

FAQs CCMN 2024

Category1: Registration

Question Number	Question	Answer
1	Can I change my password?	Yes. You can change your password any number of times on the CCMN portal.
2	What are the minimum eligibility criteria in terms of CGPA or % of marks?	Please refer to the Section 2 (Eligibility Requirements) of the information brochure. Also, see the special eligibility criteria for some of the programs of few institutes.
3	If I apply now and I do not secure minimum marks/CGPA, will the registration fee be returned?	No. The Registration fee is non-refundable. If you do not secure minimum marks/CGPA, your seat allotment would be cancelled even if you are provisionally admitted to a specific institute.
4	Whether choice filling is necessary?	Yes, it is necessary. If no choice is filled in, no seat will be allotted. There is only automatic locking but no automatic choice filling.
5	When I proceed to the choice filling, I am getting a list of only a few programs, what should I do?	The list of available programs for a candidate depends on her/his eligibility under qualifying degree discipline and her/his JAM paper. It is the responsibility of the candidate to first check her/his eligibility and then proceed with filling in the application form. While selecting the qualifying degree discipline from the dropdown menu, please go through all the available options before selecting the exact one.
6	What is Auto-Locking?	While filling the choices, you must often save the choices. In case you forgot to lock, your last saved choices will get automatically locked on the last day of registration as per schedule. It is a good practice for you to lock the choices and should not depend upon auto-locking. Please remember that in case there are no saved (zero) choices at the time of auto-locking, then zero choices would be locked, and you would not get any seat allotment. It is your responsibility and you must avoid such a condition.
7	Where can I find the academic programs and category-wise intake capacity?	Please refer to the "Seat Matrix" page available on CCMN website https://ccmn.admissions.nic.in/
8	Where can I find the Special Eligibility Conditions for a specific program?	Please refer to "Special Eligibility Conditions" page on the CCMN website. Please carefully examine the page as the conditions of a particular program may be on more than one row and scattered at the different parts of the page.

		Candidates may also visit the website of the respective participating Institute to know further details on their programs/special eligibility conditions.
9	Can the candidate modify the choices after locking?	Yes. The candidate can modify choices using Choice Unlocking option available in the candidate's login. The choices can be unlocked as per the schedule available on the website.
10	Where can I find the qualifying degree and JAM paper mapping for a specific program?	Please refer to the "Qualifying Degree and JAM Paper Mapping" page available on CCMN website. https://ccmn.admissions.nic.in/
11	How many choices of programmes can I apply to?	You are free to opt for as many choices as you wish to choose from the list of eligible PIs and programs.
12	Can I write the percentage in place of CGPA or vice versa?	No. The CGPA or percentage (%) of marks awarded by the respective university or institute must be filled in. Conversion from CGPA to Percentage or vice versa is not allowed.
13	I have multiple JAM scorecards of different papers. Can I apply using more than one of them?	Yes, you can. However, you need to register multiple applications for the same. Each application would be stand-alone application. As soon as you get allotment in two or more of such applications, you would have to continue only one of them as per your choice and withdraw from all the other applications.
14	What is locking?	Locking is the process of the final submission of choices. Before locking, please ensure that you are satisfied with their order. Also, it is your duty to ensure that you are fulfilling special eligibility conditions of all your choices if any.
15	What preparation is needed to fill the choices?	It is particularly important to study the courses available in all the participating institutes. One may visit their official websites or contact the helpline of that participating institute to know more. Some institutes and programs have special eligibility conditions such as minimum marks in qualifying examination, some subject(s) to be studied mandatorily in 12th class/UG degree, etc. Please ensure that you fulfill all special eligibility criteria, if any, for all the choices you have filled.
16	Why my friend, who is from the same category (SC/ST/PWD etc.), same JAM paper and qualifying degree is seeing more choices than what I am seeing in my application?	This is possible and the reason for the same is as follows: You may have your JAM score above the cutoff of your own category and therefore you are eligible on the seats of your own category. However, your JAM score may be lower than the cutoff of the general category and so you are not eligible for general category seats. Your friend on the other hand may have her/his JAM score more than both her/his category cutoff as well as general category cutoff. Your friend thus is eligible on both her/his category and general category seats. In a particular program of a

