

CENTRALIZED ONLINE COUNSELLING PROCEDURE
for
ADMISSION TO B.TECH. (10+2), B.ARCH., B.PHARM, MBA
MCA, M.TECH., M.PHARM., & LEET COURSES
for
SESSION 2019-20

1. INTRODUCTION

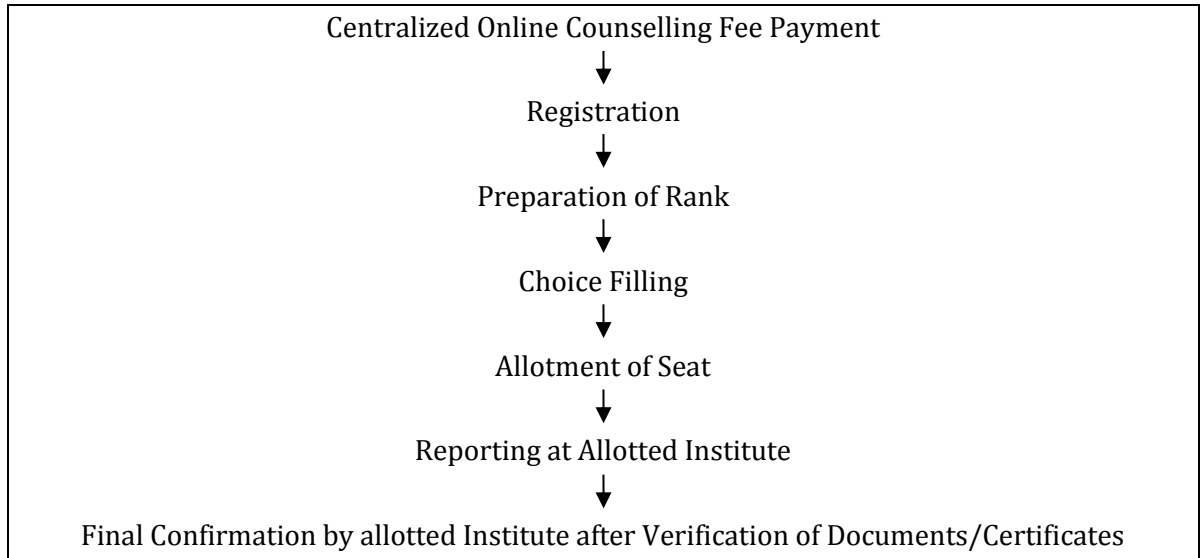
IKGPTU has been appointed as an authority competent to conduct Centralized Online Counselling for making Admissions to the following AICTE courses running in the Campuses / Affiliated Colleges of IKGPTU Jalandhar & MRSPTU Bathinda:-

- (i) B. Architecture 1st year
- (ii) B. Pharmacy & B. Pharmacy Fee Waiver (1st year)
- (iii) B. Pharmacy & B. Pharmacy Fee Waiver (2nd Year) (Lateral Entry)
- (iv) B. Tech. & B. Tech. Fee Waiver (1st year) - 10+2 Basis
- (v) B. Tech. & B. Tech. Fee Waiver (2nd Year) (Lateral Entry)
- (vi) M. Architecture
- (vii) M. Pharmacy
- (viii) M. Tech. (Full Time)
- (ix) MBA
- (x) MCA 1st Year
- (xi) MCA 2nd Year (Lateral Entry)

2. IMPORTANT NOTE

- (i) Before registering and making fee payment for Centralized Online Counselling it must be ensured that you have read and understood the eligibility criteria of participating universities for respective course and Category.
- (ii) To participate in the Centralized Online Counselling every candidate belonging to 85% quota and 15% quota, irrespective of his/her category, shall have to deposit Online Counselling fee of Rs. 2000/- (Non-Refundable). The detailed procedure for counselling fee payment is available on website www.ptu.ac.in and www.ptuadmissions.nic.in.
- (iii) Only the candidates, who have deposited counselling fee, can participate in centralized online counselling, as per schedule available on website www.ptu.ac.in and www.ptuadmissions.nic.in.
- (iv) If any candidate has deposited fee in the first round of counselling and also wants to participate in 2nd round, then he/she need not to pay counselling fee again to participate in second round of counselling.
- (v) The counselling fee once paid will neither refund nor transfer to any other course.
- (vi) Tuition Fee Waiver Scheme is available under B.Tech. & B.Pharmacy (1ST Year & Lateral Entry both) courses for Punjab Residents only.

3. BRIEF PROCEDURE TO PARTICIPATE IN CENTRALIZED ONLINE COUNSELLING



Note: All the above activities shall be processed as per the Counselling Schedule.

