Standard Operating Procedure (SOP)

Centralized Counselling for admission in BVSc & AH session 2025-26

Participating Colleges

CVAS, Bikaner   CVAS Navania   PGIVER Jaipur   MBVC Dungarpur   RRVC, Tonk   MJFCVAS CHomu   MGVC Bharatpur

AVC, Sikar   RCVS Jhunjhunu   MVC, Reengus   SVC, Sikar   SGVC, Ganganagar   SCVS, Karauli   ACVM, Jaipur
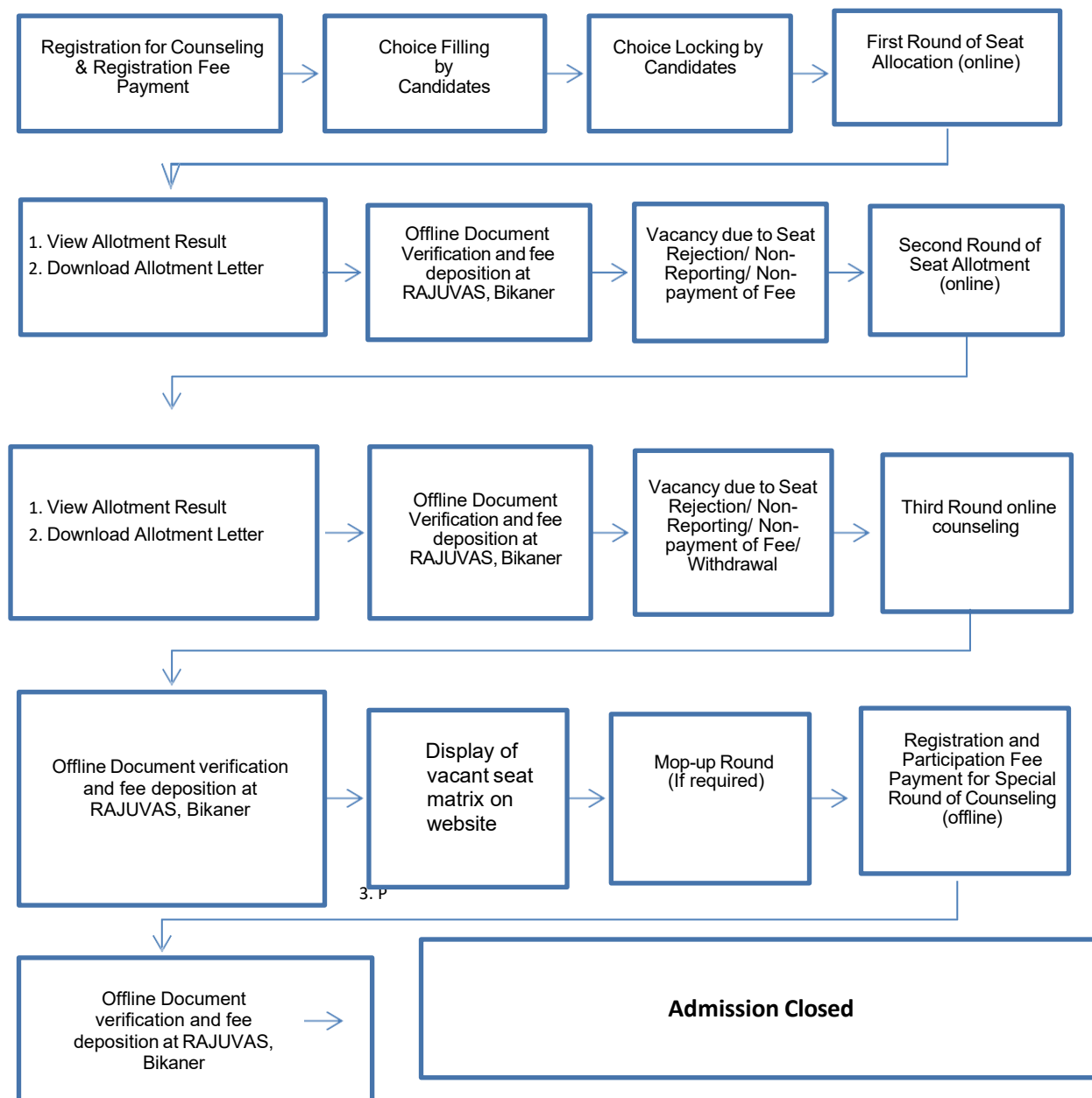
Coordinating Institute

