

The CCMT (Centralized Counselling for M.Tech./M.Arch./M.Plan./M.Des.) process consists of three main phases: Regular Rounds, Special Rounds, and the National Spot Round (NSR). Each phase has distinct rules, timelines, and decision paths, which candidates must follow carefully. The process begins with **online registration, fee payment, choice filling, and choice locking**. If choices are not manually locked, the system locks them automatically as per the schedule.

If the **Seat Acceptance Fee (SAF)** has already been paid in an earlier round (Regular or Special), the candidate **does not need to pay it again** in future rounds where a new seat is allotted. The previously paid SAF is **adjusted automatically** in such cases. This means:

- **No duplicate payment is required** if you're allotted a seat again in later rounds.
- If document verification or seat upgrade happens, the SAF remains valid.
- You **only need to re-upload documents** or specify willingness again, if applicable.

However, **in each round where document verification is pending or fails**, the candidate **must go through the document upload and verification process again**—but the SAF from previous valid payments will continue to apply.

□ Regular Rounds (Round 1 to Round 3)

Round 1

After choices are locked, the Round 1 seat allotment takes place. Two possibilities arise:

- **If no seat is allotted:** The candidate automatically proceeds to Round 2 and must wait for the next allotment.
- **If a seat is allotted:** The candidate is required to complete three critical steps:
 1. Pay the **Seat Acceptance Fee (SAF)**.
 2. Specify **willingness** as either:
 - **Freeze:** To retain the allotted seat and exit future rounds.
 - **Float:** To accept the seat but be considered for better choices in future rounds (same institute).
 - **Slide:** To accept the seat but be considered for better choices in different institutes.
 3. **Upload documents** for online verification.

If the documents are **not verified**, the status is set as *"Not Verified"*, and the candidate must upload revised documents and respond to the queries raised. The verification loop continues until the documents are either successfully verified or the timeline expires. If documents are **verified**, the candidate can still change their willingness or choose to withdraw from the counselling process within the timeline.

Round 2

In Round 2, another round of seat allotment occurs.

- **If no seat is allotted:** The candidate proceeds to Round 3, provided they are still eligible.

- **If a seat is allotted**, two possibilities arise:
 - If documents were already verified in a previous round, only **special eligibility (if applicable)** is checked.
 - If **special eligibility is required**, the candidate must upload relevant documents for re-verification.
 - If not, they proceed to specify willingness or withdraw.
 - If documents were **not previously verified**, the candidate must:
1. Pay the **Seat Acceptance Fee** again.
 2. Choose willingness (Float, Freeze, or Surrender).
 3. Upload all required documents for verification.

The document verification follows the same process: a query is raised if issues are found, and the candidate must resolve it by re-uploading correct documents. If **verification fails and the candidate becomes ineligible**, they are removed from the counselling process.

Once verification succeeds, the candidate has the following choices:

- **Withdraw**: Candidate exits completely.
- **Freeze**: Candidate keeps the seat and exits future rounds.
- **Float/Slide/Surrender**: Candidate enters Round 3 for a better seat.

Round 3

In this final regular round:

- If **no seat is allotted**, the candidate exits the counselling process.
 - If a seat is allotted, the document verification logic is repeated:
 - If documents are already verified, only **special eligibility** is checked.
 - If yes, candidate re-uploads those documents.
 - If no, proceed directly to next step.
 - If not verified, the candidate must:
1. Pay the **Seat Acceptance Fee**.
 2. Choose **Freeze only** (Float and Slide are no longer available in Round 3).
 3. Upload all required documents for verification.

After successful document verification, the candidate must pay the **Partial Admission Fee** to confirm admission. The only final options here are:

- **Withdraw** (optional).
- Or **confirm admission** and complete the process.

At the end of Regular Rounds:

- If the candidate **froze a seat**, paid the **Partial Fee**, and completed verification, they are **admitted**.
- If the candidate **withdrew** or was not allotted any seat, they **exit** the system.
- ☐ **Candidates who participated in Regular Rounds can still participate in Special Rounds by registering again with a new choice list and payment.**

□ **Special Rounds (Round 1 and Round 2)**

After Regular Rounds, the **Special Rounds** are conducted for vacant seats. Participation requires **fresh registration, payment, and new choice filling**.

Special Round 1

Candidates must register again, pay the registration fee, fill choices, and lock them. The system locks choices automatically if needed. Seat allotment then occurs:

- **If no seat is allotted**, the system checks if the candidate is eligible for Special Round 2.
 - If yes, the candidate proceeds.
 - If no, they exit the process.
- **If a seat is allotted**, two cases arise:
 - If documents were already verified:
 - Only **special eligibility** is checked.
 - If needed, documents are uploaded and verified again.
 - If documents were **not verified**, the candidate must:
 1. Choose willingness (Freeze, Float, Slide).
 2. Upload all documents for verification.

