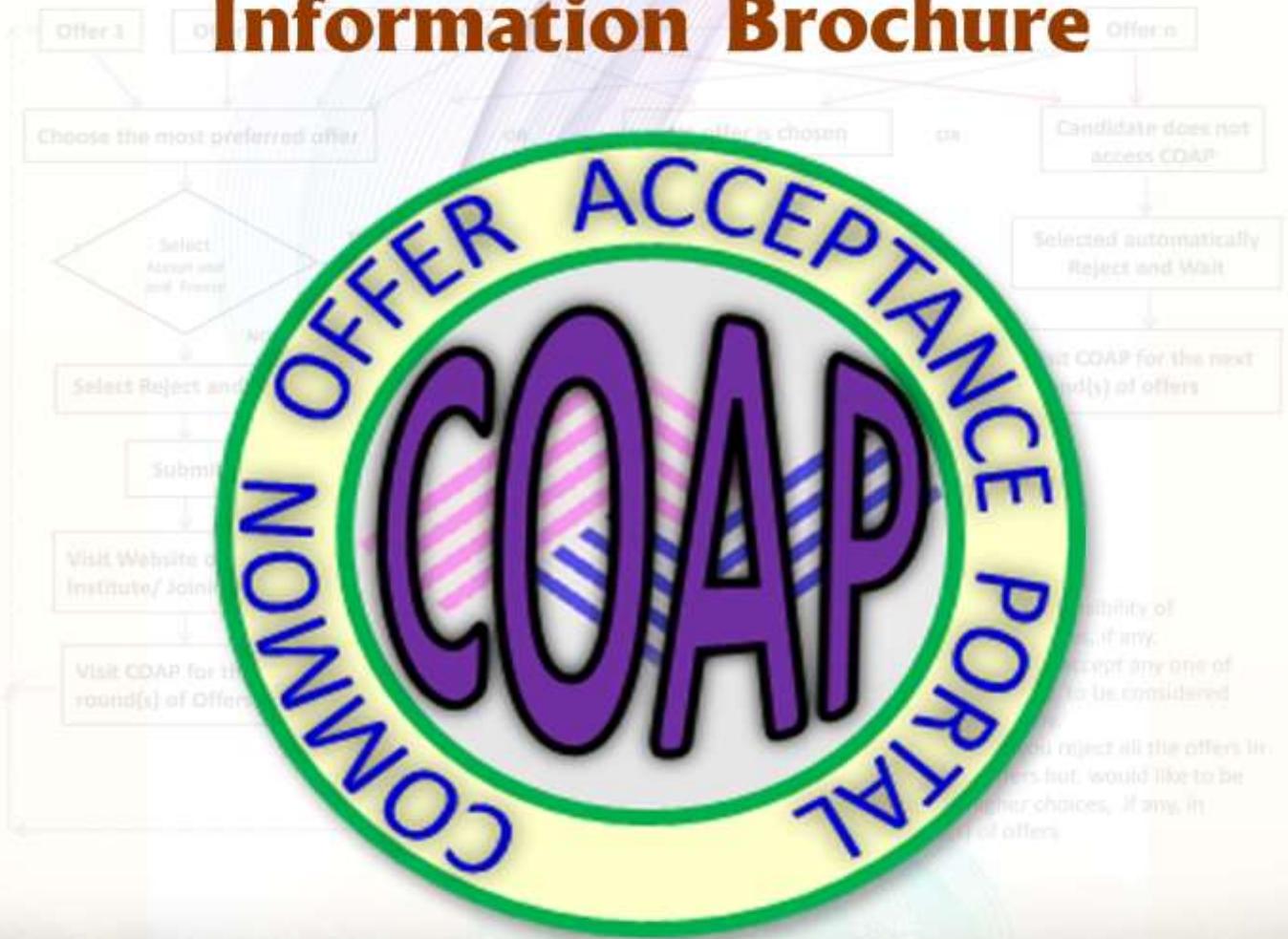


COAP 2020

Information Brochure



Coordinating Institute



INDIAN INSTITUTE OF TECHNOLOGY MADRAS

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1 Introduction to COAP

COAP provides a common platform for the registered candidates to make the most preferred choice for admission into an M.Tech. Programme in the participating Institutes or job offer from participating Public Sector Units (PSU's). Eight institutes (IIT Bombay, IIT Bhubaneswar, IIT Delhi, IIT Guwahati, IIT Indore, IIT Kharagpur, IIT Madras, IIT Roorkee) joined in COAP 2017 and seventeen institutes (IISc, IIT BHU, IIT Bbs, IIT B, IIT D, IIT G, IIT H, IIT I, IIT (ISM) Dhanbad, IIT K, IIT Kgp, IIT M, IIT Mandi, IIT P, IIT R, IIT Ropar, IIT Tirupati) participated in COAP 2018. In 2019, twenty one institutes and a PSU NPCIL (refer pages 14-15 for the complete list) came together and participated in COAP for filling their M.Tech. seats or job vacancies.