। पशुधनं नित्यं सर्वलोकोपकारकम् ।

RAJASTHAN UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, BIKANER

Online Counselling Process for BVSc & AH admissions 2025-26

Process Overview

The following online support services are required to be accomplished in different Phases:

Registration for Counseling & Registration Fee Payment	Choice Filling by Candidates	Choice Locking by Candidates	First Round of Seat Allocation (online)

1. View Allotment Result 2. Download Allotment Letter	Offline Document Verification and fee deposition at RAJUVAS, Bikaner	Vacancy due to Seat Rejection/ Non-Reporting/ Non-payment of Fee	Second Round of Seat Allotment (online)

1. View Allotment Result 2. Download Allotment Letter	Offline Document Verification and fee deposition at RAJUVAS, Bikaner	Vacancy due to Seat Rejection/ Non-Reporting/ Non-payment of Fee/ Withdrawal	Third Round online counseling

Offline Document verification and fee deposition at RAJUVAS, Bikaner	Display of vacant seat matrix on website	Mop-up Round (If required)	Registration and Participation Fee Payment for Special Round of Counseling (offline)

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Offline Document verification and fee deposition at RAJUVAS, Bikaner	**Admission Closed**

## 1	Online Registration Process

All candidates eligible for counselling must register for counselling and admission process. In this stage, for **State Quota Seats** all the **RPVT Qualified** candidates as per eligibility criteria are required to register online through their already provide Login ID and password and fill the option form after paying requisite fee via online mode. The candidate can register for counselling only once.

For **Management Quota seats** in all Private Veterinary colleges in state all the **NEET Qualified** candidates from all over country as per eligibility criteria needs to **Register a fresh** and have to pay registration fee via online mode and after that they will be provided Login ID and password. After submission of new candidate registration form, candidate will login to complete the remaining activities. Candidates' profile information like DOB, Gender, and Mother's Name etc. information will be shown in read-only mode. To complete the registration process, candidate will provide information like contact detail, Qualification detail etc along with the option form for choice filling.

Please Read the Whole Document Carefully Before Registering for Counselling:

### 1.1	Online Registration Fee Payment Rules

After the initial registration, candidate needs to pay the Registration Fee. Only after payment of registration fee, candidate will be allowed to fill rest of form and the choices.

- **Registration Fee**: The candidate must pay a non- refundable registration fee specified for different types of seats through online payment gateway facility available on portal.
- Candidate who'll pay the registration fee, will be allowed to fill the choices. He/ she can pay using Credit Card/ Debit Card/ Net Banking etc.

### 1.2	Choice Filling

After the registration and registration fee payment, candidates may submit their choices of Institutes and type of seats in order of their preference. Only valid choices will be shown to the candidates and can fill in as many choices in the order of preference as they wish from the list of available choices. Various interfaces will be available to candidates to re- arrange/delete earlier filled choices. Choices submitted in the 1st round of counseling will be processed till 3rd round. No fresh choices submission will be permitted in 2nd and 3rd round.

### 1.2.1	Choice submission and Printing of submitted Choices

Locking of choice will be enabled as per schedule. Candidates MUST final submit their choices only after they have finalized them but, in any case, before last date & time. **If candidate fail to explicitly lock his/her choices by last date & time, last saved choices will be automatically locked by system after the deadline.** After locking of the choices, candidates will not be allowed to modify their submitted choices.

They may take the printout of the locked choices.

### 1.2.2	Choice Filling Rules

- All candidates who have successfully registered and have paid fee are required to submit their choices of Institute and type of seats in order of their preference.
- System will show only the valid choices based on the application form details submitted by the candidate.
- Candidates can fill in as many numbers of choices in the order of preference as they wish to from the list of available choices.

- Candidates are permitted, if they so desire, to change or re-order their choices, delete earlier choices and add new choices any number of times until they lock their final choices.

1.2.3 Choice Locking Rules

- **'Submit Choice'** button will be enabled as per counseling schedule.
- Candidates MUST submit their choices only after they have finalized them. This includes, re- entering the password, confirming the locking etc. Candidate should follow all the steps carefully to complete the locking procedure.
- After the choices are locked, candidates will not be able to change their choices. A printable version of the choices along with the terms and conditions agreed by the candidate at the time of registration is displayed once the choices are locked.
- If a candidate fails/ forgets to lock his/her choices within the pre-announced deadline, his/her last saved choices will be considered final and will be locked by the system after deadline of locking schedule.

1.3 Seat Allotment

Seat will be allotted in the order of merit. Input and output data like fee structure, choices, seat matrix will be available to candidates through their login.

