Frequently Asked Questions
WB State Quota Undergraduate Medical/ Dental Seats - 2016
Online Allotment process (Online Counselling)

Q. No. 1: Who are eligible and what is the process of online allotment?

ANS:
Candidates who have qualified in West Bengal Joint Entrance Examination Medical (WBJEEM) 2016 for Undergraduate Medical and Dental seats under state quota in the state of West Bengal and are eligible according to state norms for the state of West Bengal are allowed to participate in the online counselling process provided they have generated e-challan and deposited the requisite fees in prescribed UBI account within the stipulated time period or paid the counseling fees online through credit /debit card or net banking method and thereby received transaction ID. The process of online allotment is as follows:
a. Main Counselling Registration
b. Exercising of Choices and Locking of choices
c. Process of Seat Allotment – Round 1
d. Round 1 Result Publication
e. Verification of credentials at RGKar MCH (for candidates who have been allotted a seat in any Medical/Dental college in West Bengal under state quota)
f. Reporting at the allotted Medical/Dental College against 1st Round
g. Process of Seat Allotment -Round 2
h. Round 2 Result Publication
i. Verification of credentials at RGKar MCH for candidates who have been allotted a seat in any Medical/Dental college in West Bengal under state quota. Candidates already verified in earlier round need not re-appear for verification.
j. Reporting at the allotted Medical / Dental Colleges against Round 2
k. Publication of net vacant seats
l. Fresh Choice Submission by all eligible candidates for round 3
m. Process of Seat Allotment - Round 3
n. Round 3 Result publication
0. Verification of credentials at RGKar MCH for candidates who have been allotted a seat in any Medical/Dental college in West Bengal. Candidates already verified in earlier round need not re-appear for verification.
p. Reporting at the Medical / Dental Colleges /Institutions against Round 3
q. Mop up round (if seats still remain vacant and time permits as last date of joining is 30th September 2016 as per order of the Hon’ble Supreme Court of India)

Note: Before each round of Reporting at Medical/Dental colleges candidates have to verify their credentials, certificates etc. (detailed later in this FAQ) at RG Kar Medical College in the prescribed dates (as per counselling schedule). Candidates once receiving verification certificate in earlier round, need not appear for re-verification even if their choices are upgraded and they receive a separate seat/allotment in a separate Medical/Dental college in subsequent round/s.

Detailed schedule for online allotment process, information regarding participating institutes, detailed seat matrix information will be given in the website www.wbhealth.gov.in (the official website for Department of Health and Family Welfare, Govt. of West Bengal) and www.wbmmc.nic.in (the official website for online counselling 2016). Candidates are requested to frequently visit the afore mentioned websites for updated information.
Q. No. 2: When will online allotment process for the year 2016 start?

**Ans:** Online allotment process will start on 28 August 2016 as per schedule mentioned in the websites stated earlier. The first round of online counselling will be over by 1st September 2016 with declaration of results in pursuance of the judgment of the Honorable High Court of Calcutta vide order in WP civil 10715 W of 2016.

Q. No. 3. Do I have to report to any counselling centre for registration or choice filling?

**Ans:** No. Online registration and choice filling can be done from place of convenience (including from home) using internet.

Q. No. 4: Do I require any documents to get registered on-line?

**Ans:** You will be required to fill up some of the information that you have given on your application form, and submitted to West Bengal Joint Entrance Examination Board (henceforth called as WBJEEB), Salt lake Kolkata along with admit card and rank card obtained in the examination WBJEEM 2016 conducted by WBJEEB 2016 for admission in undergraduate Medical/Dental state quota seats in the West Bengal.

**IMPORTANT**

Please keep information that you have furnished during application for qualifying examination conducted by WBJEEB in 2016 and the admit card of the same examination (WBJEEM 2016) confidential, and not share with anybody; because to register for online allotment process and submit choice, you need that information. If somebody else uses that information, he/she can misuse your online registration and prevent you from taking part in online allotment process. Keep print out of application form, admit card and rank information ready with you for future reference.

