

The Complete Guide to OJEE MBA Counselling

A Step-by-Step Handbook for Choice Locking, Seat Allotment, and Admissions

A practical reference manual designed to help MBA aspirants navigate the Odisha Joint Entrance Examination web-based counselling system with clarity and accuracy.

Prepared for: OJEE MBA Candidates

Scope: Online Registration, Option Entry, Choice Locking, and Institutional Reporting

1. Introduction to OJEE MBA Counselling

The Odisha Joint Entrance Examination (OJEE) web-based counselling process is the centralized gateway for securing admission into Master of Business Administration (MBA) programs across state universities, government colleges, and self-financed private institutes in Odisha.

The entire sequence is conducted strictly online through the official web portal. It eliminates the need to apply to multiple business schools individually. Candidates are allocated seats based on their performance merit (Rank achieved in OJEE, CAT, XAT, CMAT, or MAT), category reservations, and the preference list submitted during the option entry window.

Important Note on Eligibility:

Ensure you fulfill the basic academic criteria before registering. Candidates must possess a recognized Bachelor's Degree of a minimum 3 years duration with at least 50% marks (45% for candidates belonging to SC/ST categories) in the qualifying examination.

2. The Step-by-Step Counselling Sequence

The counselling structure is sequential. Missing a single deadline or requirement can result in complete disqualification from the admission cycle.

Step 1 Online Registration

Candidates must access the official OJEE counselling portal during the scheduled window. You will need to create a unique profile by entering your entrance roll number, application number, name, and date of birth. During this step, you will set a secure login password. Double-check all entered contact parameters, as notifications and OTPs will be delivered to these registered credentials.

Step 2 Payment of Counselling Fee

After registration, you are required to pay a non-refundable counselling fee of **Rs. 450**. This transaction must be completed online via the integrated payment gateway using a credit card, debit card, or internet banking. Your login profile will not activate choice-filling privileges until this payment clears.

Step 3 Online Choice Filling

Once the payment status reflects as successful, the choice-filling module becomes accessible. The system displays a tailored list of institutions and MBA streams based on your entrance criteria. You can add colleges to your selection pool, remove selections, and rearrange their order of priority.

There is no restriction on the number of options you can select. It is highly recommended to fill in a comprehensive list of institutions to maximize your chances of getting a seat.

Step 4 Mock Seat Allotment

During the choice-filling period, OJEE releases a temporary "Mock Allotment" matrix. This output calculates an indicative seat allocation based on the choices submitted by candidates up to that specific date. The mock result is not final, but it serves as a reliable guide to help you evaluate if your rank is sufficient for your top-selected institutes. You can freely alter your college order after reviewing the mock allotment.

Step 5 Choice Locking

This is the final administrative action in the preparation phase. You must explicitly confirm and lock your preference sheet using your login password or a mobile OTP. Once locked, the choices are completely frozen and cannot be modified under any circumstances.

3. Critical Rules of Choice Locking

Choice locking requires careful planning. Many candidates make procedural mistakes during this window, leading to unfavorable seat assignments.

The Golden Rule of Preference Ordering

The OJEE allocation engine runs downward from your 1st choice to your last choice. If your rank satisfies the cutoff for choice number 3, the system allocates it instantly and ignores choices 4, 5, and below. Therefore, you must arrange your colleges in true descending order of your preference. Do not place a less desirable college higher up in the list just because you think you have a better chance of getting into it.

The Auto-Locking Mechanism

The portal has a built-in safety measure: if a candidate saves their choice list but fails to manually hit the "Lock" button before the official closing hour, the system will automatically lock the last saved preference state at the exact moment the deadline expires.

Warning:

While auto-locking exists as a backup, you should always review and manually lock your choices. This ensures you do not inadvertently leave your list in an unintended, incomplete, or experimental order.

4. Post-Allotment Options & Online Reporting

When a formal round allotment is announced, you must log in to download your provisional allotment letter. You are then required to perform three mandatory activities to keep your seat.

1. Selecting the Freeze or Float Option

You must declare your intent regarding subsequent counselling rounds by choosing one of two options:

- **Freeze:** Choose this if you are completely satisfied with the allotted college and wish to secure it as your final destination. By choosing Freeze, you opt out of all upcoming upgrade rounds.
- **Float:** Choose this if you accept the currently allocated seat but want to be considered for a higher-preference college in subsequent allotment rounds. If an upgrade occurs in the next round, your previous seat is automatically given up. If no upgrade occurs, your original seat remains safe.

2. Online Document Verification

You must upload scanned, legible copies of your original academic transcripts, certificates, and category proofs. An OJEE verification officer checks these documents online. If any discrepancy or illegible scan is found, an online query will be opened on your dashboard. You must log in daily to check for and answer queries within the active round window, or your allotment will be cancelled.

3. Seat Confirmation Fee Payment

To preserve your allocation, you must pay the Part Admission / Seat Confirmation Fee online. Without this payment, your seat will be permanently cancelled, and you will be completely locked out of the remaining standard counselling rounds.

Category	Fee Amount	Purpose
General Category	Rs. 10,000	Secures the seat; adjusted later against institutional tuition fees.
SC / ST / PwD	Rs. 5,000	Secures the seat; adjusted later against institutional tuition fees.

5. Upgradation Rounds and Final Reporting

OJEE usually runs multiple online allocation rounds (Round 1, Round 2, and a Final Round).

The Upgradation Dynamics

Candidates who selected "Float" in earlier stages are automatically processed by the system during subsequent rounds against seats left vacant by withdrawals. Upgradation always moves upward on your preference sheet. It is impossible to slide down to a lower-ranked choice.

Withdrawal from Counselling

If you secure a seat but later choose not to join the course in Odisha, you must use the online "Withdrawal" option during the designated windows between intermediate rounds. This releases your seat to other candidates and initiates a fee refund process, deducting a minor administrative processing charge.

Final Institutional Reporting

After the final round of allotment concludes, the online tracking system closes. All structural allocations stand finalized. To complete your admission, you must follow these final steps:

1. Download your final official Seat Allotment Letter from the candidate dashboard.
2. Check the reporting calendar published by the allotted college or university.
3. Physically travel to the campus with all original academic documents, category certificates, identity cards, and passport-size photographs.
4. Submit the original verification documents and clear the remaining balance of the first-year institutional fees as prescribed by that college.

Crucial Closing Directive:

Failure to report physically at the allotted institution within the specified timeline will result in automatic cancellation of your seat. In such cases, your seat confirmation fee will also be forfeited.