In each round, seat allotment result will be available to each candidate through his/her login. Candidate can login with user Id and Password and see the result. If seat is allotted then seat allotment result will be displayed which includes candidate's basic details, allotment details and important instructions. After viewing the result, candidates are required to perform following activities.

- He/ she have to take printout of allotment letter and act as per the instructions mentioned.
- He/ she have to physically present himself/ herself at RAJUVAS, Bikaner for document verification and fee deposition for allotted seat as per the specified dates.

NOTE: All the admission formalities will be held at RAJUVAS, Bikaner and there is no need to report at allotted institute.

1.4 Willingness Change

A candidate, whose documents have been verified and requisite fee has been deposited and their seat has been confirmed, can give his/ her willingness for upgradation of seat/ institute, if desired.

1.4.1 Willingness Rules

Candidate will choose one of the following options-

- **Upgrade**: Allotted and preferences better than allotted preference will be processed in next round.
- **Freeze**: Only allotted college will be considered. Candidate's allotted category may be upgraded but preference will be same.

1.5 Vacancy due to Non-Reporting/Non-Payment of Admission Fee/Withdrawn

Vacancies will be generated due to those candidates who fails to report physically on specified date for document verification and fee deposition, but they didn't complete required activity.

1.6 2nd Online Round of Seat Allotment

All the eligible candidates will be considered for 2nd round of Seat Allotment in the order of merit. Allotment letter to eligible candidates will be available through their login ID and they have to take printout of allotment letter and act accordingly for physical presence to verify the documents and fee deposition for allotted college at RAJUVAS, Bikaner.

1.7 3rd online Round of Counselling

All the eligible candidates will be considered for 3rd round of online counselling in the order of merit.

1.8 Special Round of Counselling (if required)

After 3rd Round, a Special Round "Mop-up round" (offline) will be held. Candidate will participate for fresh registration and complete all the formalities.

1.9 Seat Matrix Structure

Seat Matrix structure will be displayed on website www.rajuvas.org for all participating institutes.

1.10 Seat Allotment

1.10.1 Seat Allotment Sequence

Sequence of allocation is as follows:

Category	PwD Status	Sequence of Allotment (seat types)
General	No	Open
General	Yes	Open → Open-PwD
Category (SC/ST/OBC-NCL/GEN-EWS)	No	Open → Category
Category (SC/ST/OBC/GEN-EWS)	Yes	Open → Open-PwD → Category → Category-PwD

1.10.2 Seat Allotment–General Rules

Only valid choices will be processed.

The choices finally submitted and locked by the candidates or system locked, will be processed in order of Rank and candidate's preferences as per approved Seat Allotment Algorithm and seats are allotted in the order of merit as per Rank and on the basis of applicable reservation criteria.

Candidates who are allotted seats will have to physically report at RAJUVAS, Bikaner for document verification and fee deposition for admission, failing which their allotted seat shall stand cancelled and **candidate will not be considered in further rounds of seat allotment except Special round (if any).**

Seat allotment will be done in each Round. In the first round, all the seats will be allotted to the candidates. In the subsequent rounds, seats will be allotted against the available vacancies in the respective rounds.

1.10.3 1st Round of Seat Allotment rules

Eligible Candidates: Candidates, who will fill their choices and have at least one valid choice, will be eligible for the allocation.

Allotment Result: After Allotment of 1st Round, result will be available on the portal. Admitted student list will also be published on the university portal after completion of round.

1.10.4 2nd and 3rd Round of Seat Allotment rules

No fresh registrations would be allowed in the 2nd and 3rd round of counselling. Only those candidates, who had registered in the 1st round, will be eligible in these rounds of counselling.

1.10.4.1 Eligibility for 2nd and 3rd round of Seat Allotment

There are four Groups of eligible candidates:

- **Group–I (Fresh candidates):** Registered candidates who are not allotted any seat in the previous round of seat allotment.
- **Group–II (Seat Confirmed and Upgrade Candidates):** Those candidates, who have submitted the willingness of up-gradation and whose allotted seat got confirm during document verification and paid the requisite fee for allotted college already during previous round.
  However, both types of candidates needs to physically report at RAJUVAS, Bikaner for allotted/ change of college (if any) on dates specified.

1.10.4.2 Non-Eligibility for 2nd and 3rd round of Seat Allotment

- Those who have not paid the admission Fee after seat allotment in any of the previous round.
- Those candidates whose allotted seat cancelled due to non-fulfillment of documents & other criteria of admission and become permanently ineligible for the entire rounds of counselling.
- Those candidates who have withdrawn from counselling.

