

**UNDER GRADUATE ARCHITECTURE ADMISSION COUNSELLING
(UGAAC)-2023 for 5-Year full-time Bachelor of Architecture Course**

Adv. No.- BCECEB(UGAAC)-2023/01 Dated : 04.10.2023

NOTICE

Fresh Registration and submission of Online Application Form are invited for appearing in the Under Graduate Architecture Admission Counselling (UGAAC)-2023 in order to select candidates for admission to the FIRST YEAR of the 5-Year full-time Bachelor of Architecture Course in Gaya College of Engg., Gaya.

2. Counselling and Admission will be Offline.
3. Eligibility criteria, related instructions and other details including educational qualification, residential requirement and selection process are available in the prospectus of UGAAC-2023 which can be downloaded from the Board's website: bceceboard.bihar.gov.in
4. **Procedure for Online Submission of Application Form, procurement of Prospectus and Counselling Fee :** The Prospectus of UGAAC-2023 can be downloaded Online from the BCECE Board's website : bceceboard.bihar.gov.in by clicking on the link "UGAAC-2023" under Prospectus Section. After that click on 'Online Application Portal of UGAAC-2023' and then Click on 'Apply Online' button and follow the instructions appearing on the Computer Screen:
 - I. **Step-One - Registration :** For registering, the candidate is required to fill the information asked in Step-One of the application form, appearing on the computer screen. Candidate while registering, must see that he / she is giving his / her own email ID and mobile no., because all informations concerning registration will be sent on the same email ID and mobile no. The candidate will have to verify their Mobile no. and Email ID through a verification code sent on their respective mobile no. and email ID. After verification of mobile no. and email ID and having successful Registration, the mobile no. and email ID will not be changed under any circumstances. After successful Registration candidate will receive a message of successful registration on their registered mobile no. and email. After that candidate will have to login to their account by entering their registered email ID and Password and will process the further activities to duly submit their online application form. The candidate must keep the password entered in Application Form confidential, otherwise BCECE Board will not be responsible for any complication. The email ID given by the candidate will be his user name.
 - II. **Step-two - (Personal Information) :** After successful registration and activating the account, the candidate should again "Sign in" to his account and thereafter complete the required entries regarding personal information on the computer screen. Then click on "Save & Continue" button.
 - III. **Step-Three - (Upload Photo and Signature) :** After entering the personal information the candidate should upload his / her passport size photograph of high contrast (Photo must be snapped with placard containing candidate's name and snapping date), and full signature in Hindi and English (Not in capital letter) after duly scanning the same. After uploading photo and signature click on "Save & Continue" button.
 - IV. **Step-Four - (Educational Information) :** After uploading the scanned photo and signature the candidate should enter his / her educational information on the computer screen and click on "Save & Continue" button.
 - V. **Step - Five (Preview your application) :** After entering educational information the candidate must verify all the information given by him/her while verifying given information in step-2, step-3 and step-4. If any information is found wrong, then the candidate should click "Back to Edit" button and make required corrections. Thereafter the candidate should click "Save & Continue" button so that entered information should be updated.

If preview of application form is found to be correct, then the candidate give his / her Declaration and click the "Confirm & Submit" button so that he / she should pay Examination Fee as per Step-Six.
 - VI. **Step - Six (Payment of Counselling Fee) :** After preview of the Application Form and submitting the same, the candidate should click "Proceed to Payment" button and complete the payment procedure according to instructions appeared on the computer screen regarding payment of Counselling Fee. Paid Counselling Fee will not to be refunded.
 - a. **Online Payment :** The candidate have to pay Counselling Fee through Online mode only e.g. Credit Card / Debit Card / Net banking/ UPI. He / she should select online option from payment mode appearing on the computer screen and "Make the Payment" through Credit Card / Debit Card / Net banking/ UPI. The candidate has to pay processing charge additional to Counselling Fee for payment through online mode.
 - b. **Counselling Fee :** Counselling fee to be paid through above modes is Rs. 1200/- (One Thousand Two Hundred) only for Unreserved/ EWS / BC / EBC candidates and Rs. 600/- (Six Hundred) only for SC / ST / DQ (PwD) candidates.
 - VII. **Step - Seven (Download part- A & Part-B) :** After payment of Counselling Fee upto scheduled date and time, the

