

# Online counseling process and methodology

## MSc Nursing West Bengal 2017

### Brief on the online Counseling Methodology:

For the admission to M. Sc Nursing course, the candidates should have passed WBPGNAT-2017 conducted by WBUHS.

Payment of counseling fees (one time) must be done Online through counseling website.

The eligible merit listed candidates can register only after Online payment from any place using internet and access the counseling application based on the validation of few credentials available on individual's admit card.

On successful one time registration, a candidate can login to the system through a user id and password created by them. Counseling will be carried out in two rounds.

Online Registration is mandatory for all eligible candidates. In case of non-registration by a candidate in the specified period, the candidate would not be permitted to participate in the online counseling process for submission of choices.

Online Registration by candidates is allowed only in first round. No fresh registrations will be allowed in the 2<sup>nd</sup> round of counseling.

Candidates can get themselves registered online from any internet point during 1<sup>st</sup> round of counseling in predefined registration period.

Candidates, after successful registration can submit their choices and revise them as many times as desired before locking.

During the choice locking period, in which, the locking of choices is enabled candidates are required to lock their choices. Unlocked choices of candidates at the end of the locking period would be automatically locked by the system and would be considered for the allotment of the seats.

One time Choices of institution selected by the registered candidates would be processed at the end of 1<sup>st</sup> round of counseling and the candidates would be allotted seats in the order of merit as per reservation criteria, applicable state domicile and also as per the availability of seats in an institution.

Other than West Bengal State domicile candidates will be treated as UR category candidate only for seat allotment in Govt. institutions as well as in private institutions except National Institution (wherever applicable).

Successful candidates in 1st round are required to report to a Reporting Centre during the specified period of reporting, for completion of their online admission formalities, – viz., document verification, submission of willingness for further up-gradation in the subsequent rounds of counseling etc. All the above mentioned activities would be carried out by Institute officials.

During the 2<sup>nd</sup> round of allotment, the choices exercised during 1<sup>st</sup> round will only be considered for upgradation without any fresh choice filling.

After the 2<sup>nd</sup> round of seat allotment, just like 1st round of allotment, a successful candidate (upgraded or fresh allotted) who has secured a seat has to report at a Reporting Centre.

Reporting at Reporting Centre, by each candidate, after each round of seat allotment, is mandatory, otherwise the candidate may forfeit the allotted seat and would not be allowed to participate in further rounds of counseling.

Candidates can Resign (withdraw) from counseling during reporting period only in any of the round of online counseling.

Candidates, who resign (withdraw) at any stage, will not be considered for subsequent round of counseling/seat allotment.

## Assumptions

The counseling authority (i.e. WHUHS) created for the conduct of counseling for admissions to various colleges for the above mentioned courses.

Declared Combined Rank for a candidate for M. Sc Nursing course should be UNIQUE. (i.e. no two candidates can have same rank in each merit lists).

Counseling would be conducted for Vertical reservation Categories, viz., Unreserved (UR), SC, ST, OBC-A, OBC-B, OBC & PC.

The certificate issued by competent Authority shall require to be produced at the time of online reporting to reporting center.

All seats defined in the seat matrix are on West Bengal State basis.

Other than West Bengal State domicile candidates will be treated as UR category candidate only for seat allotment in Govt. institutions except National Institution (wherever applicable).

Govt. Institution reserved category seats will be allotted to the respective reserve category candidates of West Bengal domicile. Non production of domicile certification during online reporting at reporting center may lead to cancellation of their allotted seats. Such candidates will be treated as other state domicile from subsequent rounds.

Other State reserve Category candidates will be allotted to UR seats in Govt. & private Institutions.

NIOH reserve category seats will be allotted to respective category candidates of all states (i.e. west Bengal domicile as well as other state domicile candidates).

## Eligibility Criteria:

### (A) M. SC Nursing:

On the basis of the results of the West Bengal Nursing Admission Test (WBPGNAT-2017) conducted by West Bengal University of Health Sciences (WHUHS). This is a full time (regular) 2 years course. Must be a female candidate and citizen of India.

Must be having B. Sc degree in Nursing/B. Sc (Hons.) degree in Nursing/Post Basic B. Sc Nursing/ Post Basic B. Sc (Hons.) with minimum of 55%marks in aggregate above examinations from any institution recognized by Indian Nursing Council (INC).