2 Salient features of COAP

- COAP refers to Common Offer Acceptance Portal, on which all Participating Institutes / PSU's will upload their offers in a common time window as specified.
- The registered candidates can access the admission / job offers by registering at COAP from all the participating institutes / PSU's where they have applied for M.Tech admissions / jobs.
- For admission into M.Tech program in any of the participating institutes or applying for a job in any participating PSU, every candidate should also apply to the corresponding Institute/ PSU
- To understand the mechanism of looking at all the available offers and making a specific choice out of the offers, the candidates are advised to read the guidelines and then register at COAP 2020.
- COAP is not an Application Portal for M.Tech admission in any participating institute. Candidates should apply separately to the respective Institute(s) for M.Tech admission / PSU for the job.
- Each participating Institute / PSU will follow the selection procedure as per the norms and guidelines of the respective Institute.
- To access and make a decision on the most preferred choice out of the offers (if any) made by participating Institute(s), each candidate should register at COAP.
- COAP registration is completely free. Note that providing COAP registration number has been made mandatory by the participating institutes in their M.Tech application portals.

Eligibility Criteria

1. Candidate must be an Indian National.
2. Candidate should have a valid GATE score (Qualified in GATE 2020/2019/ 2018).

3 Guidelines for COAP 2020

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. The objective is to enable fair chances to all participating institutes as well as M.Tech. admission seekers/ PSU Job seekers.

To realize this goal, the following guidelines have been proposed

1 Participating Institutes/ PSU's upload their offers (seats/ jobs) during some prefixed dates (See Table 1&2) 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 all available offers in each round. Candidates will have the following THREE options in each main 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 click submit button to confirm the submission of his/her 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. Congratulations.

1.2 Option 2- 'Retain and Wait' : This option should be selected if a candidate indicates his/her partial acceptance to any 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. However, if any higher preferred offer is made in the next round then the existing 'Retain and Wait' offer will be released. However, a candidate can choose "**Retain and Wait**" on the same offer (same institute and same program) **only twice**. 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 click submit to confirm the submission of decision.

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 in the current round. 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. Please note, the same offer will not appear in the subsequent rounds as you have rejected this offer. After clicking '**Reject and Wait**' option, the candidate should click submit to confirm the submission of decision.

2. After making the final choice, candidates have to complete the submission procedure by clicking '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 with "**Accept and Freeze**" option, the candidate should 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 specified by the admitting institute / PSU.

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 COAP Portal during 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, the candidate has given higher preferences, then the candidate will be considered for higher preferences, if any, in the subsequent round(s) of offers.

6 In the Decisive round of offers (last round of main rounds and all additional rounds), registered candidates will be provided with only in two options of "**Accept and Freeze**" or "**Reject**".

6.1 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 click 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.

6.2 Candidate selects the option "**Reject**", if the candidate is not willing to accept any of the offers in the current round. Then all offers made during that round will be considered as Rejected. The candidate should click 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 reject at COAP only.

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

4 Registration for COAP 2020

1. To register at COAP 2020, A candidate must have the following data i) Name, ii) GATE Registration number(s), iii) Valid GATE score(s), iv) Date of birth, v) Email ID, vi) Mobile number.
2. Only those candidates who have qualified in GATE 2020/2019/2018 and wish to apply for M.Tech. admission in any of the participating institutes / PSUs job offers are eligible to register at COAP 2020. After successful completion of registration at COAP, a candidate will be able to access information on offers made by the participating Institutes. Offers will be uploaded by the participating Institutes / PSU's at COAP and will be tagged with COAP registration number.
3. Registration will only be successful, when a candidate completes the log-in procedure with the help of the input received via Email / SMS. Email will contain website URL for logging-in along with the log-in ID. SMS will contain the password.
4. Candidates are advised to enter all valid GATE scores (GATE 2020, GATE 2019, GATE 2018), if any, while filling the application. Otherwise click on SUBMIT button to complete the registration process.
5. The application process to COAP 2020 is complete only after clicking the "SUBMIT" button at the first time login to the candidates login account.

5 Important Dates for COAP 2020

Table 1: Tentative Schedule of Main Rounds of offers:

Round No	Time window for viewing of offers and decision making by the candidates	Available Options		
		Accept & Freeze	Retain & Wait	Reject & Wait
Round 1	May 13 - 14, 2020	Yes	Yes	Yes
Round 2	May 20 - 21, 2020	Yes	Yes	Yes
Round 3	May 27 – 28, 2020	Yes	Yes/ No*	Yes
Round 4	June 03 – 04, 2020	Yes	Yes/ No*	Yes
Round 5	June 10 – 11, 2020	Yes	No	Yes

* No, if you have already used Retain & Wait on the same offer twice. Same offer refers to the program “XYZ” of a particular Institute “ABC”.

