

**Counselling and Admission Process**  
for  
**NCHM Counselling 2020**  
for admission to  
**B.Sc. in Hospitality and Hotel Administration**  
**For academic session 2020-21**

National Council for Hotel  
Management & Catering  
Technology

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**1 Counselling Process Flow**

1	2	3	4
Online Registration by all eligible candidate and updation of (Category, PwD status, Gender and KM)	Online choice filling and choice Locking	1 <sup>st</sup> Round of Seat Allotment	Online Seat Allotment Result view, uploading of documents and online Payment of Seat Acceptance Fee
5	6	7	8
Online Document Verification by Reporting Centres	Online Withdrawal of Allotted Seat (optional)	Vacancy due to Non- Reporting / online Withdrawal/ Seat Cancellation	Online fresh Registration for 2 <sup>nd</sup> and Final Round of Counselling
9	10	11	12
Online payment of 2 <sup>nd</sup> round participation fee before Choice filling	Online choice filling and Choice locking	2 <sup>nd</sup> Round of Seat Allotment with Conversion of Seat as per rules.	Online 2 <sup>nd</sup> round Seat Allotment Result View, uploading of documents (only fresh allottee)
13	14	15	16
Online Document Verification by Reporting Centres (only fresh allottee)	Reporting at final allotted Institute and online updation of reporting status and Hostel willingness	Hostel Allotment	Admission Closed

**2 Types of Seats**

S.No.	Types of Seats	Eligible Candidates
1	OPEN	All candidates
2	OPEN(PwD)	All PwD candidates
3	EWS	GEN-EWS candidates
4	EWS (PwD)	EWS-PwD candidates
5	SC	SC candidates
6	SC (PwD)	SC-PwD candidates
7	ST	ST candidates
8	ST(PwD)	ST-PwD candidates
9	OBC (NCL)	OBC(NCL) candidates
10	OBC (NCL)(PwD)	OBC-PwD candidates
11	KM	KM Candidates

### 3 Online Registration for 1<sup>st</sup> Round of Counselling:

- Online Registration is mandatory for all eligible candidates to be considered for seat allotment in the 1<sup>st</sup> round of Counselling. Eligible candidate are required to register ONLINE through Internet (<http://www.nchmcounselling.nic.in>) from places convenient to them during the specified period. The procedure to be followed is described here.
- Access the website [www.nchmcounselling.nic.in](http://www.nchmcounselling.nic.in) and click on online Registration and choice filling.

#### 3.1 Generate Password for Login:

- New candidate are required to first generate password by clicking on **Generate Password for Login** link.
- Candidates are required to enter the information (as indicated in the NCHM JEE result) against the following fields :
- Roll Number, Application Number, Candidates Name and Date of Birth
- Candidates will be permitted to proceed with the registration process, only if these data entered by them match the data as available with the NCHM JEE Result database. The candidates will be required to choose password and security question and their answer.
- The password must consist of minimum 8 characters and maximum 13 characters and must be a combination of alphabets (lower or upper case), numeric characters and special characters. (Passwords are case sensitive). That means A and a will be treated as different characters. An example of valid password is : aBC1#23\$)

#### Subsequent Login:

- For subsequent logins, candidates will be able to login directly with their respective roll number as **Login ID** and the chosen password as **Password**.
- Candidates should remember to log out at the end of their session so that the choices saved cannot be tampered with or modified by unauthorized persons. Candidates are advised to record /remember their password for all future logins.
- **Candidates are advised not to disclose or share their password with anybody.** Neither NCHM nor NIC is responsible for violation or misuse of the password of a candidate.
- If a candidate forgets his/her password, he/she can use mobile number /email id provided by the candidate at the time of registration will be used to issue a new password. Hence, it is mandatory for every candidate to enter the required additional information as indicated in the registration form at the time of registration.
- Candidates can change their passwords after login, if desired.