		particular participating institute, seats may not be available in your category but may be available in the general category. Then your friend would see that choice also as she/he is eligible for that program, but you would be shown that program as you are not eligible.
17	Why I do not see some of the programs as choices, for which mapping of my JAM paper and qualifying degree exists?	Please note that in case you belong to one of the categories such as SC/ST/PWD etc. and if your score in the JAM paper is above the cutoff of your category, but below the cutoff of the general category, then you are only eligible for your category seats but not eligible on general category seats. Therefore, you would not be seeing those programs in which seats may be available in the general category but not in your specific category.
18	My qualifying degree is not appearing in the dropdown list while filling application, what should I do?	Only if not found in the dropdown list, you need to select the "Any other degree" (if available) from the dropdown list. However, if it is found that you have wrongly filled another qualifying degree than your own qualifying degree available in the dropdown list, your allotment may get cancelled.
19	Can I select some other qualifying degree available in the dropdown list than what is my own qualifying degree, which is also available in the dropdown list?	No. You must select the same qualifying degree as your own qualifying degree. In case you selected some other qualifying degree and even if it sounds similar and you believe it is similar in nature to your own qualifying degree, because of wrong selection, your allotment may get cancelled and you would only be responsible for the same.
20	I have an equivalence document, issued by my Institution/College, which states that the degree issued by my Institute, i.e. ABC is equivalent to XYZ. Can I fill my qualifying degree as XYZ in place of ABC?	No. You are not allowed to use any equivalence certificate and fill qualifying degree as different than what is your own degree. You must fill your qualifying degree as it is shown in your degree certificate and/or marksheets.
21	Whether Part-Time and/or Sponsored candidates are eligible for CCMN?	No. CCMN-2024 is not considering any part-time or sponsored candidates.
22	If I have not qualified in JAM or I do not have a valid JAM score or I did not appear in JAM; Can I apply?	No. This Centralized Counselling for M.Sc./M.Sc. (Tech.) Admissions are exclusively for JAM qualified candidates, possessing valid JAM score of the year 2024.
23	Is CCMN responsible for qualifying degree-JAM paper mapping or special eligibility conditions or seat matrix data?	No. CCMN- 2024 is NOT responsible for any of them. CCMN- 2024 merely allocates seats as per the seat matrix data provided by the Participating Institutes based on the mapping and special eligibility conditions provided by the participating institutes.

24	If a candidate does not lock her/his choices, will they be processed for seat allotment?	The last saved choices will be locked automatically at the expiry of the deadline for choice filling and the same will be processed for seat allotment. However, it is in the interest of the candidates to lock their choices.
25	How many rounds of seat allotment will be there?	There will be 3 regular rounds of counselling, after which, two Special Rounds (SR) and one National Spot Round (NSR) will be conducted for the vacant seats.
26	There is a name discrepancy in the Candidate's / Father's / Mother's name in different certificates / JAM data. What should I do?	At the time of registration write your name as in the JAM database. However, during online document verification you can always give an affidavit on Rs. 50/- Stamp Paper stating that the two names belong to the same person and if found false at any stage then my seat will be cancelled.

Category2: Document Verification

Question Number	Question	Answer
1	What if I have not received my JAM score card? Or I have lost my JAM scorecard?	Please contact JAM office to obtain a score card as it will be compulsorily required to be uploaded for document verification after allotment of a seat.
2	Is it necessary to submit Course completion certificate if I am having a provisional certificate and consolidated mark sheet?	No. It is required only when your qualifying degree result is awaited.
3	How to respond to the query raised by the Document Verifying Officer?	The candidate should login to his/her account on the website and click on "Respond Discrepancy". Upload the document, if required, as mentioned in the query. Please note that candidate should respond within the time duration mentioned, failing which their document verification would not be complete and thus their seat allotment would be cancelled.
4	How to contact the allotted institute regarding query raised with respect to document verification?	If the candidate needs any clarifications related to the query raised by the document verifying officer of the allotted institute, he/she may contact the PI in-charge of that institute. The helpline contact numbers/email IDs are available in "Participating Institutes with Helpline Details" webpage in the "Important Information" section of CCMN website: https://ccmn.admissions.nic.in/ .
5	I am appearing for final exam in this semester but, I am not able to get the Course Completion Certificate from my Institute/University. What should I do?	You can upload the self-declaration (format available on the website) if the Institute has not issued a Course Completion Certificate, however, admission offered, if any, will be provisional.

