDS (henceforth known as CSAB-Special Rounds). They should visit the CSAB website (<https://csab.nic.in/>) for details regarding the registration and participation in CSAB special round.*
- An undertaking be taken from all the candidates at the time of admission clearly stating that during the course of study, if at any stage it is found that any of the documents (Related to eligibility) is not correct then his /her admission will be cancelled and it will be the sole responsibility of the candidate. Further, the Institute will be free to take any legal action as per law.