Rounds 1-4 will have the option of (i) Accept & Freeze (ii) Retain & Wait (iii) Reject & Wait. See Flow Chart in Fig.2 for knowing the options and its consequent steps. However, candidates will not be able to choose Retain

& Wait more than twice on a specific offer. Please read the guidelines carefully. Round 5 is a Decisive Round, therefore the candidates will have only 'Accept and Freeze' and 'Reject' options to select.

Table 2: Tentative Schedule of online additional rounds:

Round No	Time window for viewing of offers and decision making by the candidates	Available Options		
		Accept & Freeze	Retain & Wait	Reject
Round – A	June 17 - 18, 2020	Yes	No	Yes
Round – B	June 24 - 25, 2020	Yes	No	Yes
Round – C	July 01 - 02, 2020	Yes	No	Yes
Round - D	July 08 – 09, 2020	Yes	No	Yes*

* Candidates may have to follow spot rounds either online or offline and it could be specific to the institutes. Depending on the vacancy status and admission date, there could be a few more extra rounds from the participating institutes.

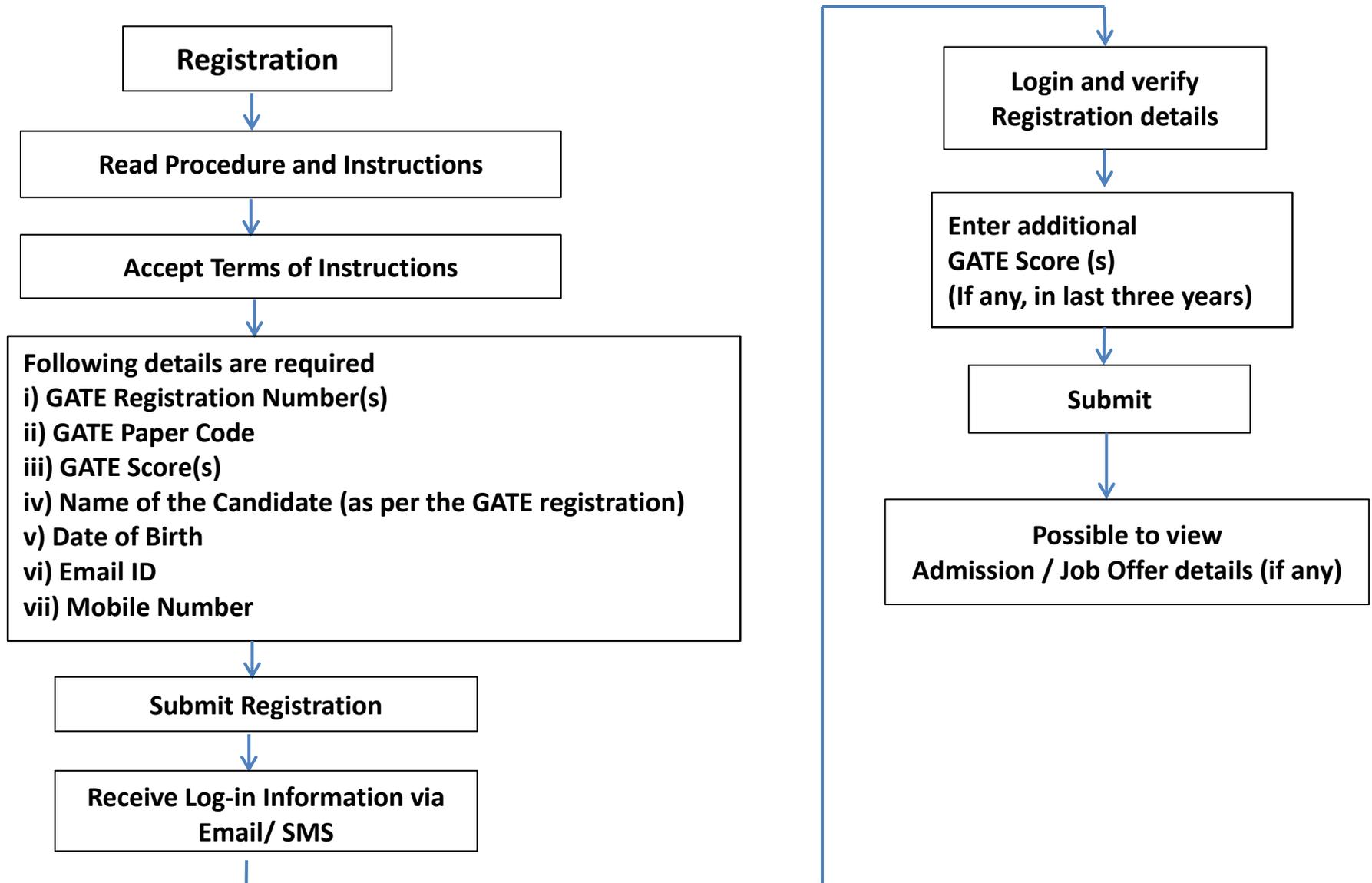
Additional Rounds A, B, C and D are independent rounds and each one is treated like a Decisive Round. That is, the candidates will have only 'Accept and Freeze' and 'Reject' options in these rounds. The working flowchart of the options can be seen in the flow chart (Fig.3)

Few more Additional/ Spot Rounds may be announced in due course if any vacant seats exists.

