

Dated, Agartala, the 30<sup>th</sup> January, 2024

## ADDENDUM

**Subject: Guideline for conducting Spot Round Counseling for Admission against vacant seats in Polytechnic Institutions under the Directorate of Higher Education, Government of Tripura.**

The Education (Higher) Department, Government of Tripura, has formulated the following guideline to be adopted for conducting Spot Round of Counseling in relation to the Diploma Engineering Examination Scheme for distribution of left over seats of 03 (three) years Diploma-level Technical courses in the 1st semester of the course running in Polytechnic Institutions under this Department, after online round of Counseling process conducted by the Central Selection Committee (CSC), as per the Circular No. F.2(344)-DHE/GTCA/08/3211 dated 11/08/2020, issued by the Directorate of Higher Education, Government of Tripura.

**1.1 Purpose:** The purpose of this policy is to provide guideline/framework for conducting spot round counseling for admission in Polytechnic Institution, in order to fill up vacant seats after regular rounds of counseling conducted by Central Selection Committee (CSC), are over.

**1.2 Scope:** This policy applies to all the Madhyamik or equivalent passed candidates who have, (i) appeared for the entrance examination conducted on running academic year by the CSC but not secured admission in the regular rounds of counseling; and, (ii) appeared in the entrance examination conducted by the respective Institute on running academic year for filling up its vacant seats, emerged after regular rounds of counseling conducted by CSC.

**1.3 Eligibility:** As decided and published by the Central Selection Committee for that year.

**1.4 Registration:** Each institute will provide 'Proforma for Registration' to the candidate. Candidates, eligible for spot round counseling, have to register physically by submitting filled up proforma to the Institute intended to admit 1<sup>st</sup> year students through spot round counseling. In this regard, institute will publish one public notification in all possible media,

even in the official website of the CSC, and other Polytechnic Institutions, within the specified time period. Candidates have to fill up their personal details, academic details, and preferences of courses available in that institute, in order of priority. Candidates have to verify and submit their filled up registration form along with self-attested photocopies of documents sought by the institute.

**1.5 Preparation of the List of Merit for Selecting Eligible Candidates:** It is recommended to conduct one entrance examination by the institute. In this regard, final decision will be taken by the respective Institute considering its available resources. This mode of selection of eligible candidate or the process to prepare the merit list of candidates must be clearly mentioned in the public notification, after taking permission from this Directorate. However, after preparation, Institute has to publish its 'List of Merit' in its website.

**1.6 Reservation:** Each institute shall follow the roster of that academic year prepared by the CSC and approved by all Nodal Department. Only vacant spots in respective category can be filled by the intended candidate belongs from that category.

**1.7 Seat Allotment:** The seat allotment for spot round counseling will be done in a physical counseling, based on the availability of seats, rank in the List of merit of the candidates, and preferences of the candidates, on the specified date and time announced in the Public Notification.

**1.8 Document Verification:** Candidates called for physical round of counseling for diploma engineering courses have to bring all documents for verification as prescribed by the institute. The candidates who fail to report with documents for verification within time will forfeit their seat allotment and will not be considered for the seat available at that point of time, even no seats may be available for him for getting admission.

**1.9 Admission:** Candidates who are allotted seats have to collect their provisional allotment letter and report to the Institute for admission with all documents as prescribed by the Institute, within the specified time period mentioned in the Public Notification. Candidates who fail to collect their final allotment letter and fee receipt within the deadline will forfeit their seat allotment.

**1.10 The timeline of spot round counseling** may vary depending on the CSC authority, the number of courses or institutes, and the availability of seats.


After formation of the CSC, the timeline for the tentative spot round of counseling has to be decided after consultation with all Polytechnic Institutions under this Directorate and CSC has to inform the same to this Directorate. This tentative timeline will be followed by all Polytechnic Institutes for preparing the schedule for conducting spot round of counseling.

One tentative timeline has been submitted below as reference.

- Publication of Notification for spot round counseling: From the next date of the last date of regular rounds of DEET counseling.
- Submission of filled up Registration Proforma for spot round counseling physically at institute or through email Id provided by the Institute: 1 to 3 days after the publication of Notification on spot round counseling by the institute.
- Publication of Merit List for the spot round of counseling: 1 to 2 days after the last date for submission of registration Proforma by candidates.
- Date for document verification for spot round counseling and admission physically: 1 to 2 days after publication of Merit List.

Therefore, total duration of the cycle of spot round counseling may be around 10 days.

1.11 This Addendum will be put in force along with the Circular No.F.2(344)-DHE/GTCA/08/3211 dated 11/08/2020, and will be enforced from this academic year of 2024-25 in all Polytechnic Institutions under this Directorate on need-basis.

  
[N. C. Sharma]  
Additional Secretary to the  
Government of Tripura

**Copy for information and necessary action to:**

1. Chairman, Central Selection Committee (CSC), Tripura.
2. Principal, Tripura Institute of Technology (erstwhile Polytechnic Institute), Narsingarh.
3. Principal, Women's Polytechnic, Hapania.
4. Principal (I/C), Dhalai District Polytechnic, Ambassa.
5. Principal (I/C), Gomati District Polytechnic, Udaipur.

6. Principal (I/C), North Tripura District Polytechnic, Dharmanagar.

7. Principal (I/C), TTAADC Polytechnic, Khumulwng.

Copy also to:

1. The PPS/PS/PA to the Hon'ble Minister, Department of Education / Scheduled Tribes / Scheduled Caste, Govt. of Tripura, Agartala, for kind information to the Minister.
2. The SA & JS/PPS/PS/PA to the Chief Secretary / Principal Secretary / Secretary, Education (Higher) Department / S.T. Welfare / S.C. Welfare / Social Education and Welfare Department, Govt. of Tripura, Agartala for kind information.
3. The Director of Education (Higher) Department, Tripura, Agartala for kind information.
4. The Director of ST Welfare / SC Welfare / Social Education and Welfare Department / Rajya Sainik Board, Agartala for kind information.
5. The Manager, Tripura Govt. Press (Printing & Stationery Department), Agartala, for information and with request to kindly publish the above notification in the next-ordinary issue of the Tripura Gazette.

30/1/24  
Additional Secretary to the  
Government of Tripura