In document verification:

- If issues are found, a query is raised, and the candidate must respond and re-upload.
- After successful verification, the candidate can still change willingness or withdraw as per schedule.

Based on their willingness:

- **Withdraw** → Candidate exits the process.
- **Freeze** → Candidate accepts the seat and proceeds.
- **Float/Slide/Surrender** → Candidate participates in **Special Round 2**.

Special Round 2

This is the final Special Round. Seat allotment occurs:

- **If no seat is allotted**, or **verification fails**, the candidate **exits**.
- **If a seat is allotted**, document verification follows the same rules:
 - If already verified, only **special eligibility** is re-checked.
 - If not verified, the candidate must upload the required documents.

After verification:

- **If verified**, the candidate can either **Freeze (accept seat)** or **Withdraw**.
- The process ends after this round.

□ Note: After Special Rounds, eligible candidates can still register and participate in the **National Spot Round (NSR)**, or physically report to the Final Admitting Institute (FAI).

□ □ **National Spot Round (NSR)**

The **NSR** is the final chance for candidates who missed earlier opportunities or want a better seat. It also requires **fresh registration, fee payment, choice filling, and locking**. After the NSR seat allotment:

- **If no seat is allotted**, the candidate exits the process.
- **If a seat is allotted**, the system checks if documents are already verified:
 - If verified, only **special eligibility (if required)** is re-verified.
 - If not, the candidate must upload all documents.

In the verification process:

- If issues are found, queries are raised, and the candidate must respond.
- After successful verification, the candidate's admission is confirmed.
- If verification fails or documents are not re-uploaded in time, the process ends.

□ Once NSR ends, **no further rounds** occur. Candidates must physically report at their Final Admitting Institute (FAI) as per the schedule.

□ **Summary of Candidate Outcomes**

- **B1/B2** → Candidate accepted the seat (in Regular or Special rounds).
- **C1/C2** → Candidate withdrew or was removed (non-verified, no seat, or ineligible).
- **Finish** → Candidate completed the process (seat accepted or process ended after last round).

Flowchart Logic: Regular Rounds (CCMT)

□ **Flow Transitions**

- **A1:** Wait for next round (Slide/Float)

- **B1:** Seat is frozen (no further rounds)
- **C1:** Withdrawn from the process
- A2: Go to Round 3 (next regular round)

Start Of the process

1. **Candidate Activities (Online):**
 - Register online and pay the fee (as per Table 3)
 - Fill choices online (as per schedule)
 - Lock choices online (as per schedule)
 - If not manually locked, system will automatically lock the choices
2. **Round 1 Seat Allotment happens** (as per schedule)

Is a seat allotted in round 1?

- **If No:**
 - Candidate waits for **Round II seat allotment** (as per schedule)
then *Go to Step A1 ..*
- **If Yes:**
 - Candidate must complete the following **online actions**:
 1. Pay **Seat Acceptance Fee**
 2. Specify **Willingness (Float/Freeze/Slide)**
 3. Upload **required documents** for online verification

☐ Document Verification (Online)

- **If the documents are not verified:**
 - Status of verification is marked as "**Not Verified**"
 - Candidate must:
 - Upload revised documents
 - Respond to the raised query

➡ ☐ *(Back to document verification step)*
 - **If the documents are verified:**
 - Status is updated to "**Verified**"
 - Candidate has the option to **change willingness or withdraw** (as per the schedule)
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☐ Based on Candidate's Decision:

- **Withdraw:**
 - ➡ ☐ Candidate exits the counselling process
(Go to Step C1)
- **Freeze:**
 - ➡ ☐ Candidate keeps the allotted seat
(Go to Step B1)
- **Float/Slide:**
 - ➡ ☐ Candidate will participate in the next round for better seat allotment
(Go to Step A1)

CCMT Regular Rounds – Round II

☐ After Round I (Step A1):

1. **Round II Seat Allotment** is done (as per the schedule).

☐ Is a seat allotted?