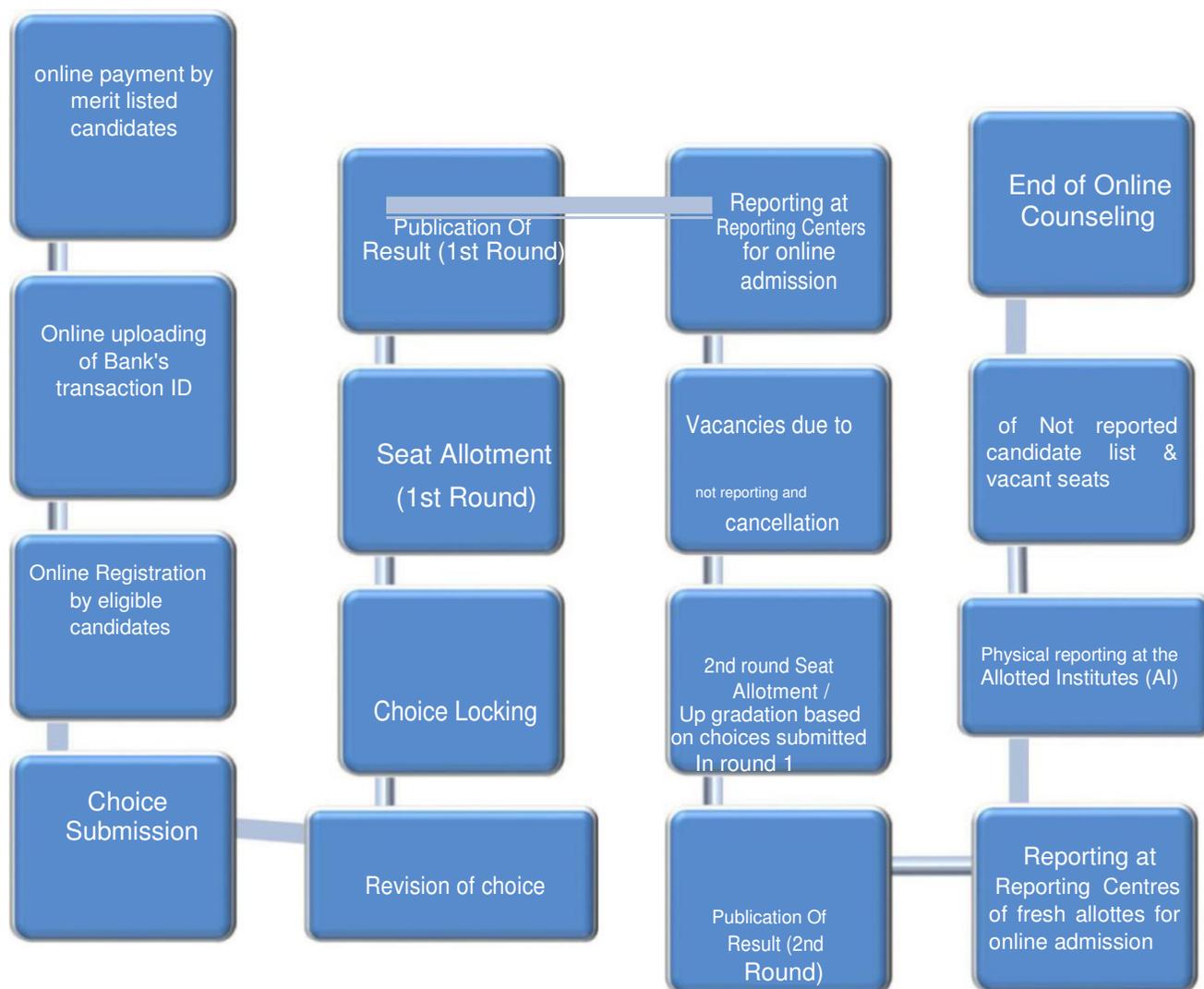
The candidate must have 1 year of working experience by 31.08.2017 after passing from B. Sc degree in Nursing/B. Sc (Hons.) degree in Nursing and minimum one year of working experience prior or after obtaining the degree of Post Basic B. Sc Nursing.

Candidates who have acquired B. Sc degree in Nursing/Post Basic B. Sc Nursing through distance education are eligible if the study centres are recognized by INC and also two years of experience is required for them.

## Pre-Counseling Activities:

There will be a website for M Sc. NURSING -2017 Online counseling, which contains all relevant information related to counseling like counseling procedure, Seat allotment Algorithm, Counseling schedule etc. Contents of the website are required to be provided after thorough verification by the WHUHS.

## Detailed Counseling and Admission Processes for WBPGNAT - 2017



### Payment & Online Registration

There should be a definite period for online payment for the candidates prior to registration for on-line registration/counseling.

