

**JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA**

**INSTRUCTIONS FOR CANDIDATES ATTENDING 10+2 MARKS MERIT BASED COUNSELING : 2025**

- 1 The candidate to be present for counseling.** Only one person shall be allowed to accompany a candidate to the counseling area.
- 2 Documents required.**
  - (a) Counseling Invitation letter (internet downloaded copy/ e-mail copy).
  - (b) Govt. issued Photo Identity Document (Aadhaar, Passport, Voter, DL, etc).
  - (c) Photocopy of Income Certificate, as applicable (for consideration under the Tuition Fee Waiver Category).
- 3 Academic Fees and Hostel Charges.**
  - (a) **Partial Academic Fee :** Demand draft for Rs. **75,000/-** (Rupees Seventy Five Thousand only) towards Academic Fee (**Partial**) for first semester.
  - (b) **Hostel Allocation and Charges:** Hostel facility for candidates admitted to both campuses is available at Main Campus Sec 62 Noida. Limited Hostel Seats available. Hostel will be allocated as per merit. Students allocated hostel to deposit partial hostel charges of Rs. **50,000/-** (Rupees Fifty Thousand only) through demand draft or by Card/UPI.  
**Note: Candidates offered admission to any branch / program will have to deposit the balance of Tuition fee, Hostel Charges and other charges by 17 June 2025.**
  - (c) **Fee for Wait-listing:** In case the candidate does not get any branch and wishes to be waitlisted, then the same demand draft as above may be used for the purpose of wait listing.
- 4 Important Notes.**
  - (a) Payment by **Cheques/Cash is not acceptable** under any circumstances.
  - (b) If you miss your call as per your merit, you will be considered at the end of the day.
  - (c) **QR code** attached with the document may be utilized for payment of partial academic fee of Rs 75,000/- and/or if desirous of hostel, partial hostel charges of Rs 50,000/-. Payment receipt of the same to be brought along.
  - (d) **Facility for payment through Debit Card / Credit Card / UPI :** There shall be a separate counter, to facilitate those who are desirous of payment through these modes, where in, they can deposit the amount through Debit Card / Credit Card / UPI and get the slip/receipt for the same amount. This process to be completed before their turn for counselling.
  - (e) All the demand drafts at the time of counseling should be made in favour of **Jaypee Institute of Information Technology**, payable at NOIDA/DELHI.
- 5 Time.**
  - (a) Registration: **8.00 am.** onwards.
  - (b) Counselling and allocation of seats : **09.30 am.**
  - (c) SC/ST categories : **Separate counseling at 09.00 am.**

**Note:** Limited parking space available in the campus.
- 6** The candidate will be called **for choice and allocation in order of merit drawn for 10+2 counselling.**

- 7 Tuition Fee Waiver (TFW) scheme.** Under this scheme, tuition fee for the duration of the program shall be waived off (all other fees except tuition fees shall have to be paid by the candidate). Seats (one percent of approved intake) will be offered to candidates whose family income from all sources is less than Rs. 8 lakhs per annum (original income certificate to be produced for verification at the time of counselling). The candidates meeting the above eligibility criteria will be offered admission under this scheme as per merit. Once allotted seat under this scheme, candidate shall not be allowed to change the program / course from this scheme. A separate choice form with priority is to be filled by the desirous candidates.
- 8 Exercising the Choices and allocation of Seats.** As given in the Supplementary admission brochure 2025 (available on the website). Choice form will be issued to the candidates after their attendance (registration) is marked.
- Submission of choice form (only one group to be selected).
  - Allocation of branch on the basis of preferences indicated in the choice form.
  - Not mandatory to select all the choices of the group given in the form.
  - Up-gradation will be as per the Merit and Priority exercised.
  - If higher priority in the choice proforma is not allocated**, then same will be automatically kept waitlisted.
  - If a higher priority choice is allocated**, then the lower priority choice(s) will be automatically invalidated.
  - If choice given is not allotted**, then the candidate is waitlisted for the same.
- 9 Locking of Allotted Choice (Freezing).** If a candidate desired to continue with his allocated choice, ONLY then this option to be exercised.
- 10 Missing the call during counselling.** Candidates missing the call for counselling on their turn will be considered at the end of day.
- 11 Hostel.** Hostel seats, being limited, shall be allotted in order of merit.
- 12 Fee & Charges Payable.**
- Partial Academic Fee** Rs. 75,000/-
  - Partial Hostel Charges (incl. food & laundry)** Rs. 50,000/- for first Sem (Optional and on allocation)
  - Wait List :** Rs. 75,000/-
- 13 Refund Policy.**
- Academic Fee Refund** as per UGC directions (available on website).
  - Hostel and Other Charges:** *Shall be refunded on pro-rata basis (Calendar month based deductions – part month treated as full month) starting from the date of registration (10 Jul 2025).*
  - Waitlist Candidate:** Fully refundable in case a student is not offered any program.
- 14 Refund Remittance.**
- Refund to be applied only through counselling portal of candidates.
  - The refund shall be made online only in the bank account as given by candidate in the in the counselling portal.
- 15 General.**
- Counselling is scheduled on 10-11 Jun 2025. **The seat status of Day-1 counselling will be uploaded on the website at the end of counselling of Day-1 for information of candidates.**

- (b) Please note that the Institute reserves the right to withhold the result or cancel the admission at any time during the candidate's stay because of his/her submitting false information/ facts.
- (c) The candidate's registration to join will be taken as his/ her acceptance to abide by all the conditions stated above and also the rules, regulations or standing orders issued by the relevant university from time to time. Non-observance of any of these conditions or violation of any of the rules, regulations, orders etc. can lead to the student's termination.
- (d) No TA/ DA shall be provided to the candidates for attending the counseling session.
- (e) During the study period, it is mandatory for students to abide by the Dress Code as prescribed by the University.
- (f) For infrastructural facilities, lab, academic and placement details please visit website of the Institute.

#### **16 Registration & Commencement of Classes.**

- (a) It is mandatory for the candidates to register on 10 Jul 2025, failing which their admission will be cancelled.
- (b) Report with required documents.
- (c) No late registration is permitted.
- (d) Proxy registration is not allowed.
- (e) Academic Activities will commence from Next day onwards. Attendance is mandatory.
- (f) Academic calendar, Academic System, standing orders and curricula are available on the website.

**NOTE: Ragging is banned in any form in the campuses. Strict anti-raging measures have been instituted to ensure that the campuses are free from any such incidents. Any one found indulging in ragging is likely to be punished severely, which may include expulsion from the institute.**

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