Please note that on registration window of online allotment process, you have to fill in exactly same spelling, numbers etc as you have filled in your application form.

Q. No. 5: How do I get password for logging in?

**Ans:** During the process of online registration you will generate your own password. Candidates are advised to keep the password that they have created, confidential to them till the end of the counselling process. They can change the password after creating. Password is very important for participating in online allotment process. Sharing of password can result in its misuse by somebody else, leading to even exclusion of genuine candidate from online allotment process.

Q. No. 6: How much time will I be given to join the allotted course?

**Ans:** Candidates allotted seats will be required to join the allotted college/course within the stipulated days as mentioned in the counselling schedule in the websites mentioned earlier from the date of allotment. However, candidates are advised to join as early as possible and not to wait for last day of joining in various Medical / Dental Colleges keeping in view that:-There may be public holidays, The total process of joining may require more than one day and Medical/Dental colleges will have to furnish information about joining / non-joining online to the West Bengal Medical Counselling Committee.
Q. No 7: What documents are required to be produced at the time of counselling?

**Ans:** Since it is online allotment (Online Counseling) process, no documents will be required for participating in online allotment process.

However the candidates who are allotted medical/dental colleges through the online allotment process are required to verify the following original documents at the verification centre at R G Kar Medical College on the stipulated days as mentioned in the counselling schedule as published in----
www.wbhealth.gov.in and www.wbmcc.nic.in :

1. Allotment letter, Admit and Rank card of WBJEEM 2016
2. Domicile certificate
3. Medical Certificate
4. SC/ST/OBC A or OBC B/PH certificate (if applicable)
5. Age proof (birth certificate/class 10 admit card or certificate)
6. Class 12 mark sheet and certificate
7. Duly filled up verification form
8. Reporting centre copy of e-challan form showing the bank transaction ID as mentioned in the website (or proof of online transaction)
9. Any one ID proof of any of the parent/candidate (EPIC,/Passport/Aadhar card)

The domicile certificate form, medical certificate form and the verification certificate form can be downloaded from the website www wbhealth.gov.in or www.wbmcc.nic.in

**Important**

The candidates once verified from the verification centre and receiving the verification certificate (duly signed and sealed by the verifying authority) can now go to their allotted medical/dental colleges on the stipulated days as mentioned in the website for admission.

The allotted candidates not reporting to the verification centre on the stipulated dates along with their relevant documents as mentioned above and thereby not verified, will not be entertained for admission in the allotted colleges.

The allotted candidates who have not been issued verification certificate due to failure in producing relevant documents while reporting in the verification centre will not be allowed to get admission in their respective medical/dental colleges also.

Q. No. 8: What documents are required at the time of joining in allotted Medical / Dental College?

**Ans:** Original documents for admission to under-graduate medical/dental courses for admission to WB state quota seats 2016 are as mentioned below:

II. Rank information issued by WBJEEM 2016
III. Allotment letter
IV. Age proof
V. Class 12 Mark sheet and Certificate (provisional/final)
VI. SC/ST/OBC A or B certificate (if applicable)
VII. PH certificate (if applicable)
VIII. Reporting centre copy of e-challan showing bank transaction ID or online payment proof
IX. Domicile certificate
X. Medical Certificate
XI. Verification certificate issued by the verification centre at RGK MCH.
XII. ID proof of any of the parent/candidate (EPIC/Passport/Aadhar)

IMPORTANT

Candidates without original certificates/documents shall not be allowed to take admission in allotted Medical/ Dental College.

Candidates who have deposited their original documents with any other Institutes/ Colleges/Universities and come for admission with a certificate Stating that “their original certificates are deposited with the Institute/College/University” will not be allowed to take admission in allotted Medical/Dental College.