6	I have cleared my qualifying degree exam, but my Institute/University has yet not issued the provisional/degree certificate. What should I do?	Candidate must upload the "Undertaking to be submitted by candidate to submit proper documents at the time of physical reporting at FAI" available on the CCMN website. (S)he has to submit the documents at the time of physical reporting OR latest by 30th September 2024 to the finally allotted institute.
7	I have cleared my pre-final year/semester courses and do not have any backlog, but my Institute/University has yet not issued the marksheet for the same. What should I do?	Candidate must upload the "Undertaking when the Final Result is awaited" available on the CCMN website.
8	I have not done class XII, instead, I have done 3 years diploma course. What document should I upload for the class XII marksheet.	The candidate is required to the upload mark sheets of all semesters of his/her 3-year diploma course, in place of 12th marksheet. Diploma course must be recognized by AICTE or a state board of technical education of at least 3 years duration.
9	What documents are needed during online document verification?	Candidates are required to upload the coloured scanned copy of the original Documents listed in "Annexure III of Information Brochure".
10	While uploading the documents after seat allotment, the portal asks to enter the "Document Number/Id" with respect to each document uploaded. What should I enter in this?	<ul style="list-style-type: none"> • For marksheet/provisional certificate/Category Certificate/PwD Certificate, the number printed on the top right/left should be entered. • In case of multiple marksheets, the number printed in the last marksheet should be entered. • In case the document number contains a text of a language other than English prefixed with numeric, then the candidate may enter only the numeric digits. • In case of self-declaration of course completion, the candidate may enter "Enrolment Number". • In case the document does not have any such number, the candidate can enter the name of the document, for example, for OBC-NCL affidavit, it can be entered as "Affidavit-OBC-NCL".
11	I have cleared my pre final year/semester courses and do not have any backlog but my Institute/University have yet not issued the marksheet for the same. What should I do?	Candidate must upload the "Undertaking when the Final Result is awaited" available on the CCMN website.
12	I have been qualified in JAM 2024 and want to opt for the CCMN 2024 counselling. I am a final year student and the final semester exams are yet	Yes.

	to take place. In this situation do I need to submit the course completion certificate from the college authority?	
13	I have photocopy of all documents. Can I Upload this for verification?	Candidates are required to upload all documents (colored scanned copy of original documents) as specified in Annexure III of Information Brochure. However, if the candidate does not have the originals with him/her due to any reason, s(he) may upload the self-verified photocopies with an undertaking mentioning the reason of unavailability of original documents and assurance of producing the original documents at the time of physical reporting
14	I need to give an affidavit on stamp paper of INR 50, however INR 50 Stamp Paper is not available in the market. What should I do? Could I use more than one Stamp Paper (Say two INR 25 Stamp Papers)	In case Stamp Paper of INR 50 is not available, candidate may use the Stamp Paper of next higher value available. Candidate can use more than one Stamp Papers, ensuring that affidavit is not on Stamp Papers with total values of less than INR 50.

Category 3: Payment related issue

Question Number	Question	Answer
1	What is a cancelled cheque?	A cancelled cheque is cheque of the bank account which gives all the necessary details of the bank account in which you would like to receive the refund amount. Cheque should clearly mention the account number, name of the account holder, bank and its branch detail as well as IFSC (Code to identify the bank). Words CANCELLED should be written across the space which is used to fill the name of the person receiving the cheque as well as where amount is mentioned in word. This is to ensure that cheque is not used for any purpose other than verifying the account details.
2	I cannot find the registration fee payment option.	The registration fee payment option becomes available only after you successfully verify your mobile number and email id.
3	Am I required to pay seat acceptance fee again if my seat is upgraded based on my willingness of Float/Slide in next round?	No. There is no need to pay Seat Acceptance Fee again.

