



AMPAI

Association of Minority Professional Academic Institutes
Registered body under WB Society Registration Act 1961, vide Reg. No. S/1L/76255 Dt. 15/12/2010

COUNSELLING GUIDELINES OF CEE-AMPAI-2018-WB

Instructions / Information to CEE-AMPAI-2018-WB merit listed candidates of Sikh Minority along with candidates in other category, seeking admission to 1st year B.Tech/ B.Pharm courses in Colleges in West Bengal for the academic session beginning 2018-19

1) Venue of counselling:

The Association of Minority Professional Academic Institutes (AMPAI) will conduct the counselling of CEE-AMPAI-2018-WB for admission to undergraduate Courses in first year B.Tech and B.Pharm in the following locations:

No	CEE-AMPAI Counselling	Venue Details
1	Kolkata North - (Dumdum)	Exact Venue details of respective Counselling Locations shall be uploaded at 6:00 pm On 26th May 2018.
2	Kolkata South - (Bhowanipore)	
3	North 24 Parganas - (Agarpara)	
4	North 24 Parganas - (Sodepur)	
5	Nadia -(Kalyani)	
6	Kharagpur	
7	Maldah	
8	Durgapur	
9	Asansol	
10	Siliguri	
11	Ranchi	
12	Jamshedpur	
13	Patna	
14	Guwahati	
15	Silchar	
16	Agartala	

Specific Venue for Counselling Venues will be intimated shortly in the website www.ampai.in.

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2) Duration of Counselling:

1st and 2nd June i.e. two days only, from 10:00 am onwards. **Candidates are requested to report at least 1 hour before the start of their Counselling positively.** Please refer to notification on CEE-AMPAI-2018-WB **Counselling Schedule** from the AMPAI website (www.ampai.in).

a) The order of Counselling for the merit listed candidates of CEE-AMPAI-2018-WB B.Pharma and B.Tech courses i.e. the order by which the students shall be called for choice filling and subsequent allocation of seats is as follows:

- I. Sikh Minority candidates
- II. Other candidates as per General Merit Rank

3) Counselling Form:

Counselling Form for appearing at the counselling may be downloaded from the AMPAI website (www.ampai.in) w.e.f. 25th May 2018. Candidates should submit their duly filled in Counselling Form at the time of Counselling Process.

4) Counselling Fee:

A non-refundable counselling fee of Rs. 200/- (Rupees Two hundred) only is to be paid in form of a Demand Draft/Pay Order payable at Kolkata and drawn in favour of “**Association of Minority Professional Academic Institutes**” or “**AMPAI**”. The Demand Draft/Pay Order may be purchased from any Bank. The candidates should bring the said Demand Draft/Pay Order at the time of counselling and should write his/her name, Roll no. and rank on the reverse side.

5) Important documents to be brought positively by the candidates during counselling:

- a) Counselling Form (to be downloaded from the AMPAI website) duly filled-in and signed in specified places and also affixing recent passport size photograph duly attested in the specified place.
- b) Demand Draft/Pay Order of Rs. 200/- (non-refundable) in favour of “**Association of Minority Professional Academic Institutes**” OR “**AMPAI**”, payable at Kolkata
- c) Admit Card of CEE-AMPAI-2018-WB.
- e) Printout of Admit & Rank Card of CEE-AMPAI-2018-WB.
- g) Original mark sheet of equivalent 10th standard examination
- h) Original admit card and mark sheet (if corresponding result is published) of Higher Secondary (10+2) or equivalent examination
- i) Any other document in original required for fulfilment of eligibility and other criteria of different Institutes as have been specified in the Information Brochure of CEE-AMPAI-2018-WB.

6) Procedure to be followed in case of candidates unable to appear in the counselling in person owing to valid reasons:

If any candidate is unable to appear in the counselling in person owing to valid reasons under exceptional circumstances, his/her parents/guardians may be permitted to appear in the counselling on his/her behalf with the following documents.

- a) Authorization letter from the candidate (addressed to: Convener, CEE-AMPAI-2018-WB, Kolkata) attesting the signature of his/her parent/guardian and **also declaring in the said authorization letter that he/she would not claim any seat in the Institution other than the one allotted to him/her through his/her duly authorized representative.**
- b) Medical Certificate from a registered practitioner.

