

Schedule of On the Spot Counselling:

1. **Date:** 20-8-2018 Monday
 2. **Venue:** In respective college
 3. **Time:** 9:00 AM (Presence in the campus is essential till the counselling is over)
 4. **Option form period:** up to 9.00 a.m. of 20-8-2018
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Guideline for last and final round of on the spot counseling for college

Announce that Candidate has to stay in campus till the admission process is over.

1. Download the excel sheet of candidates at 10.00 a.m. for attendance,
2. Mark attendance of candidates who had reported in college with all documents and fee of college.
3. Display the attendance on notice board.
4. Upload the Excel sheet after marking 1 for present and 0 for absent candidates by 12 noon. Also mail this file to support and coordinator.
- 4 Download the list of admitted candidates and identity verification card.
- 5 Display the list of admitted candidates on notice board.
- 6 Collect the documents and fees.
- 7 Tick mark for admitted candidates, download the list, put the seal and signature and mail to the coordinator.
- 8 After completing the identity verification card keep one copy with you and send another copy to the coordinator later on.
- 9 The admission process is over for JET 2018.