4	How much is the registration fee?	A candidate is required to deposit a sum of Rs. 3,500/- (for GEN/OBC/GEN-EWS) and Rs. 3,000/- (for SC/ST/PwD) towards registration. This fee is non-refundable.
5	What is Seat Acceptance Fee (SAF)? Will it be adjusted with the allotted institute fee?	Once a seat is allotted, candidate will be required to deposit Rs. 15,000/- (for GEN/OBC/GEN-EWS) and Rs. 10,000/- (for SC/ST/PwD) towards Seat Acceptance Fee (SAF) (refer Table 3 of information brochure) and then upload the required documents and submit willingness as per the procedure defined in the information brochure. The SAF will later be adjusted in the total fee to be deposited for the respective allotted institute.
6	How can I pay the registration fee? Shall I pay by cash or cheque?	ONLINE payment through UPI/ Debit Card/Credit Card/ Net Banking. Registration fee is one-time payment and is non-refundable. CCMN 2024 accepts the fees only through the aforesaid modes of payment during the specified period as per schedule given on website.
7	I have paid seat acceptance fee online, but it is still not successful on the CCMN portal. What should I do?	After making online payment, if it is not reflecting instantly, please check the payment status after 4 hours. If still the payment is not confirmed, write to ccmn2024helpdesk@svnit.ac.in with following information in your email: 1. Payment Mode (Internet banking, Debit Card, etc.) 2. Date of payment 3. Amount (Rs.) 4. Debit Account Details (Account Name, A/C Number, IFSC Code) 5. Transaction reference number 6. UTR number 7. UPI UTR reference number (for UPI transactions) 8. EazyPay reference number (for other bank internet banking transactions).
8	What is Seat Acceptance Fee (SAF)? Will it be adjusted with the allotted institute fee?	Once a seat is allotted, candidate will be required to deposit Rs. 15,000/- (for GEN/OBC/GEN-EWS) and Rs. 10,000/- (for SC/ST/PwD) towards Seat Acceptance Fee (SAF) (refer Table 3 of information brochure) and then upload the required documents and submit willingness as per the procedure defined in the information brochure. The SAF will later be adjusted in the total fee to be deposited for the respective allotted institute.

Category 4: Category certificate related issue

Question Number	Question	Answer
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1	I have my category certificate case pending. Can I apply and produce the certificate as and when I get it, till then can I submit my brother/sister/mother/father's certificate to convince you that I belong to particular category?	NO. The candidate has the responsibility to fill correct details, and upload the relevant certificates online after first-time allotment of the seat.
2	I have appeared in JAM exam in General category and qualified the same. I actually belong to SC or ST or OBC or GEN-EWS category. So, will it be possible now to avail the facilities of my category during application filling/counselling?	Yes, you can do so. But, you MUST fill in the category very carefully, as you are liable to produce correct certificate at the time of uploading document online, failing which your present- allotted seat may get automatically cancelled, and you will be considered under GEN category for further rounds.
3	Is there any standard OBC-NCL and GEN-EWS certificate formats prescribed in CCMT/CCMN?	The formats are available at: https://ccmn.admissions.nic.in/ . Please look into "Certificate Formats" from top row for various formats
4	I don't have the OBC-NCL/EWS certificate issued on or after April 01, 2024, which is required by CCMN 2024. What should I do?	It is mandatory to submit latest OBC-NCL/EWS certificate issued on or after April 01, 2024. If a candidate does not have the latest certificate, (s)he must immediately get the same before the deadline of document upload. If a candidate is not able to produce latest certificate till the deadline of resolution of query, her/his category will be changed, and her/his seat may be cancelled. _____
5	I have a caste/category certificate. How can I check whether the same is valid or not?	Please refer the following link of NCBC list for OBC castes: http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx . OBC-NCL certificate issued on or after 01 April 2024 is only valid. For SC category verification, please refer the following link: https://socialjustice.gov.in/common/76750 For ST category list, please refer the following link: https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf
6	Can the category be changed from GEN to SC/ST/OBC-NCL/GEN-EWS after registration?	No, it cannot be changed. Change of category within SC, ST, OBC-NCL, GEN-EWS are also NOT allowed.

