



**Information Handbook
on
B.Tech. Centralized Seat Allotment Process
[CSAP]-2023**

Registration (AOAP):

Candidates are required to upload in AOAP their HSC marks, JEE Mains 2023 score card (CRL Rank) in the AOAP. Admission offered will be cancelled if any discrepancy is found during verification of the marks.

- Entry of +2 studied State in Academic Details section
- PCM Marks entry (Read eligibility carefully – discrepancy in marks entered will lead to cancellation of CSAP)
- Uploading of HSC / 12th Mark Sheet
- Uploading of JEE Mains 2023 Score card (if applicable)

Phases in Centralized Seat Allotment Process [CSAP]

- Registration (includes Registration process, Verification through OTP, Filling the Academic Preferences and Counselling Fee Payment)
- Seat Allotment – Trial, First, Second & Third allotments
- Partial Tuition Fee Payment and payment of remaining Fees

Academic Preference: Combination of a Campus and a B.Tech Branch

Example: Chennai – Cyber Security

CSAP Phase 1 – Registration:

Applicants desirous of joining the Amrita B.Tech program shall register for Amrita Centralized Seat Allotment Process [CSAP] by submitting Academic Preferences and paying the registration fees online.

- Important dates will be published on the website <https://amrita.edu/btech>
- Registration fee is Rs. 5000/- (Rupees Five thousand only) and is **NON-REFUNDABLE**.
- Registration fee is refundable only if the candidate fails to get any Academic Preference even in the last round of CSAP. **Registration fees will not be refunded if a candidate withdraws from CSAP.**
- Registration does not guarantee admission.
- Applicants are allowed to register for CSAP till the third allotment.

Candidates are required to satisfy the minimum eligibility and criteria in the qualifying examination to secure admission. Candidate will get disqualified at any stage in the CSAP if the University finds that he/she is not meeting the eligibility criteria requirements. A certain percentage of seats are earmarked for the candidates who studied HSC from Andhra Pradesh, Tamil Nadu, Kerala and Karnataka in the campuses located in these respective states.

A candidate should enter at least one Academic Preference. A candidate can submit a maximum number of **42** Academic Preferences. Combination of Campus & B.Tech Branches offered in each campus is called as **Academic Preference**. Repetitions are

NOT allowed – Academic Preference already submitted cannot be repeated.

Academic Preference(s) once submitted can be changed only after the publication of trial allotment and only until the date mentioned on the website. The Academic Preference cannot be changed **under any circumstances once one of the preference is allotted.**

Download and keep the PDF copy of the sheet containing the Academic Preferences after paying the CSAP Registration fees.

In case of any difficulty in the Registration process, post the query in the Query Response System in AOAP. Link is posted on the website: <https://amrita.edu/btech>.

CSAP Phase 2 – Seat Allotment (Trial):

- Trial allotment is published for the candidates to understand the possibility of getting their highest Academic Preference.
- Login with registered email ID and password. The candidate will receive OTP in their registered mobile number to login and check the trial allotment.
- Trial allotment does not guarantee admission or the allotment of the same Academic Preference in the first allotment since candidates are permitted to change the Academic Preferences after trial allotment.
- Candidates are allowed to change the Academic Preference if they wish to do so, after checking the Academic Preference allotted in the trial run.

Provision to change the Academic Preferences will be closed within one day of the publication of Trial Allotment. Request to change the Academic Preference will not be entertained after this date. It is advised to keep a printed copy of all the Academic Preferences submitted.

CSAP – 3 rounds:

There are 3 rounds of allotment in CSAP. Please go through the following terms used in the CSAP. **Terms used:**

1. **“ACCEPTED”** – this means, candidates have accepted the offer made in any of the CSAP rounds. Such candidates have the option to **slide** to a higher branch OR slide within the allotted branch itself, to a lower fee slab. **“ACCEPTED”** candidates shall pay **INR 1,00,000/-** as partial tuition fees to opt for sliding. Payment should be made on or before the stipulated date, failing which the admission offer will stand cancelled & the candidate will not be considered for the subsequent rounds in CSAP.

There are three options in sliding:

- a) A candidate is allotted 4th Academic Preference and wants to slide to any of the higher Academic Preferences – 4th / 3rd / 2nd / 1st irrespective of the fee slab.
Example: You got your 4th Academic Preference as Amaravati CSE. You wish to slide

to 4th/3rd/2nd/1st Academic Preference.