## 3.2 Updation of Personal data during Registration:

- After login, the personal data of the candidates (as per the NCHM JEE result data base) will be automatically displayed on the screen. Candidates must verify their personal data.
- In case of any discrepancy, candidate will be allowed only once to correct the Category, PwD, Gender and KM status during online registration.
- Changes in the following fields are **not permissible** under any circumstances:
  - Candidates name
  - Mothers name
  - Fathers name
  - Date of Birth

### NOTE:

- It is solely the responsibility of the candidates to verify that their personal data, including category, PwD, KM status, gender etc. are consistent with documentary evidence. NCHM or NIC is not responsible for any omissions in the details and its consequences thereafter.
- If the personal data submitted/ entered by a candidate is found to be wrong at the time of verification of certificates either during reporting or at any later stage, the allotment of seat/ provisional admission is liable to be cancelled.
- Once these personal data are verified and submitted, candidates will not be allowed to change the personal data under any circumstances.

## 3.3 Mobile Number Verification:

- After successful registration, a separate link/button will be available in candidate's home page for verification of his/her mobile number. Candidate's mobile number can be verified by sending the OTP.

## 3.4 Email Address Verification:

- After successful registration, a separate link/button will be available in candidate's home page for verification of his/her email address. Candidate can verify his/her email address by sending the OTP. If candidate's email address is verified then candidate can have the additional services (if any) like receiving locked choices letter, allotment letter etc. on verified email id.

## 4 Online choice filling for 1<sup>st</sup> round of Counselling:

- At this stage, all the registered candidates are required to exercise their choices of institutes in order of their preference. The procedure is details here.
- The procedure for exercising choices and seeking pertinent information is guided through appropriate messages and tables on the computer screen.
- As per the eligibility of the candidate, choice of institutions will be displayed.
- Candidates can fill in as many numbers of choices in the order or preference from the list of available institutes.
- Candidates are permitted, if they so desire, to change or re-order their choices, delete earlier choices and add new choices and number of times until they lock their final choices. Choices should be positively locked before 5.00 p.m. of Last Date.

## 4.1 Locking of Choices

- Candidates MUST lock their choices only after they have finalized them but, in any case, **before 5.00 p.m. of Last Date**. The locking of choices involves a few steps after the LOCK button is clicked. This includes entering the password, confirming the locking, etc. Candidate should follow all the steps carefully to complete the locking procedure.
- After the choices are locked, candidates will not be able to change their choices any further. A printable version of the choices along with the terms and conditions agreed by the candidate at the time of registration is displayed once the choices are locked. Candidates must take a print out (hard copy) of the locked choices, (which also contains terms and conditions) sign it and produce it at the time of reporting to the Reporting Center.
- If candidates fail to explicitly lock their choices by 5.00 p.m of Last Date, their last saved choices will be automatically locked after this deadline. Candidates are therefore strongly advised to lock their choices themselves and secure a printout of these locked choices. Registered candidates who do not exercise any choices or fail to save them will not be considered for seat allotment. Candidates can login again after locking the choices, **the locked choices will be displayed but cannot now be modified or altered**.

## 5 1<sup>st</sup> round of seat allotment

- The choices finally submitted and locked by the candidates or system locked in this round would be processed centrally as per the Seat Allotment Algorithm mentioned in the next section of this document and seats are allotted in the order of merit as per AIR and also on the basis of applicable reservation criteria.
- The allotment result would be published on the counselling website. There is no provision of sending individual allotment letters to the candidates by post.
- However, candidates may take a printout of the allotment details from NCHM counselling website.
- Candidates who are allotted seat will have to submit willingness, upload required documents and pay the seat acceptance fee online. If document verification officer raises any query during document verification, candidates are required to respond the query and upload the desired document within stipulated time. If candidate do not pay seat acceptance fee or do not respond the query (if query raised), he/she will be treated as not reported candidate and their allotted seat will be cancelled. However, such candidates will be eligible to participate in the 2<sup>nd</sup> (Final) round counselling.