- **If No:**
 - Candidate is **not allotted a seat**, proceeds to **next round** (if eligible).
→ (Go to Step A2)
- **If Yes:** Check if documents are already verified
 - **If Yes:**
 - Check if newly allotted seat **requires special eligibility**.
 - **If No:** skip verification → proceed to willingness/withdrawal.
 - **If Yes:** upload documents & verify again.
 - **If No:**
 - Candidate must complete the following online steps:

1. Pay **Seat Acceptance Fee**
2. Specify **Willingness (Float/Freeze/Surrender)**

3. Upload **required documents** for online verification

☐ **Online Document Verification (includes any special eligibility):**

- If documents are **not verified**:
 - A **query is raised**.
 - Candidate must **upload revised documents** and **respond**.
 - Then verification is reattempted.
 - If documents are **verified**:
 - Candidate may optionally **change willingness or withdraw** (as per the schedule)
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☐ **Candidate's Decision:**

- **Withdraw:**
 - Candidate exits counselling
 - *(Go to Step C1)*
 - **Freeze:**
 - Candidate retains the allotted seat
 - *(Go to Step B1)*
 - **Float/Slide/Surrender:**
 - Candidate participates in **next round**
 - *(Go to Step A2)*
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☐ **If not verified and candidate is not eligible for next round:**

→ Candidate is **removed** from counselling
→ *(Go to Step C1)*

After Round II (Step A2):

1. **Round III Seat Allotment** is done (as per schedule).
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in round 3 , Is a seat allotted?

- **If No:**
 - Candidate exits process
 - *(End of counselling)*

- **If Yes:**

Check if documents are already verified:

- **If Yes:**
 - Check if newly allotted seat requires **special eligibility**.
 - **If Yes:** Upload documents again and re-verify.
 - **If No:** Proceed directly to payment step.
- **If No:**
 - Candidate must complete the following online steps:

1. Pay **Seat Acceptance Fee**
2. Specify **Willingness (Freeze only)** — no float/slide now
3. Upload **required documents** for online verification

☐ **Online Document Verification (includes special eligibility):**

- **If Not Verified:**
 - A **query is raised**.
 - Candidate must **upload revised documents** and **respond**.
 - Then verification is reattempted.
- **If Verified:**
 - Candidate must now **deposit the partial admission fee online** (as per schedule)

☐ **Candidate's Final Option:**

- **Withdraw (optional)**
 - Can be done online
 - *(Go to Step C1)*
- **Else:**
 - Admission confirmed
 - *(Go to Step B1)*

Final Outcome

- **B1** → Admission Confirmed (Partial Fee Paid)
- **C1** → Withdrawn
- **Finish** → Candidate exits system after Round III

Important Note: After the Regular Rounds the candidate may participate in the SR or/and NSR with

new registration & new choice list or physically report at FAI as per the schedule.

CCMT Special Rounds

☐ **Start**

1. Candidate completes the following steps as per the schedule:
 - Online Registration and Fee Payment
 - Online Choice Filling
 - Online Choice Locking
 - Automatic Choice Locking (if needed)

☐ **Special Round I Seat Allotment takes place.**

Outcomes

- **A3** – Candidate proceeds to Special Round II
- **B2** – Candidate freezes the seat (admission proceeds)
- **C2** – Candidate exits the counselling process

☐ **Was a seat allotted in special round 1 ?**

- **If No:**
 - Is the candidate still eligible for the next Special Round?
 - **If Yes** → Proceed to Special Round II (A3)
 - **If No** → Exit (Go to C2)

- **If Yes:** Continue below.

☐ Has the candidate's document already been verified?

- **If Yes:**
 - Check if newly allotted seat needs **special eligibility**.
 - **If Yes:** Candidate must upload supporting documents again for that.
 - **If No:** Skip to **Willingness/Withdrawal**
- **If No:**
 - Candidate logs in and completes the following:
 1. Specify **Willingness** (Freeze, Float, Slide)
 2. Upload documents for verification

☐ Online Document Verification

- If seat requires **special eligibility**, it is also checked during verification.
- If any document is **missing or invalid**, a **query is raised** and the candidate must:
 - Upload the required document(s) again
 - Respond to the query raised

☐ Check Verification Result

- **If Not Verified:**
 - Is the candidate eligible for the next Special Round?
 - **If Yes** → Go to Special Round II (A3)
 - **If No** → Exit (C2)
- **If Verified:**
 - Candidate may (optionally) change **Willingness** or choose to **Withdraw** online (as per schedule)

☐ Final Options

- **If Withdrawn** → Go to C2
- **If Willingness = Freeze** → Go to B2
- **If Willingness = Float/Slide/Surrender** → Go to A3 (next round participation)

Special Round II (CCMT)

Outcomes

- **B2** – Seat is accepted, documents verified
- **C2** – Candidate withdraws or ineligible
- **Finish** – No seat allotted or verification failed

☐ **Step 1: Special Round II Seat Allotment happens**

(as per the official schedule)

☐ **Was a seat allotted in special round 2 ?**

- **No** → The candidate exits the process → **Finish**
- **Yes** → Proceed to document verification logic

☐ **Step 2: Document Verification Check**

Are documents already verified?