Q. No. 9: What are the instructions regarding SC, ST, OBC and PH certificates?

Ans: In case the candidate fail to produce proper Caste (and PH, if applicable) certificate (as per applicable in the state of West Bengal) at the verification centre and the allotted Medical/Dental College then he/she will not be permitted to join the allotted Medical /Dental College and his/her category will be changed, if otherwise eligible.

The qualified loco-motor disabled candidates (lower limb loco motor disability between 40-70% should get themselves verified at the medical board of Institute of Post Graduate Medical Education & Research, 244, Archarya J.C.Bose Road, Kolkata-20 during the stipulated days mentioned in the website.

For verification at the medical board, the Locomotor Disabled (LD) candidates are required to bring their treatment papers related to their disability, including the investigation reports, at the time of reporting to the above mentioned designated institute to verify such disability certificate. There will be sub category for PH candidates according to degree of disability for West Bengal state quota seats 2016. 50% to 70% disability will be PH1 and 40% to less than 50% disability will be PH2. For seat allotment in PH seats PH1 will be considered first followed by PH2 and if seats remain vacant after exhaustion of PH candidates, remaining PH seats will be converted to general pool for further allotment in third round.

Q. No. 10: Is there any restriction for filling up number of choices of Institutions (Colleges) in choice filling form?

Ans: No, you can give as many choices as you wish. However choices should be in order of preference.

Q. No. 11. Is it necessary to fill up the choices and lock the choices to get seat allotted? Or I will be allotted seat automatically from available seats?

Ans: After online registration (registration is compulsory to take part in online allotment process), you have to fill in choice of Institutions/colleges in order of preference. Once choice is filled in, it can be modified before locking it. During the choice locking period it is necessary to lock the choices to get a print of your submitted choices. If candidate
does not lock the choice submitted by him/her, submitted choices by him/her will be automatically locked at stipulated time of last date of choice locking.

Important:

If you don’t register and fill in choice, you will not be allotted any seat. Don’t wait till the last minute to lock your choices and to take a printout. Please go through your submitted choices before locking as once you lock the choices those cannot be modified or changed even if you have made a mistake. Mistake in filling choices may result in allotment of a seat which you never wanted.

Q. No. 12: Is it necessary to join allotted Medical/Dental College to get chance to participate in next round (2nd/3rd round)?

Ans: Yes, in case a seat is allotted, candidate is required to join allotted institution/college and complete the admission formalities then only that candidate can exercise option to participate in next round(s).

Q. No. 13: Some Under-graduate seats are intimated to the WBMCC after start of online counselling due to various reasons, will they be included and when?

Ans: Seats that could not be included in first round (and second round) due to unavoidable circumstances will be included only in third round on receiving information from participating Medical / Dental Colleges and Medical Council of India before the start of third round (publication of the seat matrix for third round). Candidates are requested to frequently visit the previously mentioned websites for updated information.

Q. No. 14: What is second round of online allotment process?

Ans: Second round of online allotment process is up-gradation of choice round.

2nd round of seat allotment:
There is no fresh registration of candidates and choice submission in 2nd round of counselling. Choices of main counselling (submitted before first round allotment) will be considered in this round of allotment.

Q. No. 15: Who are eligible for 2nd Round of allotment?

Ans: Candidates eligible for seat allotment in 2nd round would be from one of the following groups:

Group—I: Registered candidates who did not get any seat allotment in the 1st round.
Group-II: Registered candidates, whose 1st round of allotted Seat Cancelled during the document verification on reporting for admission, who have secured seat under reserved quota, due to change of Category from reserved to Unreserved or PH status from Yes to No, but are still eligible in the next round of seat allotment, with changed Category.
Group–III: Candidates who have reported at allotted institute after 1st round of allotment and submitted willingness for second round up-gradation as “Yes”.

Q. No. 16: Who are not eligible for 2nd Round of allotment?

Ans: The following candidates are not eligible for the second round of counselling:
Q. No. 17: What is third round of online allotment process?