All original testimonials as mentioned in Sl. No. (5) should be brought positively.

7) Other pertinent points to be noted

- a) Candidates should note that allotment of a seat in any Institute by AMPAI is **strictly provisional** and is subject to fulfilment of the eligibility and other criteria specific to the allotted Institute for admission to B.Tech/B.Pharm courses as specified in the Information Brochure of CEE-AMPAI-2018-WB. If the candidate does not fulfil the said eligibility criteria, as and when any discrepancy is known to be detected, his allotment would be cancelled.

After verification by the concerned Institute where the candidate is allotted his/her seat by the CEE- AMPAI-2018-WB during admission.

- c) Appearance of a rank in the counselling schedule does not guarantee a seat in any Institute. Counselling for allotment of seats will be stopped as soon as the last vacant seat is filled up and no further queries in this regard will be entertained.
- d) The claim of a candidate to exercise option shall restrict to the vacancies prevalent at the material time when his/her turn comes for appearance before the counselling officials. Please refer to the **Notice for Counselling of CEE-AMPAI-2018-WB** pdf document that is available in the website www.ampai.in.
- e) The option will have to be exercised at the time of counselling. Once the allotment of a seat in any Institute is done no further change of the University/Institute will be entertained.
- f) A candidate failing to appear before the counselling officials at the allotment counter on the scheduled date and time in order of his/her position in the merit list owing to delay on his/her part may be allowed to appear before the counselling officials after verification of the testimonials regarding eligibility criteria for consideration for allotment of seat in any Institute available at the material time only irrespective of his/her rank on the merit list.
- g) Rank Card of CEE-AMPAI-2018-WB is available on www.ampai.in. Candidates can access to this Rank Card from the website after submission of their Roll No.

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- h) Candidates may seek Provisional Admission to their allotted Institutes by providing a demand draft of amount Rs.20,000/- (Rupees Twenty Thousand) only in favour of **“Association of Minority Professional Academic Institutes”** or **“AMPAI”**, payable in Kolkata. This demand draft is to be submitted to the respective Institute at the time of seeking admission or provisional admission, post allotment of seat during counselling session of CEE-AMPAI-2018-WB.
- i) Candidates who have appeared in their 10 + 2 or equivalent examinations should complete the admission process to Institutes allotted to them under CEE-AMPAI-2018-WB Counselling, **within 7 working days** after publication of their respective 10 +2 Board Examination or equivalent results or CEE-AMPAI-2018-WB Counselling date, whichever is later. Else, the admission and allotment of the seat for the concerned candidate will be treated as cancelled and the seat shall be offered for decentralised counselling as per directives of Higher Education Dept., Govt. of West Bengal.
- j) In case of **candidates not complying admission formalities within 7 working days** after publication of their respective +2 Board Examination or equivalent or CEE-AMPAI-2018-WB Counselling date, whichever is later, to any Institute under CEE-AMPAI-2018-WB, **no request for refund of provisional admission fee shall be entertained** from candidates fulfilling the eligibility criteria of admission pertaining to Class 10 + 2 standard or equivalent board examination results in terms of required percentage of marks. In such a case, the admission and allotment of the seat for the concerned candidate shall be cancelled and the seat shall be offered for decentralised counselling strictly as per guidelines of Higher Education Dept., Govt. of West Bengal.
- k) No refund of counselling fee (Rs. 200/-) is admissible.
- l) A candidate, who takes provisional admission by reporting to any Counselling Reporting Center and wants to cancel his/her allotted seat, shall personally submit a written letter addressed to the Convenor, CEE-AMPAI-2018-WB within 24 hours of seat allotment. **No request for refund of provisional admission fee will be entertained.**
- m) Modification of the counselling schedule may be have about under exigent circumstances.
- n) Candidates will be required to take admission to the allotted Institute within the date as specified in the allotment letter.
- o) **Any candidate appearing at the counselling centre with fake documents / testimonials will be handed over to the police instantly**
- p) **Any other important information related to the aforesaid counselling (if any) will be immediately communicated through the website mentioned in Sl. No. 3.**

By Order
Convener
CEE_AMPAI-2018-WB
Association of Minority Professional Academic Institutes