6 Flow Charts for COAP 2020

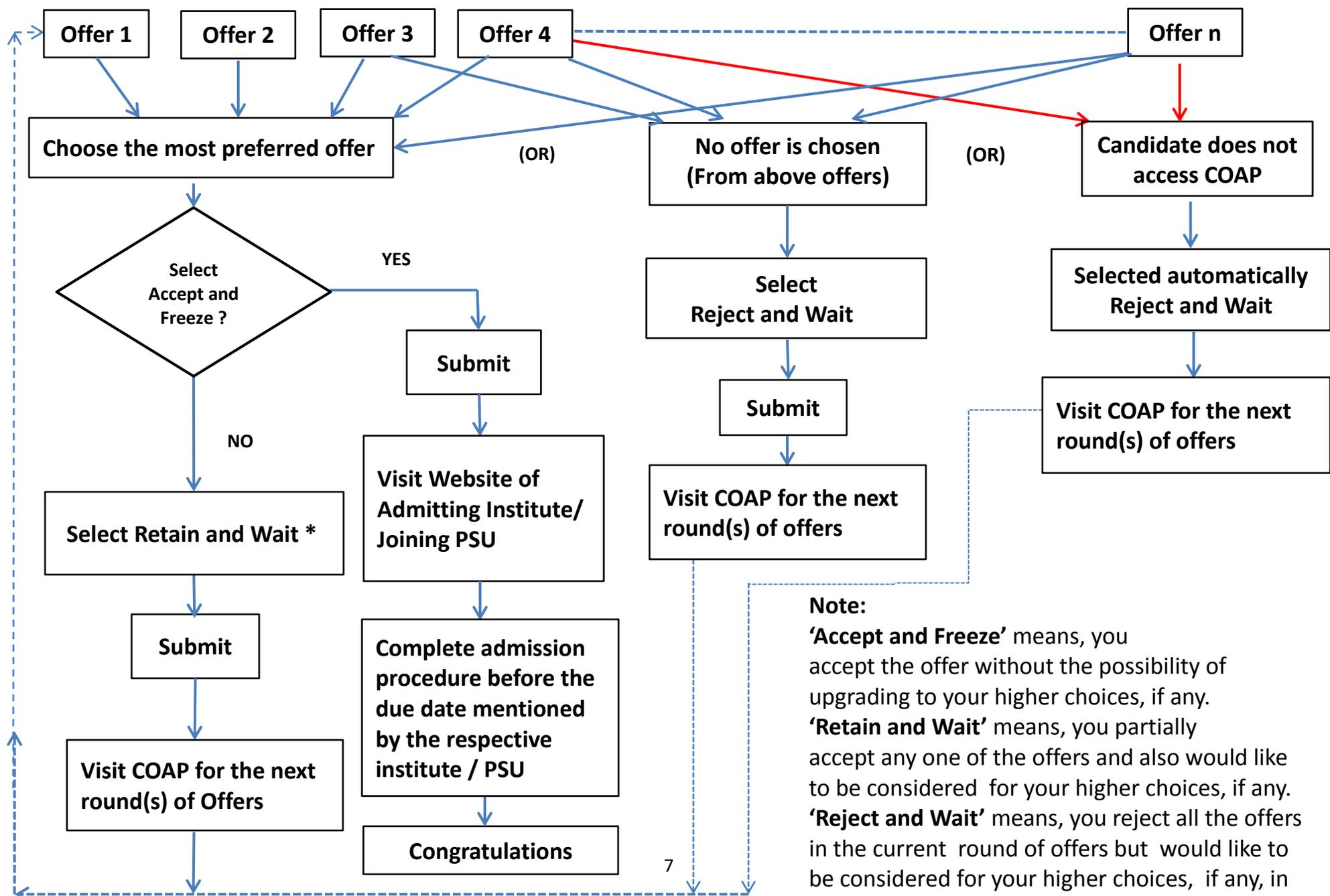
The working flowchart for registration of COAP 2020 and log-in is shown in Fig.1 (page 6). Corresponding action flow chart for Main round of offers is shown in Fig.2 (page 7) and decisive round in Fig.3 (page 8).