Ans: Third round of online allotment will be conducted for the candidates who have submitted their option for participation in third round (the details of schedule will be published in the afore mentioned websites in due course, the candidates are requested to frequently visit the afore mentioned website for further information) and for those who were registered and submitted choices before first round but not allotted seats as per procedure given below:

3rd round of Counseling:
Fresh set of seats may get added to the system, if any, which is due to latest approvals of MCI or vacant seats returning from All India quota online counseling in the state of West Bengal. Further, the conversion of seats is being carried out during the third round of seat allotment and accordingly, the candidates are required to be shown all choices which are against vacant, newly added seats, virtual vacancies which are likely to get vacated during up-gradation and also during the conversion of seats as per the following algorithm:

PH $\rightarrow$ UR

ST $\leftrightarrow$ SC and vice versa and finally $\rightarrow$ UR

OBC A $\leftrightarrow$ OBC B and vice versa and finally $\rightarrow$ UR

The choices of candidates, who have submitted option for participation in the third round during the reporting period for the first / second round seat allotment, would be initialized, and are required to submit fresh choices online during the time the window is open for the same.

All eligible candidates who desire to take part in third round of online allotment will have to submit fresh choice during choice submission period and lock the choices during period of locking. Locked choices of the candidates would be processed and result will be published. Those candidates, who could not submit fresh choices for the third round counselling, would not be considered.

Q. No. 18: Who are eligible for 3rd Round of allotment?

Ans: All candidates interested in participation in the third round counselling are required to submit fresh choices, without which they would not be considered.

Group-I: Registered candidates who did not get any seat allotment in the 1st or 2nd round of seat allotment and are required to submit fresh choices as per the vacancies shown.

Group-II: Registered candidates, whose 2nd round of allotted Seat Cancelled during the document verification on reporting for admission, who have secured seat under reserved quota, due to change of Category from reserved to Unreserved or PH status from Yes to No, but they would still be eligible in the next round of seat allotment, with changed criteria, provided they submit fresh choices, subject to fulfillment of eligibility conditions.

Group-III: Candidates who have given option for participation in 3rd round at the time of 1st and/or 2nd round reporting at allotted institutions.
Q. No. 19: Who are not eligible for 3rd Round of allotment?

Ans: The following candidates are not eligible for the third round of counselling.

- Not reported at Allotted Institute after seat allotment in either 1st or 2nd round.
- Reported & Withdrawn/resigned from seat at the Allotted Institute.
- Became non-eligible due to change of category during document verification.
- Candidate who has not given option for third round at the time of taking admission.
- Candidate who does not give fresh choices in 3 round.
- Who did not register for online allotment of seat before first round of counselling.

Q. No. 20: Do I have to fill in choice of College to participate in second round of online allotment process?

Ans: No. For second round, candidates are not required to submit fresh choice. During the second round of online allotment process, the choice of higher preference will be upgraded for those candidates who give option to upgrade their choice at the time of admission at allotted Medical/Dental College.

Q. No. 21: Do I have to fill in choice of College to participate in third round of online allotment process?

Ans: Yes. All candidates who desire to take part in third round will have to submit fresh choices before third round.

Q. No. 22: If there is not sufficient number of qualified PH candidates, what will happen to those un-allotted UG seats, reserved for PH candidates?

Ans: The un-allotted UG seats earmarked for PH candidates will be reverted to UR seats during the third round of allotment process after processing choices to PH category candidates in third round.

Important:

All Admission, seat surrender/withdrawal from the counselling process must be done through online process and that to within the stipulated days of online activities as per server time as mentioned in the websites stated earlier.

Q. No. 23: If I give consent for up-gradation of my choice during second round and if my choice is upgraded, is it necessary to join at college allotted during second round? Or in case I change my decision of upgrading choice, can I continue to study in college allotted through first round of allotment?