- **If Yes** → Check if the allotted seat needs **special eligibility**
 - **If Yes** → Candidate must upload supporting documents
 - **If No** → Go to **Withdrawal/Finish Options** (later step)
- **If No** → Candidate must:

1. Log in to the portal
2. Upload required documents for verification

☐ **Step 3: Online Document Verification**

- If special eligibility applies, it's verified here.
- If documents are incomplete or unclear → **Query is raised**
 - Candidate must upload or fix documents as per query

☐ **Step 4: Verification Result**

- **Not Verified** → Candidate exits → **Finish**
- **Verified** → Continue to next step

☐ **Step 5: Final Options**

- Candidate may choose (online):
 - **Withdrawal** → Exit process → **C2**
 - **Freeze (Accept seat)** → Final admission → **B2**

☐ **Finish**

Process concludes here.

Important Note: After the Special Rounds the candidate may participate in the NSR with new registration & new choice list or physically report at FAI as per the schedule.

National Spot Round (NSR)

☐ **Start of national spot round**

Candidate completes the following steps online (as per the official schedule):

1. Registers and pays the fee(registration fee)
 2. Fills in choices
 3. Locks choices (or automatic locking happens)
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☐ **NSR Seat Allotment happens**

(as per the schedule)

☐ **Is a seat allotted in national spot round ?**

- **No** → Process ends here → **Finish**
 - **Yes** → Move to document verification step
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☐ **Check if Documents are Already Verified**

- **Yes** → Check if the **new seat requires special eligibility**
 - If **No** → Finish
 - If **Yes** → Candidate must **upload relevant documents**
 - **No** → Candidate must log in and:
 1. Upload required documents for verification
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☐ **Online Document Verification (including special eligibility if needed)**

- If any document issues → **Query is raised**
 - Candidate must respond and re-upload as needed
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☐ **Document Verification Result**

- **Verified** → Candidate finishes process → **Finish**
- **Query Raised** → Candidate must respond

- **Not Verified** → Process ends → **Finish**

☐ **Finish**

No further action is required from the candidate once the document verification step ends — whether successful or not.

Important Note: After the NSR, the candidate is required to physically report at FAI as per the schedule.

Disclaimer:

The above flowcharts are merely a pictorial representation of different activities. Candidates are requested to refer the information brochure thoroughly.

The CCMT counselling process begins with candidates registering online, paying the prescribed fee, and filling and locking their choices. If choices are not locked manually, the system auto-locks them. In **Round 1**, if no seat is allotted, the candidate automatically proceeds to Round 2. If a seat is allotted, the candidate must pay the Seat Acceptance Fee (SAF), choose willingness (Float, Freeze, or Slide), and upload documents for online verification. If the documents are not verified, the candidate must revise and re-upload them until verification succeeds. If verified, the candidate may withdraw (exits process), freeze (keeps seat, no further rounds), or float/slide (participates in next round).

In **Round 2**, if a seat is not allotted, the candidate continues to Round 3. If a seat is allotted and documents were already verified, then only special eligibility is checked (if applicable); otherwise, the candidate must again pay SAF, select willingness, and go through document verification. A candidate may withdraw, freeze, or choose float/slide/surrender. However, if document verification fails and the candidate is ineligible for further rounds, they are removed from the process.

In **Round 3**, no float/slide options are available—only “Freeze” is allowed. If no seat is allotted, the candidate exits the process. If allotted, and documents are verified (including special eligibility, if applicable), the candidate must pay the **Partial Admission Fee**. Final options here include withdrawal or confirmation of admission. At the end of Round 3, those who have withdrawn or were not allotted any seat are marked withdrawn, while others complete the process with admission confirmed.

Important: After the Regular Rounds (Rounds 1–3), candidates **can participate in the Special Rounds (SR)**, provided they **register afresh** with a **new set of choices** and fees.

The **Special Rounds** begin with a new registration. In **Special Round 1**, if no seat is allotted, eligibility is checked for Round 2; if eligible, the candidate proceeds. If a seat is allotted and documents are already verified, only special eligibility is checked. If documents are not verified or special eligibility applies, candidates must upload them again and go through document verification. Based on willingness, a candidate can freeze (proceed to admission), float/slide/surrender (go to next round), or withdraw (exit).

In **Special Round 2**, if no seat is allotted or verification fails, the candidate exits. If a seat is allotted, and documents (including special eligibility) are verified, the candidate can freeze (final admission) or withdraw.

After Special Rounds, candidates may participate in the **National Spot Round (NSR)** with fresh registration and choice filling. In NSR, if a seat is allotted, and documents are already verified, only special eligibility is re-verified if applicable. If documents are not verified, the candidate must upload them again. If verification is successful, the process ends with admission. If not, the candidate is removed. After NSR, candidates must physically report at the final admitting institute (FAI) as per schedule.