1.10.4.3 Rules for Seat Allotment

- The choices that will be submitted by above group of candidates will be processed centrally against the available vacancy and the seat allotment result for this round would be made available on the website.
- **For Group-II Candidates:** In this round, a new seat may be allotted out of the choice preferences given above the previously allotted seat. In case, no new seat is allotted then their earlier allotted seat would be retained; however, their allotted category may be upgraded as per rules.
- But in case, they allotted new seat in next round then their right over previously allotted seat will be cancelled and they have to report again for new seat formalities.

1.10.5 Document Verification Rules

- Document verification will be carried out as per predefined schedule.
- Documents will be verified by the RAJUVAS, Bikaner only
- Same process will be allowed in all rounds of document verification. Only fresh allotted candidates will be allowed for document verification.

1.10.6 Withdrawal Rules

- A candidate, who has already accepted a seat in one of the Institute allotted, can withdraw the seat.
- Candidate has to give in writing physically regarding withdrawal request and have to submit affidavit. They have to agree with declaration that after withdrawal operation, his/her currently allotted seat will be cancelled, and candidate will not be participating in the subsequent rounds of counselling.

- If a candidate withdraws a seat, the candidate's allotted seat will be cancelled and offered to another candidate in a subsequent round of counselling. The candidate withdrawing shall be excluded from the first three rounds of counselling process, which means the candidate shall not be considered for subsequent rounds of seat allocation (if any).

2   Special Round of Counselling (Mop-up Round)

2.1   *Special Round of Counselling- offline*
- There will be Special offline round (rounds) and it will be the last and final round of counselling.
- Participation in Special round is optional.
- A candidate must consciously register for the Special round and pay specified fee (non-refundable) and confirm his/her willingness to participate in the Special round. Once a candidate confirms his/her participation in Special round, the decision cannot be reversed.
- The participants in the Special round will be able to revise their choices of institutes if they wish.

2.1.1   *Eligibility for Special Round*
- All the eligible candidates including absentees, withdrawal, cancelled, non-payment of the main counselling will be allowed to participate in Special Round of counselling except all those have been admitted in previous rounds of counselling.
- However, if he/ she wishes to participate in this special round, he/ she has to cancel his/ her previous admission before display of final vacant seat matrix.

2.1.2   *Non-eligibility for Special Round*
- Those candidates who became ineligible during registration or document verifications process of main counselling. Along with this all admitted candidates are also ineligible for this round.

2.2   *Vacancy for Special Round*
- The vacancies would include those available in all Participating Institutions after Additional Partial Admission Fees.

3.   Operational policies and rules
3.1 General Rules
- All aspects of the counselling (registration, choice filling, allotment, payment of fee, provisional admission etc.) will be in centralized process only.
- The counselling will be for admission to the institutes and course as mentioned in the approved seat matrix received from the Competent Authority and published in the website **www.rajuvas.org.**
- Only RPVT/ NEET (UG) 2025 qualified candidate meeting the eligibility criteria and securing a rank in the RPVT/ NEET (UG), held for the purpose, can register.
- There will be three rounds of counseling followed by one Special Round of Counselling (if required).
- Registration is allowed only at the beginning of 1st round and in special round only. Registration is mandatory for counselling and admission. A non-registered candidate will NOT be allotted any seat at any round under any circumstances except Special Round.

4.   Important Help points:

Anyone may be able to view website/portal of RAJUVAS Counselling-2025. The website will have the information about Counselling, news & events, important links etc. Candidates can visit the home page, registered themselves by filling Registration Form and sign-in for registered candidates.

4.1   Visit Home Page

On entering the URL https://www.rajuvas.org, the system will display the home page of the website. The home page provides the option to go on Admission page and option for login using ID and password, register as new candidate, important instructions, news & events etc. During this step all the eligible candidates are required to register online.

4.1.1   View List of Participating Institutes

A list of participating institutes will be available on the website. It may contain institute type, institute name, address, contact details etc.

4.1.2   View Seat Matrix

The seat matrix will be published in public domain and anyone can view. Candidate can view the seat matrix institute wise, category wise etc.

4.1.3   View Institute wise Seat Allotment Result

After completion of physical reporting and admission formality in each round, a list of admitted candidates will be published in university website only to view the institute wise admission result. This will be a list of allotted candidates which may contains the Application Number, candidate category, PwD, allotted rank etc.