All candidates declared 'eligible' for online counseling on the basis of WBPGNAT-2017 are required to register ONLINE through Internet using URL: <http://www.wbmcc.nic.in> after payment through same URL.

Online Registration is mandatory for all eligible candidates for participation in the Counseling for admission to M. SC. NURSING courses. Online Registration by candidates is allowed only in first round. *No fresh registrations will be allowed in the 2<sup>nd</sup> round of counseling.* Candidates, after successful registration can submit their choices and revise them as many times as possible during the specified period before locking.

## Online Choice Submission & locking of choices Module (Candidates should submit choice of Institute/college)

In this step, all the registered candidates would be permitted to exercise their choices of Institutions thereon in order of individual preference. The procedure is detailed herewith:

The procedure for exercising choices and seeking pertinent information is guided through appropriate messages and tabs on the users' computer screen at the appropriate interface.

As per the eligibility of the candidate in terms of merit and applicable reservation criteria, choices available to the candidates comprising of list of Institutions thereon will be displayed.

Candidates can submit as many choices as desired in the order of individual preference from the list of available choices.

Candidates are permitted to change or re-order their choices, delete earlier submitted choices or add new choices any number of times through specific user interfaces till they lock their final choices.

Once the choices are locked by the candidates, they are not allowed to make changes in the choices submitted and also the choice list can't be unlocked under any circumstances.

### Choice Locking & Printing of Locked Choices

Candidates **MUST** lock their choices only after they have finalized them (during locking period mentioned in the schedule) but, in any case, on or before the last date of the locking period. The process of Locking of choices would involve entry of password and requirement of confirmation of locking of choices along with display of warning message that Choices once locked can't be unlocked. Accordingly, candidates are required to make sure that their choices are final and then only they should exercise choice locking option.

After the choices are locked, candidates will not be able to change their choices. A printable version of the choices along with the terms and conditions agreed by the candidates at the time of registration are displayed once the choices are locked. Candidates are advised to take a printout of the locked choices.

If candidates fail to explicitly lock their choices by mentioned time on the last date of counseling, their last saved choices would be automatically locked by the system after the deadline. Candidates are therefore strongly advised to lock their choices themselves and secure a printout of these locked choices. Registered candidates who do not exercise choices or fail to save them shall not be allotted any seat as no choices are exercised by them. Candidates can login again after locking the choices; they can only see their locked choices but those can't be modified or altered.

**NOTE: 'Saving' a choice is NOT the same as 'Locking' it. A choice that is only saved but not locked can be retrieved later on and modified within the stipulated counseling period and the modified choices are required to be saved if required. The old choices or earlier modifications could be changed subsequent to latest saving of choices. But the choices, which are locked, cannot be modified or saved afresh.**

### Seat Allotment & Admission Reporting Processes

#### Seat Allotment – General Rules

During this step, the choices finally submitted/locked by the candidates would be processed centrally and seats would be allotted in the order of merit as per Combined Merit Rank and also on the basis of applicable reservation criteria. The seat allotment result would be published on the website <http://wbmcc.nic.in> along with

downloadable/printable provisional allotment letter through respective candidate's user interface. There is no provision of sending Individual allotment letters to the candidates by post by counseling Authority.

Govt. Institution reserved category seats will be allotted to the respective reserve category candidates having West Bengal domicile certificate. Non production of domicile certification during online reporting at reporting center may lead to cancellation of their allotted seats. Such candidates will be treated as other state domicile from subsequent rounds.

Other State reserve Category candidates will be allotted to UR seats in Govt. & private Institutions.

NIOH reserve category seats will be allotted to respective category candidates of all states (i.e. west Bengal docile as well as other state domicile candidates).

Candidates, who were allotted seats, would have to personally report to a Reporting Centre for the completion of admission formalities during the admission reporting period. In case of non-reporting by a candidate at the Reporting Centre during the specified period of reporting, the allotted seat would be cancelled and the candidate would not be considered for allotment in the subsequent rounds of counseling. *Non-reporting candidates would not be considered for further rounds and would be altogether out of admission process.*

It is proposed to carry out seat allotment in two rounds. In the *first round*, all the available seats as per eligibility would be offered to the candidates, who would be allotted seats as per their merit rank and category based on the choices submitted. Following candidates will be considered in the *second round for seat allotment*:

- fresh allotment for those candidates who have not got any seat in previous round would be considered and
- Registered candidates, whose 1<sup>st</sup> round of allotted Seat was cancelled during the document verification on reporting for admission, who have secured seat under reserved quota, due to change of Category for reserved to Unreserved or PC status from Yes to No, since they would still be eligible in the next round of seat allotment, with changed criteria.
- Candidates opted for upgradation of choices for second round. Seats will be allotted against the available vacancies and also the virtual vacancies (resultant vacancies on account of upgradation of choices) generated during the allotment process due to upgradation, cancellation or conversion.