### 5.1 Sequence of Seat Allotment

General	Category (SC/ST/OBC/EWS)	PwD	KM	Sequence of Allotment
Y				Open
Y		Y		Open→Open (PwD)
Y			Y	Open→ KM
Y		Y	Y	Open →Open (PwD)→KM
	Y			Open→ Category
	Y		Y	Open →Category→KM
	Y	Y		Open→Open (PwD)→Category→Cat(Pwd)
	Y	Y	Y	Open→Open(PwD)→Category→Category( PwD)→KM

## 5.2 1<sup>st</sup> round of Seat Allotment – Result Publish

- Seat Allotment result will be published on the website only.
- Candidate can login with Roll No and Password and see the result
- If seat is allotted then Provisional Seat allotment result will be displayed.
- The following separate links will be available.
  - a. **View Seat Allotment Result**
  - b. **Upload Scanned Documents**
  - c. **Pay Seat Acceptance Fee**
- Candidates who got seat allotments are required to complete the all above activities.
- Seat Acceptance Fee is Rs.40,000/- for all candidates where is inclusion of **Rs.2,000/-** non refundable Counselling Fee.
- List of documents to be uploaded

S.No.	Document Type	Remarks
1	Class X Certificate / Birth Certificate	Mandatory
2	Class XII Certificate	Mandatory
3	Category Certificate	If applicable
4	PwD Certificate	If applicable
5	KM Certificate	If applicable
6	Medical Certificate	Mandatory
7	NCHM JEE Admit Card	Mandatory

## 6 Online Document Verification and Seat Confirmation by Reporting Centres:

- Online Documents will be verified by Reporting Centres. Verifying officer after login can view the list of candidates (who have completed Step 5 (a, b & c)) and their uploaded documents and take the decision as follows:
  - a. **Process the Candidate, if documents are correct.**
    - Update candidate data as per business rules.
    - Based on updation, allotted Seat may be **Confirmed** or **Cancelled**.
    - A letter will be generated in candidate login and SMS to candidate.
  - b. **Raise Query, if discrepancy in documents**
    - Verifying officer will Raise Query against uploaded documents.
    - Candidate can view and are required to respond this query
- Those candidates who have **Not paid Seat Acceptance Fee** after allotment during the specified period then such candidates will be considered as '**Not Reported**' and their allotted seat will be **Cancelled**. However, such candidates will be eligible for 2<sup>nd</sup> round of counselling.
- Those candidates who have paid Seat Acceptance fee but **Not responded to Queries raised by Reporting Centers** during the specified period then such candidates will also be considered as '**Not Reported**' and their allotted seat will be **Cancelled**. However, such candidates will be eligible for 2<sup>nd</sup> round of counselling.
- During online document verification, verifying user will verify DOB, Category, PwD,

KM and passing status and update accordingly. The following can happen based on updation of candidate's parameters:

- i. Candidate will remain in this round and seat remains allotted as original allotment
- ii. Candidate's allotted seat will be cancelled in this round and will be moved to the next round and based on the updated eligibility and seat availability, he/she may be allotted a seat in the next round.
- iii. Candidate will be out of the system completely for any further rounds
  - Based on input provided by verifying user during documents verification, if allotted seat is being confirmed then "**Provisional Admission Letter**" or "**Seat Cancellation Letter**" will be generated in candidate login. Candidate after login can download the letter.