4.1.4   New Candidate Registration and Sign-in Page

For management quota seats admissions in all private veterinary colleges, all NEET (UG)-2025 qualified candidates needs to register a fresh on clicking the **New Registration button**, the system will redirect on the New Candidate Registration and Sign-in Page. This page provides the facility to sign-in for registered candidates, new candidate registration, and forget password.

However, for State Quota Seats, they have to directly login on the portal using their Login ID and password provided already for RPVT 2025.

4.1.5   *View Instruction Page*

- As the candidate will apply for an application form, the instruction page will be shown. This page will have all the important instructions regarding business rules like eligibility rules, fee structures, application form submission process, payment procedures etc.
- Candidate should read Instructions carefully, if agreed then proceed for registration.

4.1.6   *Submit Registration Form*

- On the public homepage, a link will be resided named as "New candidate Registration". By clicking on this link, registration form will be shown to the candidate. The candidate can register only in First Round and Special Round Counselling.

4.2   Signed-in Candidate

- For sign-in, candidate will enter system generated user ID and chosen password provided at the time of registration. After successful login, candidate will be landed to candidate's home page.

4.2.1 Candidate Home Page

- After successful login, the system will automatically redirect to candidate's homepage.
- Candidates are advised not to disclose or share the password with anybody.
- Neither Organizing Institute nor anyone else will be responsible for violation or misuse of the password
- Candidates should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered or modified by unauthorized persons. Candidate can change the passwords after login, if desired.

4.2.2 Complete Registration Process

- Application Form will be shown to the candidate to complete the Registration Process.

4.2.3 Fill On-line Multistep Application Form

- The Application Form will be divided in to multiple sections such as personal detail, Qualification details and Contact Detail and images/documents upload.

4.2.4 Review Application Form

- After entering all the information, candidate has to click 'Submit for Review' button. A review page will be displayed to verify before final submission.

4.2.5 Submit Application Form

- Candidate has to verify entered data carefully and has to click "SAVE & FINAL SUBMIT" button. Candidate cannot change the data after final submit.
- After submission of Application Form, database of candidate will be updated and the same updated database will be used for choice filling, Document verification and seat allocation.

4.2.6 Registration Fee Payment

- After completion of the Registration Process, candidate will have to pay the Registration Fee.

4.2.7 View Choice Availability

- As per candidate's eligibility and business rules, all valid choices will be shown to the candidate in terms of institute name.

4.2.8 Choice Filling and Locking

Filter Choices based on Institute Type/Seat type

- All the available choices can be filtered by Institute Type or/and Institute Name or/and Program. Candidate can filter the choices as per selected parameters.

4.2.8.1 Choices Filling

All candidates who have registered and paid registration fee are required to submit their choices of Institute in order of their preference.

- Candidates can fill in as many choices in the order of preference as they wish to from the list of available choices.
- Candidates are permitted, if they so desire, to change or re-order their choices, delete earlier choices and add new choices any number of times until they lock their final choices.
- Choices should be positively locked before last date & time failing which last saved choices will be consider for seat allotment.
- Choices submitted in the 1st round of counseling will be processed up to 3rd round.

4.2.8.2   *Locking of Choices*

- 'Lock Choice' button will be enabled as per schedule.
- Candidates MUST lock their choices only after they have finalized them but, in any case, before last date & time. The locking of choices involves a few steps after the "Lock Choice" button is clicked. This includes Agreement and re-entering of the password, confirming the locking, etc. Candidate should follow all the steps carefully to complete the locking procedure.
- After Locking, system will redirect to the candidate's Home page.
- If candidates fail to explicitly lock their choices by last date & time, their last saved choices will be automatically locked by system after this deadline.
- Registered candidates who do not exercise any choices or fail to save them will not be considered for seat allotment.

  NOTE: 'Saving' a choice is NOT the same as 'Locking' a choice. A choice that is only saved but not locked, can be retrieved later on and modified. The modified choice has to be saved again. The old choice exercised earlier is lost. But a choice that is locked cannot be modified and saved afresh.

4.2.9   Print Finally submitted Choices

- After locking, candidate may take printout of the locked choices.

4.3   Seat Allotment Result for each round

- As per the schedule, seat allotment result link of each round will be published on website. Candidate can view seat allotment result by login with user ID and Password.

4.4   *Download Provisional Seat Allotment Letter*

- This letter may have the candidate's basic detail (personal details, rank details), allotment details, & schedule, seat acceptance fee payment details and important instructions for document verification.