Fig.1 Flow Chart for COAP 2020 Registration and Log-in



Note : Email will contain Website URL, Login details
SMS will contain Password details

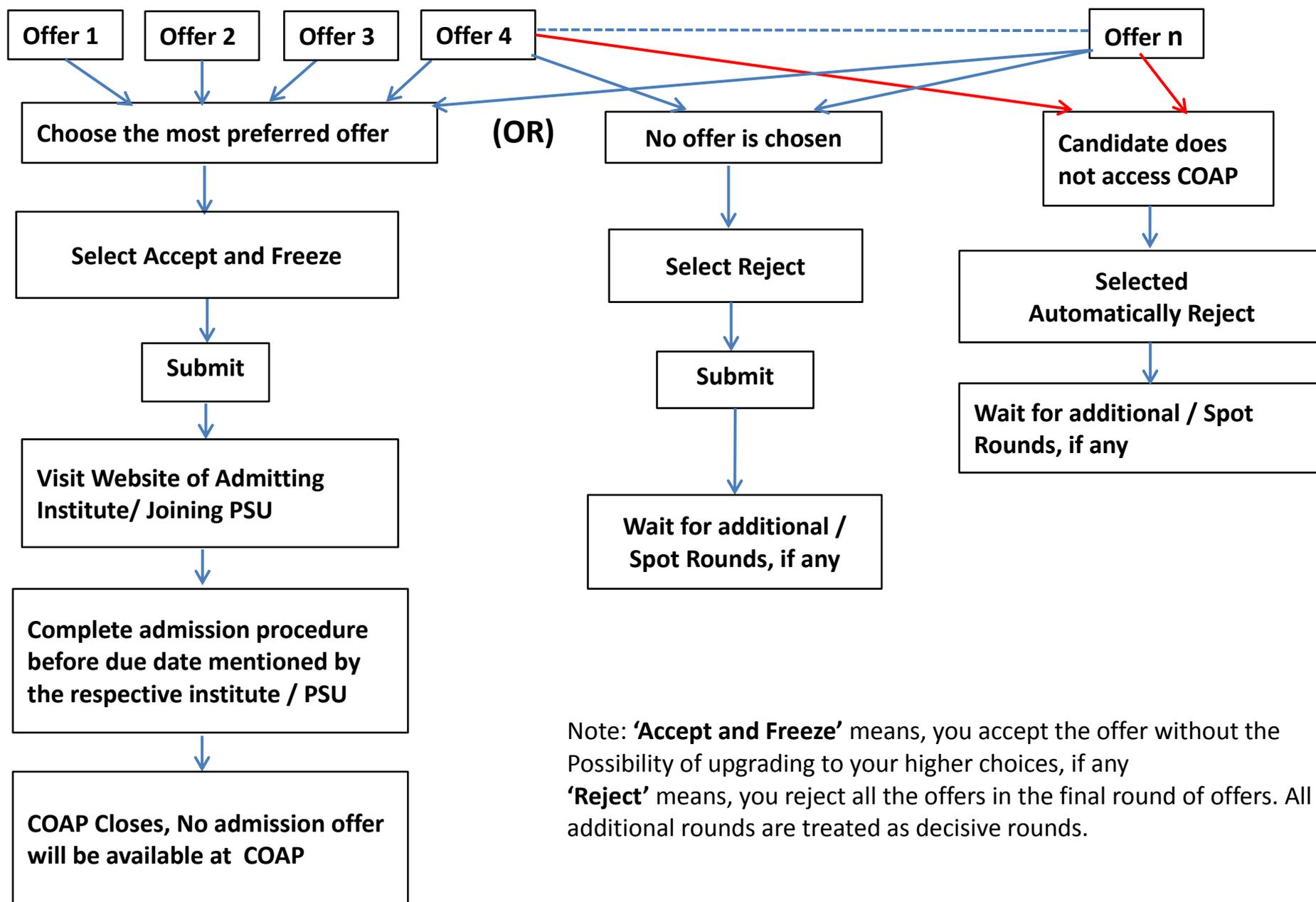
Fig.2 Candidate Action Flow Chart for all Rounds of Offers



* Retain & Wait can be chosen on the same offer no more than twice.
"Same offers" refers to same institute and same program

Note:
'Accept and Freeze' means, you accept the offer without the possibility of upgrading to your higher choices, if any.
'Retain and Wait' means, you partially accept any one of the offers and also would like to be considered for your higher choices, if any.
'Reject and Wait' means, you reject all the offers in the current round of offers but would like to be considered for your higher choices, if any, in subsequent round(s) of offers

Fig.3 Candidate Action Flow Chart for the Decisive Round of Offers



7 Frequently Asked Questions (FAQ)

What is COAP?

1. COAP stands for Common Offers Acceptance Portal.
2. COAP provides a common platform for a candidate to make the most preferred choice for admission into an M.Tech. Programme in the participating academic institutes. COAP is not a portal for applying for M.Tech. Admission.
3. The candidate should apply separately to respective Institute(s) for M.Tech. Admission.
4. Admission Offers will be uploaded by the participating Institutes in a common time window on COAP.
5. Each participating Institute will follow the selection procedure as per the norms and guidelines of the respective Institute. Only participating Institutes will upload their offer(s).
6. To access and make a decision on the most preferred choice out of the offers (if any) made by participating Institute(s), each candidate should register and visit COAP.