### 6.1 Business Rules for Seat Cancellation

Parameters	Original Value	New Value	Sequence of Allotment
<b>Gender</b>	Any	Any	<ul style="list-style-type: none"> <li>▪ Updation of Gender is permissible but it does not affect Seat Cancellation.</li> </ul>
<b>DOB</b>	Any	Any	<ul style="list-style-type: none"> <li>▪ Updation of DOB is permissible as per class X Certificate and it may affect Seat Cancellation.</li> </ul>
<b>Category</b>	SC/ST/OBC/EWS	General	<ul style="list-style-type: none"> <li>▪ Updation of Category value from SC/ST/OBC/EWS to General is permissible but vice-versa is not allowed</li> <li>▪ Category from SC to (ST /OBC /EWS) is not allowed</li> <li>▪ Category from ST to (SC/ OBC /EWS) is not allowed</li> <li>▪ Category from OBC to (SC/ ST/EWS) is not allowed</li> <li>▪ Category from EWS to (SC/ ST/ OBC) is not allowed</li> <li>▪ If category change from SC/ST/OBC/EWS to General and seat is allotted under reserved category then allotted seat will be cancelled. The candidate may become ineligible for further rounds, if he/she does not satisfy min. eligibility requirements based on the changed category</li> </ul>
<b>PwD</b>	Yes	NO	<ul style="list-style-type: none"> <li>▪ Updation of PwD value from YES to NO is allowed but vice-versa not allowed</li> <li>▪ If candidate's PwD status change from YES to NO and seat is allotted under PwD then allotted seat will be cancelled.</li> <li>▪ The candidate may become ineligible for further rounds, if he/she does not satisfy min. eligibility requirements based on the changed PwD.</li> </ul>
<b>Does candidates satisfy min. Eligibility Criteria</b>	-	-Yes -Yes with Undertaking -NO	<ul style="list-style-type: none"> <li>▪ If value is <b>No</b>, then allotted seat will be cancelled and candidate will be out of counselling process.</li> </ul>

## 7 2<sup>nd</sup> and Final round of Counselling Process:

- All eligible candidates including absentees of the main counselling are eligible for 2<sup>nd</sup> and Final Round of Counselling.
- Candidates who desire to participate in the 2<sup>nd</sup> and Final Round should logged-in to portal and complete the following activities:
  - a. **Online Registration** for 2<sup>nd</sup> and Final Round counselling: Process will be exactly same as explained for main counselling.
  - b. **Online Payment of participation fee** for 2<sup>nd</sup> and final round of an amount of Rs.40,000/- through HDFC EPG services. Payment of 2<sup>nd</sup> and Final Round participation fee will be mandatory for all candidates except those candidates who have deposited fee earlier.
  - c. **Online Choice filling** and Locking of choices from anywhere. For all provisionally admitted candidates, if they desired to participate in the 2<sup>nd</sup> and Final Round then during choice filling it is mandatory to have previous allotted institute as one of the filled choices at any position in the 2<sup>nd</sup> and Final Round of choices. During choice submission, all the choices will be shown to the candidate irrespective whether seat is available or not because during processing few virtual vacancy may arise.
  - d. **Seat Allotment and Result Publishing:**
    - i. Choices of all such candidates who have completed above steps (a,b & c) will be processed as per business rules.
    - ii. Last allotted choice (institute and Branch) of all successfully reported candidates of round 1 who have not participated in the 2<sup>nd</sup> and final round of counselling will also be processed for category upgradation.
    - iii. Conversion of Seat will be applicable in the 2<sup>nd</sup> and final Round of seat allotment as per conversion rules.
  - e. **Result publishing and document uploading:**
    - Candidate can login and view the result. Previous round allotted candidates download their revised allotment letter.
    - Those candidates who have been allotted 1<sup>st</sup> time in this round and required to complete the following activities.
      - View Seat Allotment Result
      - Upload Scanned Documents
  - f. Online document verification by Reporting Centre same as described in point 6.
  - g. Candidate whose seat cancelled during online document verification and allotted fresh seat in the 2<sup>nd</sup> round. Such candidates will be consider as 'auto reported'.