Category 5: Online Seat Allotment

Question Number	Question	Answer
1	If I am allotted a seat, what should I do now?	Refer section 5.2 of Information Brochure.
2	I was allotted a seat in Round 1 but I did not respond the query of document verifying officer. Can I participate in the seat allocation again?	No, You cannot. If you do not respond to the query of document verifying officer, your allotment shall stand cancelled. The resulting vacancy will be allotted to another eligible candidate in the subsequent round(s). You would be considered as "not-reported" and would not be eligible for subsequent rounds. However, you can participate in Special Rounds and/or National Spot Round. Detailed information about Special Rounds and National Spot Round can be found in Sections 7 and 9 of Information Brochure.
3	What is the next step after the payment of Seat Acceptance Fee and freezing the seat?	After paying the Partial Admission Fee (PAF), candidate must physically report at the Finally Allotted Institute (FAI) as per the schedule given on the CCMN/FAI website, failing which her/his seat will be cancelled and the fee deposited will be forfeited. Refer Section 10 for further details.
4	I have been offered a seat in the 1st round of allotment. I will not be able to accept the seat at this moment. Can I accept the same seat later?	No, if you do not accept the seat in the respective seat acceptance period of the round, you will lose your seat and also be debarred from participating in subsequent rounds of CCMN. However, you can participate in Special Rounds and/or National Spot Round, which will be conducted after Regular Rounds.
5	What is willingness? What are "Float", "Slide", and "Freeze"?	<p>Willingness attribute during reporting allows the flexibility to a candidate to either retain the allotted seat OR to opt for a change in seat as per candidate's choice list preference in any of the institutes OR in the same institute in which the seat is allocated</p> <p>For example, consider a candidate who has been offered nth choice in an institute "a".</p> <p>Float: If the candidate opts for "Float" as her/his willingness, her/his candidature for seat allotment in the next round will be considered for choices from 1 to n - 1 (as per her/his choice list). If s/he does not get a new seat (i.e. from choices 1 to n-1) in the next round, s/he will continue to retain the previously allotted seat (i.e. the nth choice).</p> <p>Slide: If the candidate opts for "Slide" as her/his willingness, her/his candidature for seat allotment in the next round will be considered within the same institute</p>

		<p>“a” for choices from 1 to n- 1 (as per her/his choice list). If s/he does not get a new seat in the next round, s/he will continue to retain the previously allotted seat (i.e. the nth choice).</p> <p>Freeze: Candidate is content with the allocated seat, accepts it, and is not interested to move higher up as per her/his choice list in further rounds of seat allocation.</p> <p>REMEMBER: Once chosen a specific option, you can only have limited options in next rounds as detailed in other FAQ answers.</p>
6	I have Chosen my willingness during Round 1 as “Slide”. Can I change it to “Float” or “Freeze”	You can change it to “Freeze” but not to “Float”.
7	What is willingness change? How can I change my willingness?	Change in willingness from “Float to Slide”, “Float to Freeze”, “Float to Surrender, and Participate in Next Round”, “Slide to Freeze” are possible. One can change her/his willingness online by logging into her/his CCMN-2024 account during the period given in the schedule on website.
8	I have Chosen my willingness during Round 1 as “Float”. Can I change it to “Slide” or “Freeze”	Yes, you can change it online by logging into your CCMN-2024 account during the period given in the schedule on CCMN website.
9	I am not interested in the seat offered. Can I participate in seat allotment in further rounds without accepting the seat now?	<p>First of all, you should not fill-in choices for such courses that you are not interested in. If you do not accept a seat that you have been allotted, without paying seat acceptance fee (SAF), you will be out of the seat allotment process of Regular Rounds. However, after successful online document verification after paying SAF, if the candidate wishes to surrender the currently allotted seat at this stage but wishes to participate in subsequent rounds, s/he may select his/her willingness as Surrender & Participate, which means the candidate REJECTS the offered seat in the current round and wishes to participate in the next round. S/he will have no claim on the seat allotted in the current round, which s/he has surrendered (Section 5.2.1.6.2)</p> <p>If you do not respond to the query of the document verifying officer, your allotment shall stand cancelled. The resulting vacant seat will be allotted to another eligible candidate in the subsequent round(s). You would be considered as “not-reported” and would not be eligible for subsequent rounds. However, you can participate in</p>

		Special Rounds and/or National Spot Round, which will be conducted after Regular Rounds. Detailed information about Special Rounds and National Spot Round can be found in Information Brochure (Section 7 and 9).
10	What is the next step after the payment of Seat Acceptance Fee and freezing the seat?	After paying the Partial Admission Fee (PAF), candidate must physically report at the Finally Allotted Institute (FAI) as per the schedule given on the CCMN/FAI website, failing which her/his seat will be cancelled and the fee deposited will be forfeited. Refer Section 10 for further details.
11	How the seats will be allotted?	Please refer to Section 3 of Information Brochure.

