User Manual

First Year Undergraduate Technical Course in Bachelor of Design (B. Design) Admissions 2023-24

Self-Verification/ARC, Seat Acceptance and Institute Reporting

Technical Helpline Number
(09:00 AM to 07:00 PM)
Call on
+91-9175108612, 18002103111
Candidate Login
Enter Application ID and Password

Allotment details

Click on Step 1 ➔ Incomplete button
Check your personal details and allotment details carefully, click on Proceed to Seat Acceptance button.
Check your information and select Correct option if information displayed on screen is correct.
Select Incorrect if information displayed on screen is wrong.
And enter correct details.

Grievance will be generated if you select any value as incorrect for further verification.
Seat Acceptance Status

AUTO Freeze

Congratulations!!! You have got the First Preference. So Your Offered Seat is Auto Freezed.

If a candidate is allocated the seat as per his first preference, such allotment shall be auto frozen and the candidate shall not accept the allotment so made. Such candidates shall be made to wait for their first preference. All candidates who are allocated an empty seat shall have their status frozen automatically. Such candidates shall not accept any other seat. If a candidate is allocated an empty seat, his/her status shall be frozen automatically. Such candidates shall not accept any other seat. If such candidate does not report to the allotted institute, his/her status shall be frozen automatically.
AUTO FREEZE

If a candidate is allotted the seat as per his first preference, such allotment shall be auto freezeed and the candidate shall accept the allotment so made. Such candidate shall not be eligible for participation in the subsequent CAP rounds. Such candidates shall then report to ARC for verification of documents and payment of seat acceptance fee as per the method prescribed by the Competent Authority. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate does not report to ARC for confirmation of seat acceptance as per the method prescribed by the Competent Authority, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment;

OTHER THAN THE FIRST PREFERENCE

Candidate who have been allotted seat other than the first preference given by the candidate and if the candidate is satisfied with such allotment and do not wish to participate in further CAP rounds, such candidate can freeze the offered seat through candidate’s login. Once the candidate freeezes the allotted seat, such candidate shall then report to ARC for verification of documents and payment of seat acceptance fee as per the method prescribed by the Competent Authority. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. For such candidate, the allotment so made shall be the final allotment. If such candidate does not report to ARC for confirmation of seat acceptance as per the method prescribed by the Competent Authority, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. Such candidate shall then be not eligible for participation in the subsequent CAP rounds;

OTHER THAN THE FIRST PREFERENCE - FREEZE

Candidate who have been allotted seat other than first preference and accepted the seat by reporting to ARC for confirmation of seat acceptance as per the method prescribed by the Competent Authority shall be eligible for participation in the subsequent rounds for betterment;

OTHER THAN THE FIRST PREFERENCE – Not Done SEAT ACCEPTANCE

Candidate who have been allotted seat other than first preference and not accepted the seat by not reporting to ARC for confirmation of seat acceptance shall be eligible for participation in the subsequent rounds;
1. The Seat Acceptance Fee is Rs. 1,000/- for All Candidates.

2. The candidate can pay the seat acceptance fee by Online Mode.

3. The Candidate has to pay the Seat Acceptance Fees Rs 1000 rupees (Non-Refundable) during First Seat Acceptance only.

4. Fail to complete online seat Acceptance during the given time period will be considered as - 'the Candidate has Rejected the Offered Seat'.

5. You will not be able to change your Seat acceptance status after Payment.
After Payment Candidate needs to Print the Seat Acceptance Letter And Visit to Allotted Institute for Admission.