For a candidate who is offered a seat under SC/ ST/OBC (A & B) & PC category, and cannot produce supporting documents at the time of document verification at the Reporting Centre (which is mandatorily to be updated through appropriate authenticated web interface by designated counseling official), the allotted seat shall be cancelled and the candidate shall be considered for allotment in subsequent rounds subject to eligibility and availability of vacant seats.

Candidates, who are withdrawing from the counseling process, shall not be considered for subsequent rounds of counseling for seat allotment.

#### **Seat Allotment for first round:**

The choices locked by the candidates during main counseling, will be processed centrally at the end of the first round of counseling and the seat allotment result would be published on the counseling website. No individual allotment letters would be sent to candidates by post.

Candidates who got seat allotments are required to report to the Reporting Centre, for taking admission during specified period.

Candidates, who could not report within the stipulated period to the Reporting Centre on allotment of their seats, *their allotted seats would be cancelled and they would not be considered for seat allotment in subsequent rounds.* The seats thus falling vacant would be considered for allotment in the subsequent rounds.

**Online Admission process at Reporting Centre after getting seat allotment first time in any round.**

The result of the seat allotment would be displayed on the website. No individual allotment letters would be sent to the candidates by post. All the candidates who get an allotment have to report to the Allotted Institute within the stipulated period, *failing which their allotted seats shall stand cancelled. Also, they would not be considered for further rounds of seat allotment.*

Candidates are required to produce all the relevant certificates in original for verification and a signed printout of locked choices when they report to the allotted Institute.

Further, candidates are required to exercise option for the participation in the subsequent rounds of the counseling. These candidates are also required to sign a declaration that in the event of allotment of a seat in the subsequent rounds, their earlier allotted seat would be automatically cancelled and the cancelled seat would be offered to another candidate who might have sought that seat through his/her earlier submitted choices. In case candidates are not allotted any seat on up-gradation, their earlier allotted seats would be retained.

In case the candidates have opted for no further upgradation, they would retain earlier allotted seat and would not be considered for seat allotment in the subsequent rounds of counseling.

An admission letter containing seat allotment details of institute, personal data and willingness option exercised for upgradation, will be issued to the candidates at the Reporting Centre after verification of relevant documents and receipt of provisional admission fee. In case of seat cancellation due to non-conformity of relevant documents a seat cancellation letter will be issued to the candidate.

### **Documents requirement at the time of Reporting**

**Admit card of Admission test - For M. Sc nursing**

**Registration certificate issued by State Nursing Council for M. Sc nursing**

**B. Sc degree in Nursing/B. Sc (Hons.) degree in Nursing/Post Basic B. Sc Nursing/ Post Basic B. Sc (Hons.) with minimum of 55% marks – For M. Sc Nursing**

**Minimum working experience from the competent authority by 31.08.2017 after passing from B. Sc degree in Nursing/B. Sc (Hons.) degree in Nursing – For M. Sc Nursing**

**Age Proof ( Class X/Birth Certificate/Admit Card Class X) – for M. Sc nursing**

**Rank card of admission test - For M. Sc nursing**

**SC/ST/OBC Certificate (if applicable)- For M. Sc nursing**

**PC Certificate (if applicable)- For M. Sc nursing**

**Provisional letter of allotment - For M. Sc nursing**

**Domicile Proof Certificate ( Aadhar Card / Voter id Card / Passport ) - For M. Sc nursing**

### **Second Round of Seat Allotment: For WBPNGAT**

**No fresh registrations would be allowed.**

Earlier submitted choices of eligible (as indicated below) candidates would only be considered for choice upgradation without any fresh choice filling.

**Candidates' Eligibility:** Candidates eligible for seat allotment in 2<sup>nd</sup> round would be from one of the following groups:

**Group-I:** Registered candidates who did not get any seat allotment in the 1<sup>st</sup> round.

**Group-II:** Registered candidates, whose 1<sup>st</sup> round of allotted Seat got cancelled during the document verification on reporting for admission, who have secured seat under reserved quota, due to change of Category for reserved to Unreserved or PC status from Yes to No, since they would still be eligible in the next round of seat allotment, with changed criteria.

**Group-III:** Candidates who have reported at Reporting Centre after 1<sup>st</sup> round of seat allotment and submitted willingness for upgradation to 2<sup>nd</sup> round as Yes.