Is it necessary for a candidate to register at COAP?

Yes. All participating institutes will seek COAP registration number on their M.Tech. applications portal for admissions. Candidates who have applied for admission into an M.Tech. Programme in any of the participating academic institutes, will receive admission offers via COAP only.

To access and make a decision on the most preferred choice out of the offers (if any) made by participating Institute(s), each candidate should register and visit COAP. Without registering at COAP, the candidate will not be able to access the offers on COAP.

I have registered on the COAP portal in 2018 and/or 2019. Do I have to register again?

Yes, you have to register again. COAP 2018/ 2019 registration is not valid for COAP 2020.

Can I apply for M.Tech. / Job to participating Institutes / PSUs through COAP?

No. COAP is not an M.Tech. Admission / Job Application Portal. Every candidate should apply separately to respective Institute(s) for M.Tech. Admission / PSU's for jobs.

Who can register at this Common Offer Acceptance Portal (COAP)?

Candidates seeking M.Tech. admissions (and those who are applying) in any of the participating Institutes of COAP and possessing a valid GATE score (2020 and/or 2019 and/or 2018) can register at COAP.

I am an IIT Graduating / Graduated student. Can I register at this Common Offer Acceptance Portal (COAP)?

Case I: Candidates graduating / graduated from IITs who have a valid GATE score (2020 and/or 2019 and/or 2018) and intend to apply for the Admission in the participating Institutes, then the candidate should register at COAP with their valid GATE score(s).

Case II: Candidates graduating/ graduated from IITs with B.Tech. Degree and having CGPA (cumulative grade point average) of 8.0 (on a scale of 10) and above can directly apply to the respective Institutes for M.Tech. Admission. They should not register at COAP.

I am a Foreign National with valid qualified GATE score. Can I register at COAP?

No. Candidates of Foreign Nationality need not register at COAP.

I am a sponsored/ defense sponsored candidate. Can I register at COAP?

If you have a valid GATE score, you may register at COAP.

I am a candidate under the Quality Improvement Programme (QIP). Can I register at COAP?

If you have a valid GATE score, you may register at COAP.

I am a GATE qualified candidate (2020 and/or 2019 and/or 2018). How to register at COAP 2020?

For Indian Nationals: Register online at <https://coap.iitm.ac.in> (by clicking 'Register' link at the top right). Carefully read all the instructions given in the COAP Information Brochure. Complete the application in all respects. You will have to provide following details: Name, GATE registration number(s), Gate score(s), Date of Birth, Email ID, Mobile number. No changes are permitted once the application is submitted. After completing the application form, take a printout of the registration for any future reference. Please remember the login ID and password details for subsequent login. (b) For **Foreign Nationals:** COAP Registration is not needed.

What are the documents needed to be uploaded while registering at COAP?

There is no need for any document to be submitted/ attached, while registering at COAP.

I have three valid GATE scorecards of GATE 2020/2019/2018 for the same paper. Which score card shall I use?

It is advisable to register with information related to the highest GATE Score.

During registration, you will also provide valid GATE score details of remaining years between 2018 and 2020. You will register only once but registration details will include all other GATE scores of last three years. Failing to do so will result in disqualification.

What inputs are necessary during COAP registration?

During COAP registration, candidate should provide valid GATE registration details (as entered in the GATE application form), GATE scores, Mobile Number and Email ID.

I have two or three valid GATE scorecards of GATE 2020, GATE 2019 and GATE 2018 for two or three different papers. Can I use all the scores?

You will register only once. Subsequently, when you login COAP for the first time, you will provide all three/ two GATE scores (different papers) in one registration form. For example: if you have GATE Scores for EC and CS papers, then you can register with any one of the GATE paper score (EC or CS). And include the remaining GATE paper score when you login to COAP for the first time. If you have multiple GATE Scores for one EC paper, then you can register with any one of the GATE paper score (GATE 2018 or 2019 or 2020), preferably with the highest GATE score. Subsequently include the remaining GATE scores when you login COAP for the first time.

Do I need to send hardcopies of any reporting documents?

NO. You need not send the hard copy of any documents.

How will I know the status of any offers?

You can check the offer status, during a priori scheduled dates, by logging in to COAP (Common Offers Admission Portal) using your login id and password, sent to you by email/SMS after your registration at COAP. Please ensure that you have also applied on the M.Tech. Admission portal of the participating institutes/ participating PSU job portals for such offers to be forthcoming.

When and how do I know whether any job / admission offers have been made?

Offers can be viewed as per the time window (a priori schedule dates) for viewing and decision making.

What are the options available when I receive an offer of joining/admission?