Category 6: Miscellaneous

Question Number	Question	Answer
1	I am in job, how can I apply to PI of my choice, how many seats (and where) are reserved for candidates in job/having work-experience, all over India?	CCMN-2024 counselling is for candidates possessing valid JAM score of the year 2024. You may look for separate advertisement from a particular PI and follow the instructions thereon. CCMN-2024 does not entertain non-JAM candidates, whether having experience OR not.
2	To whom I can contact for query?	For any Participating Institute's (PIs) related query such as special eligibility, fee, hostel etc., applicants can contact them directly through the helpline contact numbers/emails of PIs provided at https://ccmn.admissions.nic.in/ . You can also contact CCMN Head Quarter (SVNIT, Surat) through Contact Numbers of: 0261-220-1597 (10 AM to 5.30 PM, Monday to Saturday) OR Email your query to ccmn2024helpdesk@svnit.ac.in

Category 7: Special Round

Question Number	Question	Answer
1	Should I take part in Special Round?	If you are not satisfied with your current allotment, you can register for the special round retaining your existing allotment. Based on your merit, you may be upgraded to a seat amongst your choices, which are or are likely to become vacant in the special round.
2	I am fully satisfied with my current allotment, should I take part in Special Round?	No, you should pay the partial admission fee through the CCMN portal and contact the finally allotted Institute for

		physical reporting and further directions. (Refer section 7 and 10 of information brochure for further details)
3	I took part in the regular rounds and got seat allotment but want to participate in Special Round. Do I need to pay the registration fee in Special Round?	Yes, Special Rounds are considered as fresh counselling, you can reselect your choices and compete for seats available in special rounds, including seats available due to withdrawal/upgradation of other candidates.
4	I have been allotted a seat in Regular Round and I am filling choices to participate in the Special Round. But I am not able to see the currently allotted seat.	This seat is currently allotted to you and hence would not be visible to you.
5	What guidelines I must follow while filling the choices of programs and/or institutes for participating in the Special Round?	While filling the choices of programs and Institutes for Special Round, you must choose only those programs and Institutes to which you would like to upgrade and would certainly be willing to join, if allotted in Special Round. This is because of the reason that if you are upgraded to a new program in Special Round, the currently allotted seat would be forfeited
6	I have been allotted a seat in Regular Round and want to participate in Special Round, do I need to pay the Partial Admission Fee?	Yes. If you do not pay the partial admission fee then your seat will be cancelled. However, you can still participate in Special Round by making payment of Special Round Registration Fee and Special Round Participation Fee.
7	I have been allotted a seat in Regular Round and want to participate in Special Round. What will happen to my current allotted seat?	The allotted seat would be retained if no seat is allotted in Special Rounds. But the same would be forfeited if a seat (out of your freshly filled preferences of choices) is allotted to you in Special Rounds.
8	How many choices of programs can I apply to in Special Rounds?	You are free to opt for as many choices as you wish to choose from the list of eligible PIs and programs.
9	While filling choices, why do I see even those choices for which vacancies are not available as shown on the CCMN website?	While filling you need to consider all the choices which are shown based on your eligibility including those choices on which seat may not be available at the beginning of the special round but may become available during the special round due to withdrawal/upgradation of other candidates. You should therefore fill all the choices available as per your interest. However, you are advised not to fill any choice which you would not be joining even if allotted.

Category 7: Refund

Question Number	Question	Answer
1	What are the refund rules?	Please refer section 12 of Information brochure.
2	Will the Seat Acceptance Fee be refunded if I withdraw myself from CCMN 2024?	Please see the refund rules (Section 12 of Information Brochure). The refund will be initiated only after the entire admission process is completed.