Ans: In case candidate is allotted seat during the second round of allotment process (choice is up-graded), the seat allotted during the first round will be automatically cancelled immediately (and allotted to somebody else) and candidate will have to join the college/seat allotted during second round. If candidate does not join the college/seat allotted during the second round, as per schedule, from the date of allotment candidate will forfeit his/her allotted seat and will not be considered for subsequent rounds of seat allotment.
Seat can also be up-graded in the same college by change of category in such a case the candidate has to take fresh admission on the up-graded seat.

Q. No. 24: While joining college allotted through first round if I don’t want upgradation of choice, but want to keep option to fill choice before third round for newly added/vacant UG seat, is it possible?

Ans: Yes. For this candidate is required to exercise the option at the time of joining the institution/college.

Q. No 25: If I give option to participate in third round at the time of joining college from first / second round allotment, but later change my decision and want to continue study at already allotted Medical /Dental College, what is the procedure to avoid change (cancellation) of already allotted college/seat?

Ans: If a candidate does not submit choice during the choice submission period before the third round of counselling, such a candidate will retain the already allotted seat.

Q. No. 26: If I forget my password that I have created during the process of registration, how to retrieve it.

Ans: To retrieve the forgotten password, system facilitates the following process through entering via “FORGOT PASSWORD” section of candidate login page:

The candidate is required to enter the information that he/she filled at the time of registration and then security question & answer thereon to be entered as given during New Candidate registration process. The above data submitted by candidate will be validated with the registered candidates’ database. If the above entries match, then only the candidate would be permitted to enter new password to proceed further.

IMPORTANT:

Candidates are advised to remember the password and also retain their application form and admit cards printout ready till completion of admission process. It is not possible for WBMCC/NIC to retrieve such password.

Q. No. 27: If there is discrepancy in spelling of name in documents and application form, what do I do?

Ans: If there is discrepancy in spelling of name in documents candidate must carry proof that the documents belongs to same person, in the form of an affidavit.

Q. No.28: How to use registration and Choice filling form on website?

Ans: Candidates will have to log on to website www.wbmcc.nic.in (which will be operational from 28 August 2016 for generation of e-challan or online payment and online registration and choice filling ) to get registered and then fill in choices.

It is advised that after going through the seat matrix, a tentative list may be prepared first as per your preference of colleges, before attempting to fill choices online.

Q. No. 29: Difficulty in login, what may be the problem(s)?

Ans: Please read User manual for the candidates. Follow the instructions about use of browser (Internet Explorer-6 or above), use of same spellings, same format of date (Use digits for day, month and year with – in between) as in application form submitted to WBJEEB 2016. The internet connection should be uninterrupted. If internet
connection interruption takes place, the IP address which is being monitored will change and session expired message will be displayed. Please try to login from other computer from which other candidate(s) has logged in successfully, if possible.

Q. No. 30: I have difficulty in Creating Password, what may be the problem(s)?

**Ans:** Creation of password should be as per password policy. Please follow the password policy. The password must be containing required number of characters (8-13). Use at least one capital/upper case English alphabet, at least one small/lower case English alphabet, at least one Arabic numerical and at least one special character (in the keyboard of the computer e.g. @, #, $, %, ^, * etc).
Please use the internet browser as suggested in user manual, as it is difficult to login from some of the other browsers. **While creating password avoid using Caps Lock key, instead of Caps Lock use shift key.**

Q. No. 31: When I try to login for choice filling/ submission, It say wrong roll number/ password, what may be problem(s)?

**Ans:** This can happen if roll number typed is incorrect or password typed is incorrect. Password is sensitive, therefore use password which was created by user exactly same as typed while creating. In case password is forgotten, try to generate new password by using security question and its answer through “FORGOT PASSWORD” link in the candidate login page.

Q. No.32: What are the guidelines for fresh choice filling before third round of online allotment process?

**Ans:** Please remember that if any seat is allotted from the choice filled in by the candidate for 3rd Round of Counselling (the dates will be notified later on), the seat allotted during 1st / 2nd round will be automatically cancelled. Therefore, the candidates are advised to fill in choice carefully for seats which are of higher preference than the earlier allotted seat.
Candidates are not required to give the already allotted seat in their choices. There will be no fresh registration before third round.

