

COAP Guidelines

**The purpose of COAP is to fill all the M.Tech. seats in the participating institutes and also to provide a common platform for all the participating PSU's to upload their Job offers to the GATE Qualified candidates
To realize this goal, the following guidelines have been proposed**

1 Participating Institutes/ PSU's upload their offers (seats/ jobs) during some prefixed dates and the registered candidates can choose any one of the available offers, during each round of offers. A candidate can select maximum of one offer out of available offers in each round. Candidates will have the following THREE options in each round.

1.1 Option 1- 'Accept and Freeze': This option should be selected if a candidate is willing to accept one of the available offers and does not like to be considered for upgrading to higher preferences, if any, in the subsequent round(s) of admission. Candidates selecting this option WILL NOT be considered in the subsequent round(s) of admission in any of the participating academic Institutes and PSUs.

After clicking the '**Accept and Freeze**' option, the candidate should press 'submit' button to confirm the submission of decision. Subsequently, the candidate should visit the respective Academic Institute's Admission Portal or PSU's Job Portal and follow the procedure as per the instructions on the respective website.

1.2 Option 2- 'Retain and Wait' : This option should be selected if a candidate is accepting one of the available offers and also would like to be considered for upgrading to the candidate's higher preferences, if any, in the subsequent round(s) of offers. Candidates selecting this option WILL NOT be considered for the other rejected offers in the current round and also if any higher preferred offer is made in the next round then the existing '**Retain and Wait**' offer will be released. Nevertheless, the candidate will be considered for other higher preferences, if any, in the subsequent round(s) of admission offered in the participating academic Institutes and PSUs. After clicking the '**Retain and Wait**' option, the candidate should press submit to confirm the submission of decision. Subsequently, the candidate should visit the respective Academic Institute's Admission Portal or PSU's Job Portal and follow the procedure as per the instructions on the respective website.

1.3 Option 3- 'Reject and Wait': This option should be selected if the candidate is not willing to accept any of the offer(s) of admission / job. Nevertheless, the candidate will be considered for other higher preferences, if any, in the subsequent round(s) of admission offered in any participating academic Institutes and PSUs. After clicking the '**Reject and Wait**' option, the candidate should press submit to confirm the submission of decision.

2. After making the final choice, candidates have to complete the submission procedure by pressing 'submit' button. Without completing the submission procedure, it will be treated as if the candidate has not accessed the COAP vide 5.

3 After selecting an offer of joining / admission either with "**Accept and Freeze**" option or with "**Retain and Wait**" option, the candidate will visit the concerned organization's Webpage / Institute's M.Tech. Admission portal for the subsequent admission / joining procedure. The admission / joining procedure should be completed by the candidate within the due date.

4 Once a candidate declines / rejects offer(s) in a particular round, the candidate will not be considered for the same offer(s) thereafter. However, the candidate (either with option '**Retain and Wait**' or with option '**Reject and Wait**') will be considered for the higher preferences, if any, in the subsequent round(s) of offers.

5 Candidates should visit each round of offers till the decision of "**Accept and Freeze**" is made by the candidate. If a candidate does not access the COAP or does not make a decision during a particular round of offers, then all offers made during that round will be considered as Rejected by the candidate. Nevertheless, in case, if the candidate has given higher preferences, then the candidate will be considered for the higher preferences, if any, in the subsequent round(s) of offers.

6 In the final / last round of offers, registered candidates will be provided with only two options of "**Accept and Freeze**" or "**Reject and Quit**". Candidate should select the option "Accept and Freeze" if the candidate is willing to accept one of the offers. After clicking the 'Accept and Freeze' option, the candidate should press submit to

confirm the submission of decision. Subsequently, the candidate should visit the respective Academic Institute's Admission Portal or PSU's Joining Portal and follow the procedure as per the instructions on the respective website. The admission / joining procedure should be completed within the due date.

Candidate selects the option "**Reject and Quit**" , if the candidate is not willing to accept any of the offers. Then all offers made during that round will be considered as Rejected. The candidate should press submit to confirm the submission of decision. If a candidate does not access COAP or does not make a decision during the final round of offers, then all offers made during that round, will be considered as Rejected by the candidate.

7 It should be noted that during the operation time window of COAP, offers from participating institutes and PSUs will be available at COAP only. Candidates are required to make a decision on acceptance or upgrade or rejection at COAP only.

8 After the last / final round at COAP, no offers will be available at COAP. For any admission related matter, candidates must visit the respective Academic Institute's Admission Portal or PSU's Joining Portal.

9 After the last / final round at COAP, any Institute / PSU(s) may like to fill the vacancy with additional / spot rounds, for which candidates will follow the guidelines of the respective institute(s) / PSU(s). In this case, admission and offer related information would be available only on respective Institute's admission or PSU's website.

10 Please refer to Action Flow Charts I and II for COAP Rounds of Offers.