After an admission offer is made (Excluding the Final / LAST round of offers), the candidates will have THREE options on the Online Application Portal:

- 1) A candidate can select any one (only) offer out of the available offers.
- 2) Candidate will have three options as described below:

Option 1: Accept and Freeze

Option 2: Retain and Wait

Option 3: Reject and Wait

Please read guidelines section of the information brochure for further details.

Why “Retain and wait” is allowed only twice on a given offer?

This rule is specifically brought in COAP 2020 to clear stratification. A candidate can choose “Retain and wait” on a specific offer only twice. For example if institute ABCD offers you “Thermal Engineering” in Round 1, and you choose “Retain and Wait”, and if the same is offered in Round 2 and Round 3 as well, candidate will not have “Retain and Wait” option during Round 3. He/ She has to choose either “Accept and Freeze” (or) “Reject and Wait”, only.

What are the options available when I receive an offer of joining/admission in the FINAL (LAST) round of offers?

After an offer of joining / admission is made in the Final / last round of offers, the candidates will have TWO options on the Online Application Portal:

- 1) Candidate can select only one offer out of available offers.
- 2) Candidate will have two options as described below.

Option 1: Accept and Freeze

Option 2: Reject

Please read guidelines for further details. Depending on the status of vacancies and merit list, there could be further spot rounds by each of the participating institutes.

What are the steps to be taken when I accept an admission offer?

Once you Accept & Freeze an admission offer, visit the concerned organization's Webpage / Institute's M.Tech. Admission portal and complete the admission formalities within the specified due date.

Can I withdraw after accepting the offer? How about getting the Institute Fee refunded?

Please visit the webpage of the respective organization/institute and follow the withdrawal procedure as per the instructions on M.Tech. Admission offer Portal. Please note that, once an offer is **accepted and frozen**, you will not be considered in the subsequent round(s) of admission in any participating academic institutes/ Participating PSUs.

After declining/rejecting the offer, can I be considered for subsequent offers?

After declining/rejecting the offer(s) in a particular round, you will not be considered for the same offer(s). In case, you have given higher preferences in M.Tech. Application, then you may be considered for the higher preferences in the subsequent round(s) of offers based on the availability of vacancies and merit list, within the rules of that institute.

Is there any chance for me to move up in my preference and what am I supposed to do for that?

The candidates who choose “Accept and Freeze” in a particular round of offers, will not be considered for higher preferences in subsequent round of offers. In order to be considered for higher preferences, the option like 'Retain and Wait' may be selected at the COAP. However, getting an offer for higher preference in subsequent rounds will be based on the availability of vacancies and merit list.

Whether the admission offer will be available at the respective Institute's M.Tech. Admission website?

No. The offers will only be uploaded at the COAP Portal. The decision on the offer should be made at COAP website. For the subsequent joining procedure, you will be directed to the respective Organization's Institute's website.

Can I select multiple offers at a time?

No. A candidate can select only one offer in a respective round of multiple offers from various participating Institutes / PSU's.

Can I select multiple offer(s)/admission(s) with 'Retain and Wait'?

No. one can select only one offer with 'Retain and Wait'. All other offers (if any) will be considered as rejected in the existing round. Nevertheless, the candidate will be considered for other higher preferences in the subsequent round(s) of admission offered in any participating academic institutes and public sector unit.

Which Institutes and PSUs are participating in the Common Offer Acceptance Portal (COAP)?

List of participating Institutes and PSUs are displayed at COAP web portal

Whether offer release window for all participating institutes will be the same?

The admission offer release window for participating Institutes and PSUs will be the same. Offer release window will be operated at a particular interval. However, depending upon selection process, some participating Institutes may skip some window(s) and offers may be released in any of subsequent window(s).

Will all participating Institutes have same number of rounds?

Not necessary. Depending upon the selection process, some participating Institutes may skip, some offer release window(s) and offers may be released in any of subsequent window(s). Further, some institutes may operate additional round(s). For additional rounds, the procedure followed for offers will be described on respective institute's website.

Can a candidate select multiple offers from different participating institutes? OR can a candidate accept multiple admission offers from a participating institute?

No. A candidate can select only one offer out of available offers. All other offers (if any) will be considered as rejected in the existing round.

Can I select "Retain and Wait" in the final (last) round of Common Offers?

NO. In the final/ last round, you will be provided with only two options: (i) "ACCEPT and FREEZE", (ii) "Reject".

If a candidate does not access or does not make a decision during a particular round of offers, then what will happen?

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 'Reject' by the candidate. Nevertheless, in case, if the candidate has given higher preferences, then the candidate will be considered for the higher preferences in the subsequent round(s) of offers.

If the candidate has made decision of 'Retain and Wait' in any of the previous rounds but does not access the COAP or does not make a decision (or not clicking 'Submit') during any subsequent round of offers, then all offers made during that round will be considered as Rejected by the candidate.

If a candidate does not access or does not make a decision during the final / last round of offers at COAP, then what will happen?