candidate must download Hard Copy (Part-A & and Part-B) of online submitted Application Form and keep the same safely in his possession because it contains all informations provided by the candidate and the UGAAC ID made available by the Board for further use during counselling.

- Note :** a. The candidates are required to fill up the reservation category very carefully taking into consideration the reservation Policy / Rules / Category as specified and applicable in the State of Bihar on or before the date of starting the process of Online Submission of the prescribed application form of UGAAC-2023.
- b. Hard copy of PART-A & PART-B need not to be sent to the Board's office, but instead this is to be made available at the time of counselling.
- c. After completing the above procedure and finally submitting the online application form, there is no provision for any change or modification in the same.
- d. The candidate must note that after submission of online application form, neither it can be withdrawn nor any request, for refunding the paid counselling fee, will be entertained.
- e. Board will not be responsible for any interruption in Internet / Postal / Banking system. Therefore the candidates must not wait till the last dates and complete all procedure before the due date.
- f. On the basis of merit and availability of seat, the Counselling programme will be published on the Board's Website on **12.10.2023 (8.00 P.M.)**.
- g. No other chance will be given to any candidate for submitting online application after due date for online submission of application.
- h. Incomplete Application Form will not be entertained and will be summarily rejected.
5. (i) After online submission of application, if the applicant finds that while filling up such application the error regarding any entries / photo / signature uploading has / have been made, then he/ she will have opportunity to Edit / Rectify the same on **10.10.2023 (11.59 p.m.)**.
- (ii) The above mentioned editing / rectification / correction opportunity will be available for only those candidates, who have online filled in application form completely within the specified period.
- (iii) For making rectification / correction / edition in online submitted application, the application is required to enter his / her Registered Email Id & Password and click "**Sign in**" button for getting his account to login whereby the editing process can be carried out.
6. All the certificates included in the list given below, if applicable, must be submitted in original by every candidate at the time of his / her counselling / allotment on the scheduled dated;
- (i) Original JEE (Main)-2023 Paper-2 Valid Score Card / NATA Score Card (if applicable)
- (ii) Rank Card of UGAAC-2023.
- (iii) Passing Certificate / Marks Sheet / Admit Card of Matric / Equivalent Examination.
- (iv) Passing Certificate / Marks Sheet / Admit Card of Intermediate Sc. / Equivalent Examination.
- (v) Residence Certificate duly issued by concerned C.O.
- (vi) Caste Certificate duly issued by Concerned C.O. of Permanent Residence.
- (vii) Six copies of passport size photograph which were uploaded during filling of Online Application Form.
- (viii) Copy of Aadhar Card.
- (ix) Downloaded Print of Online filled Application Form of UGAAC-2023 (Part-A and Part-B).
7. **Important dates for UGAAC-2023 :**
- (i) Online Registration starting date : **04.10.2023**
- (ii) Online Registration closing date : **09.10.2023 (10.00 PM)**
- (iii) Last date of payment through Net Banking / Debit Card / Credit Card with final submission of the online Application Form of Registered candidate : **09.10.2023 (11.59 PM)**
- (iv) Online Editing of Application Form : **10.10.2023 (11.59 PM)**
- (v) Publication of Rank Card & Counselling Programme : **12.10.2023**
- (vi) Proposed date of Offline Counselling : **From 14.10.2023**
8. BCECE Board / Controller of examination reserves the right to amend / rectify any of the conditions of prospectus of UGAAC-2023 before the counselling of UGAAC-2023.

Controller of Examination