- b) A candidate allotted 4th Academic Preference with 4th fee slab & wants the same Academic Preference as the one which is allotted, but with a lower fee slab.
Example: You got your 4th Academic Preference as Amritapuri CSE. You wish to slide to lower fee slab without changing the allotted seat Amritapuri CSE.
- c) A candidate is allotted 4th Academic Preference with 2nd fee slab & wants to try higher Academic Preference if and only the fee slab of the probable higher Academic Preference is less than or equal to the currently allotted fee slab. If a higher Academic Preference with lower fees is not available, the software will try to allot a lower fee slab within the currently allotted Academic Preference.
Example: You got your 4th Academic Preference as Amritapuri CSE in fee slab 2. You wish to slide to 4th/3rd/2nd/1st Academic Preference only if you are getting the higher preference at the same or lower fees.
2. **"CONFIRMED"** – Confirmation of the seat is the final stage in CSAP for any candidate. Though the seat is confirmed, he/she must satisfy the eligibility criteria as stipulated in the information handbook. Candidate status changes from **"ACCEPTED"** & **"CONFIRMED"** in CSAP. Such candidates will then proceed to pay the remaining tuition fees & need not attend succeeding rounds in CSAP. *For example: A candidate is allotted 5th Academic Preference with the lowest fee slab and is satisfied with the Academic Preference. A candidate can "Accept" & "Confirm" the seat in case if he/she is satisfied with the allotment in any of the 3 rounds.*
- A candidate is allotted 1st Academic Preference with the lowest fee slab in any of the rounds. candidate must proceed with "Accepted" & "Confirmed" and shall pay initial payment of Rs.1,00,000/- and balance fees within the stipulated time.
3. **"WAITING LIST"** – Candidate has not been allotted any of the Academic Preferences submitted. This candidate need not pay fees until the admission is offered in any one of the CSAP rounds. In case of those candidates who are not offered at least one of the Academic Preferences till the last round of seat allotment, the Registration money paid will be refunded. These candidates can change the Academic Preferences already submitted at the time of registration.
4. **There is no step of moving down from the already allotted Academic Preference.** For example, if a candidate is allotted 5th Academic Preference, the candidate won't go below 5, that is 6 or 7.

Allotment will stand cancelled if a candidate who has been allotted any one of the Academic Preferences fails to pay the initial partial tuition fee within the stipulated date. These candidates are not considered in subsequent rounds of CSAP. Allotment will also be cancelled if the candidate fails to pay the balance fee on or before the stipulated date. In such cases, initial partial tuition fee, if paid is refunded if the candidate fails to pay the balance fees. Candidates are required to submit formal request in this regard for the refund.

Allotment	Activity
1st Allotment	<p><u>Accepted & Confirmed</u> candidates in this round shall pay the partial tuition fees of Rs. 1,00,000 (Rupees One Lakh only) on or before the date. The remaining tuition fees shall be paid on or before stipulated failing which the allotted offer will be cancelled. These candidates will not have any further process as part of CSAP. <i>For example, candidates who got their first Academic Preference and first fee slab.</i></p> <p><u>Accepted & Opted for Sliding</u> candidates shall pay 1,00,000 (Rupees One Lakh only) on or before the last date to participate in the next round of CSAP.</p> <p><u>Wait Listed</u> candidates are automatically considered for the next round in CSAP.</p>
2nd Allotment	<p><u>Accepted & Confirmed</u> candidates in this round shall pay the partial tuition fees of Rs. 1,00,000 (Rupees One Lakh only) on or before the last date. The remaining tuition fees shall be paid on or before the last date, failing which the allotted offer will be cancelled. <i>For example, candidates who got their first Academic Preference in first fee slab in the second allotment.</i></p> <p><u>Accepted & Opted for Sliding</u> shall pay 1,00,000 (Rupees One Lakh only) to participate in the next round of seat allotment.</p> <p><u>Wait Listed</u> candidates are considered automatically for the next round.</p>
3rd Allotment	<p>No further sliding will be permitted in this round.</p> <p><u>Accepted & Confirmed</u> candidates in this round shall pay the partial tuition fees of Rs. 1,00,000 (Rupees One Lakh only) and remaining fees on or before the date mentioned in the website. <i>For example: candidates who are satisfied with the allotment in this round.</i></p>

Note:

The university administrative office will verify the eligibility after the completion of the tuition fee payment. Candidates must produce required documents on the day of coming to the campus or as and when asked for. Admission offered will be treated as completed ONLY when the eligibility criteria is satisfied. Proof of the same shall be uploaded after paying the tuition fees.

Refund Policy:

- ❖ Refund will be made as per the norms of University Grants Commission (UGC) / AICTE.

- ❖ Refund will be made only after submission of fee receipt, Provisional Seat Allotment Order [received by email] & no dues certificate. The refund will be made through account transfer to the account number mentioned in the withdrawal request. Hence, the correct bank account details may be provided in the withdrawal request.
- ❖ Refund will be initiated only after the final allotment.
- ❖ Refund policy is published in our website. All refund processes will be online as per above guidelines.

Policies & Rules on Cancellation of Admission

Candidates are requested to visit our website <https://amrita.edu/btech> to get the updates on all admission policies. University reserves the right to change the processes in the B.Tech CSAP according to the rules laid down by competent authorities. **All the admission updates are published only in our official website.**

Settlement of Disputes:

In case of any disputes in the interpretation of any of the conditions included in this handbook or in any other matter related to admissions covered by the Rules and Regulations contained herein, decision of the Directorate of Admissions, Amrita School of Engineering, Amrita Vishwa Vidyapeetham will be final and binding on the candidate.

Jurisdiction:

Courts situated in Coimbatore District, Tamil Nadu only will have jurisdiction over disputes, if any, arising on the matter of application and/or admission to the courses covered in these Rules and Regulations.