If a candidate does not access COAP or does not make a decision (or not clicking 'Submit') during the final round of offers, then all offers made during that round will be considered as rejected by the candidate.

Whether any offer will be available at COAP after the final round?

No. After the last / final round at COAP, no offers will be available at COAP.

For any offer / admission related matter, candidates must visit the respective Academic Institute's Admission Portal.

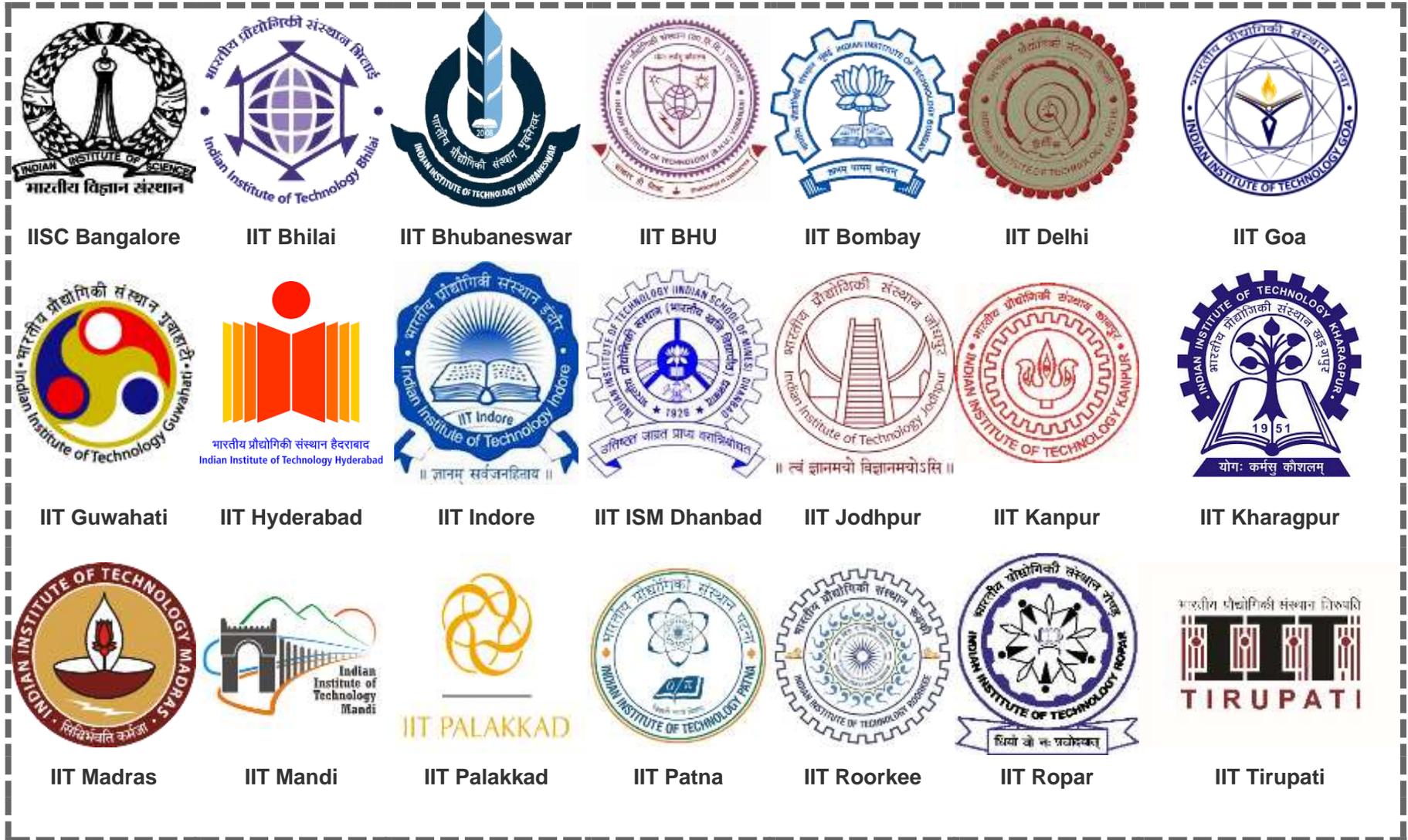
Whether additional spot admission rounds of offers will be available at COAP?

No. After the Main and Additional rounds at COAP, no offers will be available at COAP. Some Institute may like to fill the vacancy with additional / spot rounds, for which candidates should follow the guidelines of the respective Institute. In this case, admission and offer related information would be available only on respective Institute's website. No offer related data will be available at COAP.

Can I view COAP offer details without registering at COAP and using own M.Tech. Application ID?

No. For viewing and making decision on available admission offer(s) from the participating Institute(s), candidates will have to register at COAP. M.Tech. application IDs can be different at different Institutes but you will have only one COAP registration number. Moreover, COAP registration number is mandatory field in the M.Tech. Application process of the participating institutes.

Participating Institutes:



Participating PSUs

