

**RAJASTHAN MANAGEMENT ADMISSION TEST (RMAT)-2010**  
**GOVT. MAHILA ENGINEERING COLLEGE, AJMER**  
**General Instructions to Candidates for Online Counselling**

1. This year Govt. Mahila Engineering College, Ajmer is conducting online counselling for Rajasthan Management Admission Test-2010 (RMAT-2010) for admission in MBA course in various Govt. & private MBA Institutes/colleges.
2. Allotment of seats will be through **online counselling** only.
3. Candidates can participate in online counselling process from **anywhere** using internet.
4. **Information Related To Online Counselling:** All the information/process related to online counselling will be displayed on the RMAT-2010 website <http://rmat2010.gweca.ac.in>. Candidates are advised to visit the website **regularly** to know the latest updates/information.
5. **Counselling Schedule:** The counselling schedule will be declared on the RMAT website <http://rmat2010.gweca.ac.in>. after declaration of RMAT-2010 result.
6. **Eligibility:** All the candidates having valid RMAT-2010 result and fulfilling other admission criterions shall be eligible for participation in online counselling after depositing requisite registration fee as per RMAT-2010 guidelines. The candidates are advised to get removed all the deficiencies as notified at the earliest.
7. **Registration:** To participate in online counselling, it is mandatory for every candidate to register himself/herself on the website <http://rmat2010.gweca.ac.in> as per the counselling schedule. Candidates can register themselves from anywhere through internet. For registration, the candidate may need to provide Roll number, Registration Number, Application form Number, OMR Answer-sheet number and Date of Birth strictly as per admit card. Candidates are advised in their own interest to keep above data confidential, to avoid misuse by any other person, for which Coordinator RMAT/GWECA shall not be responsible.
8. **Login ID and Password:** On registration, candidate's roll number shall be used as User ID and password will be as given by the candidate, which is to be used for subsequent logins. After successful login/registration, candidate should get confirmation message. In case a candidate does not get the confirmation message then he/she has to login/register again.  
**Candidates are advised in their own interest to remember their Password and keep it highly confidential, to avoid any misuse by any other person, for which Coordinator RMAT/GWECA shall not be responsible.**  
 The password will be of 5-8 characters long, comprised of alphanumeric characters only. For example password can be - asp123, ssa1979, xyz123ab, 123xyx13 etc. It is advised to avoid using your name/father's name or personal details/common words as passwords (for security reasons).  
 The candidate can change the password at any time for which instructions will be made available on screen.
9. **Downloading Challan & Depositing Registration Fee:** Before filling the online choice form, every candidate, irrespective of his/her category, will have to deposit through a challan (downloadable from RMAT-2010 website), the registration fee of Rs.10,000/- (Tentative) in cash only, at any of the Core Banking Solution (CBS) branch of :-  
**Punjab National Bank in the account of "Coordinator, RMAT-2010" (A/C No. 0008002100059524)** and keep the counter foil (candidate copy of challan duly signed and stamped by the Bank) safe to show at the time of admission/reporting. This amount will be adjusted later in the fee.
10. **Choice Filling:** After one or two working days of depositing the registration fee candidate is allowed to fill the online option form/choices of institutes through login as mentioned earlier on the website. The detailed instructions shall be provided for the same on the website/on-screen - **"How to use option screen/fill option form?"** Please read instructions carefully before filling option form. The candidates can modify/delete/add the choices any number of time within the specified duration of counselling schedule.
11. **Choice Saving:** During the choice filling process, candidates has to save his choices at the end of each fill/modify session, through the **"Save"** option. The candidate can modify the saved choices any number of time during the scheduled choice filling period. Candidate should ensure to save his filled/modified choices before leaving the computer system or logout the session. **DO NOT FORGET TO LOGOUT THE SESSION** once the choice filling process is completed and before leaving the system.
12. **Choice Locking:** After filling of choices and making all modifications candidate should finally lock the filled choices through **"Final Lock"** option. It should be done only when you are confident about the choices, you have filled. **"Final Lock"** will ensure that the choices can not be modified further.  
**Once the choice filling period is over, choice filled by the candidate (either Saved or Locked) shall be considered as final and no change will be permitted.**
13. **Seat Matrix:** Latest seat matrix will be made available on the website during choice filling period. The list of institutes and seat matrix may change. Any addition/deletion/ modification in the Institutes list as well as seat matrix will be updated on the website only and no queries in this regard shall be entertained.
14. **Allotment:** After the choice filling period is over, all filled choices in the Options Form of all registered candidates will be considered for allotment of seats as per RMAT-2010 merit (Rank), category of the candidates and the availability of seats on a "Higher-Merit-Allotted-First" basis.
15. **Allotment Letter:** The result of the allotment of seats will be published on the website only as per schedule. The allotment is purely provisional and subject to verification of original documents/credentials etc. Candidate should get the print of the allotment letter through website. The allotment letter will not be sent by post.
16. **Reporting :** The candidate is required to report at the allotted institute within the specified reporting period (as per the counselling schedule or as notified through website ) along with all original documents as motioned in the information booklet at point no. 6 page no. 4 (Only for verification, not to be submitted), two photos, , proof of deposition of registration fee (candidate copy of bank challan) two sets of attested photocopies of all above documents/ testimonials/certificates, admission card, allotment letter and **balance fee**.
17. On reporting and admission, the candidate must get a provisional admission letter from the reporting institute duly signed & sealed by the competent authority of the institute.
18. If candidate does not report within the specified reporting period, his/her allotted seat will be cancelled and the candidate will not have any claim on the vacant seat whatsoever.
19. The process of upward movement and further rounds of counselling will be notified through website.
20. For queries Contact RMAT-2010 control room Phone Number: **0145-2695555/2695040**

**ONLINE COUNSELLING STAGES (SUMMARY)**

STAGES	ACTION TO BE TAKEN BY THE CANDIDATE
Declaration of Result	Get Marks & rank/merit and print the score-cum-merit card from website.
Registration	Register on website, Get Login and Password
Registration Fee Deposition	Download Challan from website, Deposit fee & Get Bank deposit slip (Candidates challan copy duly signed and stamped by the BANK)
Choice Filling	After one/two working days of depositing the registration fee, candidate will be allowed to fill/modify/delete/add and save the choices on the website.
Seat Allotment	Get the Information about the allotted seat, print the allotment letter.
Reporting & Balance fee Deposition at the allotted Institute	Go to the allotted college/institute, along with necessary documents and balance fee to be deposited at the allotted college/institute. Obtain the provisional admission letter from the allotted college/ institute.
Upward-movement/next round of counselling	Shall be notified on website