Q. No. 33: How can I get print out of my choices which system has locked?

**Ans:** After the stipulated time of the date of choice locking, after locking of choices by the system you will be able to take a printout of your submitted choices. You will also be able to see your locked choices and able to take a print out of the same at allotted Medical / Dental College at the time of admission on request.

Q. No. 34: If I opt to participate in third round of counselling whether my allotted seat (of first/second round) will be cancelled?

**Ans:** In case you are not allotted any seat in the third round you will retain earlier allotted seat. However on allotment of a seat in third round the earlier allotted seat will automatically be cancelled and allotted to another candidate. Therefore you are advised to fill in only higher choices or any other choice which you prefer over the earlier allotted seat, for third round.

Q. No. 35: In case I get an upgraded seat but in the same college, because of change of category, (e.g. from SC / ST /OBC to UR category or due to change of PH status from Yes to No) do I have to take admission on the allotted seat again?

**Ans:** Yes, you have to get an admission letter again generated on-line for the
upgraded category seat from the concerned institution; otherwise your seat would be
cancelled and allotted to another candidate or surrendered to state quota.

Q. No. 36: What are anticipated / virtual vacancies shown during third round?

Ans.: Virtual vacancies/anticipated vacancies are those seats which are presently
occupied by the candidates who have given option for the third round. They will only be
available in case that candidate is upgraded to another seat in third round. Once the
virtual/ tentative vacancies are actually vacated these seats would again be distributed
as per the rank of the candidates. These seats would also include any seat which is
likely to be converted to other category as per the policy of conversion.

Q. No. 37: What is the process of generating and submitting e-challan?

Ans: The e-challan can be generated from the website www.wbmcc.nic.in within the
stipulated days by clicking on to the menu provided in the stated website and putting
personal information in the blank boxes provided correctly as like the application form
of WBJEEM 2016 qualification examination.
The e-challan can be printed by clicking on the option of click to print e challan.
The challan is a triplicate copy:
One for the branch of the concerned bank (UBI) where the counselling fees is
deposited by cash by the candidate; One for the candidate himself/herself as
personal copy and One for the reporting centre where the candidate is allotted
a seat during any round of counselling.
The concerned bank is any branch of United bank of India (UBI) within the state of
West Bengal and the concerned account where the money has to be credited will be
pre printed on the challan.
The amount that has to be deposited for counselling is Rs 2000/- only for Unreserved
candidates and Rs 1500/- only for SC/ST/OBC A or B and any Physically Handicapped
(PH) candidate. The amount will be printed on the challan generated by the eligible
candidate for ready reference. Rs 20/- is the bank charge in either case.
Please generate the e challan within the prescribed dates and deposit the counselling
fees in the concerned bank as described above within the prescribed period during the
banking hours for becoming eligible for online registration.
No request of generation of challan or deposition of the counselling fees will be
entertained beyond the stipulated dates as mentioned in the concerned websites
described earlier. The candidate, who have not generated e challan and thereby
deposited counselling fees, will not be allowed to participate in the online
counselling process.
On submission of computer generated e-challan and the requisite counselling fees by
the qualified candidate in the stipulated bank branch within the stipulated days, the
bank will generate alpha numeric transactions ID which will be unique for each
candidate. The bank authorities will mention the transaction ID in all the three copies of
e challan in the stipulated place.
Candidates are requested to keep their copy in safe custody and mention the
transaction ID during online registration as this information will be used by the
online software system to validate the candidature. Candidates are requested not to
divulge personal information and transaction ID to anybody else to prevent
malpractice during online registration.
WBMCC/NIC/Dept of Health and Family Welfare Govt. of West Bengal cannot be
held responsible due to misplacement of transaction ID /e-challan copy or
malpractice arising out of sharing personal information by candidate to anybody
else.

Note: Information regarding online payment is given in the website www.wbmcc.nic.in