### Conversion of seats in 2<sup>nd</sup> Round of counseling

#### A. Seat Allotment Process

S.N.	CAT	PC	Sequence of Allotment
1.0	UR	No	UR
2.0	UR	Yes	UR ->PC
3.0	SC	No	UR SC
4.0	SC	Yes	UR->SC->PC
4.0	ST	No	UR ST
5.0	ST	Yes	UR->ST->PC
6.0	OBC	No	UR OBC
7.0	OBC	Yes	UR OBC->PC
8.0	OBC-A	No	UR OBC OBC-A
9.0	OBC-A	Yes	UR OBC OBC-A ->PC
10	OBC-B	No	UR OBC OBC-B
11	OBC-B	Yes	UR OBC OBC-B ->PC

The OBC seats are available only in NIOH and for all other institutes OBC/OBC A/OBC B candidates will be treated as Unreserved and allotted similar to unreserved provided they get the cut off for the unreserved candidates in WBPNGAT 2017.

#### B. Domicile

- a. Allotment will be done as per Combined Merit Rank for all eligible merit listed candidates

- b. Other state domicile reserve category candidates will be treated as UR candidates in all institutions except in NIOH (Central Institution) institute.

OR

The reserve seats of State Govt. Institutions in WB will be allotted to the West Bengal domicile in respective reserve category candidates except in NIOH.

- c. The reserve domicile candidates of all states (including West Bengal domicile) are eligible for reserve seats of NIOH.

OR

Category seats of Central Institute(s) will be allotted to category candidates of all states.

**C. Algorithm for conversion of seats during Round 2 of seat allotment:**

- I. All PH category seats will be converted to their main category seats  
 II. All ST/SC category seats will be converted to SC/ST category seats as SC to ST and vice versa and then to UR

- IV. All OBC seats will be converted to UR (at NIOH)

OBC-> UR; OBC A ↔ OBC B then to UR

**D. Specifications for Confirmation/Cancellation of allotted seats due to changes in Category/Sub-Category/Domicile /Experience / % marks etc. at the time of document verification at the allotted Institute during admission process for allotted candidates**

Except for NIOH the OBC/OBC A/OBC B candidates will be treated as Unreserved and the seat allotment process will be similar to unreserved provided they obtain the marks above cut off for UR.

S.N.	CAT	PC	CAT Change	Sub-Cat Change	Allotted Category	Effect due to Change
1	UR/SC/ST/OBC	No	No	No	UR/SC/ ST/OBC	Generation of Admission letter and seeking willingness for upgradation in advanced rounds
2	UR	PC	No	No	PC	Generation of Admission letter. Database updation. Eligible for seat upgradation in the next round of counseling

S.N.	CAT	PC	CAT Change	Sub-Cat Change	Allotted Category	Effect due to Change
3	UR	PC	UR	Yes	UR	Generation of Admission letter. Database updation. Eligible for seat upgradation in the next round of counseling as UR
4	UR	PC	UR	Yes	PC	Seat will be cancelled. Eligible for seat allotment in the next round of counseling as UR
5	SC	No	SC UR	No	UR	Generation of Admission letter. Database updation. Eligible for seat upgradation in the next round of counseling as UR
6	SC	No	SC UR	No	SC	Seat will be cancelled. Database updation. Eligible for seat allotment in the next round of counseling as UR
7	ST	No	ST UR	No	UR	Generation of Admission letter. Database updation. Eligible for seat upgradation in the <b>next</b> round of counseling as UR
8	ST	No	ST UR	No	ST	Seat will be cancelled. Database updation. Eligible for seat allotment in the <b>next</b> round of counseling as UR
9	OBC	No	OBC UR	No	UR	Generation of Admission letter. Database updation. Eligible for seat upgradation in the next round of counseling as UR
10	OBC	No	OBC UR	No	OBC	Seat will be cancelled. Database updation. Eligible for seat allotment in the next round of counseling as UR
11	OBC(A or B) or OBC	No	OBC UR	No	UR	Generation of Admission letter. Database updation. Eligible for seat upgradation in the next round of counseling as UR
12	OBC(A or B) or OBC	No	OBC UR	No	OBC	Seat will be cancelled. Database updation. Eligible for seat allotment in the next round of counseling as UR
13	OBC-A	No	OBC-A OBC-B	No	OBC-A	Seat will be cancelled. Database updation. Eligible for seat allotment in the next round of counseling as OBC-B
14	OBC-B	No	OBC-B OBC-A	No	OBC-B	Seat will be cancelled. Database updation. Eligible for seat allotment in the next round of counseling as OBC-A