## 8.1 Seat Conversion Rule in 2<sup>nd</sup> and Final Round

- First Seat Allotment will be process to all eligible candidates as per merit.
- Then conversion of PwD seats into respective parent category i.e.
  - Open(PwD) --> Open
  - EWS (PwD) --> EWS
  - OBC (PwD) --> OBC
  - SC(PwD) --> SC
  - ST(PwD) --> ST and re-allotment
- Then conversion of EWS → Open, OBC → Open and re-allotment
- After doing the all types of conversions (as above said), If there is any vacant seats available in Open(PwD), EWS(PwD), OBC(PwD), SC(PwD), ST(PwD), EWS and OBC categories then conversion rule will followed again. And this process will be followed until the seats in Open(PwD), EWS(PwD), OBC(PwD), SC(PwD), ST(PwD), EWS and OBC categories become '0'.
- There is no conversion of SC & ST seats.  
Finally, vacancy may exist only in Open, SC and ST category.

## 8.2 Physical Reporting at final Allotted Institute after 2<sup>nd</sup> and Final Round

- All candidates who have taken provisional admission in 1<sup>st</sup> & 2<sup>nd</sup> round of seat allotments, will have to report finally at the Allotted Institution as per the schedule.
- At the time of Physical Reporting all the candidate are required to submit their preference against the Hostel requirement.
- All Participating Institutions login into the portal and must update online reporting status and Hostel preferences.

## 9 Hostel Allotment

- Hostel will be allotted centrally purely based on AIR after Final round of counseling and only for those candidate who have physically reported at the allotted institute and submitted hostel required as 'YES'.

## 10 Withdrawal of Allotted Seats and Refund Rule

- Candidates can withdraw from the allotted seat after first round of Counseling during the specified period and they will be entitled for refund as per refund policy 2020.

# NCHM Counselling and Admission Process 2020

## Withdrawal from allotted Seat and Refund

### 1. Counselling Fee (₹ 2000) :

There is no fee for registration of Counselling, however the candidate will have to deposited participating fee of Counselling is ₹ 40,000/- which will be inclusive of part of 1<sup>st</sup> Semester Fee through HDFC payment gateway available on the website.

Candidate who have been deposited fee in first round of Counselling and not allotted any seat, same fees will be considered for final round of Counselling or refund if requested after deduction of Counselling Fee.

### 2. Withdrawal from allotted seat and Refund Policy :

#### A. Where 100% of deposited fee (₹38000) is permitted (except the Counselling fee of ₹ 2000/-).

- Candidates who participated in Counselling but could not be allotted seat during first and final round of Counselling are eligible for refund ₹ 38000/-;
- Candidates who have been allotted seat during first round of Counselling but withdraw from the allotted seat on-line itself through the system as per schedule, are eligible for refund ₹38000/-;
- Candidate who have been allotted seat during first round of Counselling and deposited fees online but not found eligible due to one or other reason, his/ her seat will be treated as Cancelled, are eligible for refund ₹ 38000/-;

#### B. Where part refund of fee is permitted

- Candidates who have been allotted seat during first and second(final) rounds of Counselling and could not withdraw through the system(on-line only) as at A (ii) above are eligible to get refund only ₹ 8900/- till the commencement of classes
- Candidates who have been allotted seat through first and second(final) rounds of Counselling and reported to the allotted Institute but did not attend any class are eligible to get refund only ₹ 8900/-;

#### C. Where No Refund is applicable (except Caution Money of ₹ 6500/- if paid while reporting at the allotted institute)

#### Specified period and will be entitled for refund as per refund policy 2020.

Part fees (₹ 40000 (38000+2000)) out of total first semester Fee(₹ 64700) will be collected at the time of Counselling. <b>Counselling Fee ₹2000/- is not refundable.</b>		
Particulars	Period	Eligible for Refund
Withdrawal during First Round through the portal by candidate	16.09.2020 to 21.09.2020	₹38000/-
Withdrawal thereafter ( 21.09.2020)	After 21.09.2020	₹8900/-
Withdrawal thereafter till the Commencement of classes	If the balance of fee inclusive of Caution Money i.e. Rs.26700+ Institutional charges deposited to the Institute	₹6500/- Caution Money only
	If no deposited balance fee Rs.26700/-	NIL