4. DETAILED PROCEDURE TO PARTICIPATE IN CENTRALIZED ONLINE COUNSELLING

4.1 New Registration

(a) Go to website www.ptuadmissions.nic.in

The screenshot shows the website for IK Gujral Punjab Technical University. The header includes the university's name and logo. The navigation menu contains: Home, Counselling Dates, Counselling Procedures, Cut Off Ranks^{New}, FAQ, and Help Desk. The main content area is titled "CENTRALISED ONLINE COUNSELLING" and includes a "Public Notice" section with a date of 07/05/2018. A "PROCESS FLOW" section lists the steps: "PAY Counselling Fees --> Register for Counselling --> Fill Choices --> Check for Result --> Report to the allotted Institute". A note mentions the participation of Punjab Agricultural University. A "News & Events" section states that fee deposition has started. An "Important Links" section lists various university services. At the bottom, three buttons are visible: "Pay Online Counselling Fee", "Apply for B.Tech., B.Pharm., B.Arch., M.Tech., M.Pharm., MBA, MCA and Lateral Entry Courses", and "Re-Generate Counselling Fee Slip". A red arrow points to the middle button.

Click on button “**Apply for B.Tech., B.Pharm., B.Arch., M.Tech., M.Pharm., MBA, MCA and Lateral Entry Courses**” to participate in Centralized Online Counselling after making counselling fee payment. (Detailed procedure for counselling fee payment is available at above mentioned website)

- (b) Select appropriate course from drop down menu, in which admission is required and counselling fee has already been deposited, and click “GO” button.

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Home

Pay Online Counselling Fee
 &
Apply for Centralised Counselling Courses

--Select--
 --Select--
 B.Arch.
 B.Pharmacy and B.Pharmacy fee waiver (1st Year)
 B.Pharmacy(Lateral entry) and B.Pharmacy(Lateral entry) Fee Waiver
 B.Tech(Lateral entry) and B.Tech(Lateral entry) Fee Waiver
 B.Tech. and B.Tech. fee waiver (1st Year) - 10+2 Basis
 B.Tech. and B.Tech. fee waiver (1st Year) - JEE Main Basis
 M. Architecture
 M.Pharmacy (Full Time)
 M.Tech. (Full Time)
 MBA
 MCA (1st Year)
 MCA(Lateral entry)

Notice Board

- Fee Deposition for Centralized Online Counselling has been started.
- All the activities related to Centralized Online Counselling shall be done as per Counselling Scheme

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- (c) Click on **PROCEED** button for **New Registration** of selected Course.

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Home

Step 1. Pay Counselling Fee
 Pay Counselling Fee

Step 2. Register/Proceed For Counselling as Per Schedule (If Counselling Fee Already Paid)
 B.Tech. and B.Tech. fee waiver (1st Year) - 10+2 Basis
 Proceed

Student Login
 If you have registered, then kindly enter Login ID & Password..

LOGIN
 Course: B.Tech. and B.Tech. fee waiver (1st Year) - 10+2 Basis
 Fee Slip Roll Number:
 Password: Forgot Password ?
 Green Number:
 Login

Note:-
 Candidate applying for B.Tech. Engg should use their assigned JEEMAIN roll numbers as Login id. Candidates applying for other courses should use the Fee Slip Roll Number as assigned to them during Fee deposit as Login id.

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- (d) After clicking Proceed button following “**New Registration (2019-20)**” Form will open for the selected course:-

- (e) Fill requisite details in the “**New Registration (2019-20)**” form and click **SUBMIT** button.
 (f) The following Pop-up window will open and press **OK** button.

- (g) After submitting the above form **Main Registration** Form will open.

4.2 Main Registration Form

In this Form candidates required to fill the detailed information i.e. State of Eligibility, Academic details, Category details, address etc. Candidates are advised to fill their details carefully, because the seat allotted on the basis of wrong credentials will not be considered by the college at the time of reporting. Sample of **Main Registration** Form is as under:-

Sample Form of B.Tech. (10+2 Basis) Course

Instructions Regarding Filling of Main Registration Form

- (i) Select your eligibility for State carefully as you will be allowed to participate either in Punjab (85% Quota) or Other State (15% Quota). Other Candidates will be asked to select their state from available list in drop down menu.
- (ii) Student should fill his/her **Gender**.
- (iii) Select your **Main category**, Sub category and Priority in case of Sports and Defence category from the Drop box. Students should go through the details from Brochure as well as from the website of concerned University. More details are available in the respective Information Brochure, available on website www.ptu.ac.in.

Note:

- *Other State (15% quota) candidates can participate under 3 categories only i.e. General, SC/ST & OBC.*
- (iv) Select **Yes** or **No** for Tuition Fee Waiver Scheme. Those candidates whose parents annual family income is **less than 6 lacs** from all sources he/she can participate in centralized Online Counselling for Tuition Fee Waiver scheme. He/She has to produce the certificate (of current year) regarding the same at the time of admission.

Note:

- *Tuition Fee Waiver Scheme is available under B.Tech. & B.Pharmacy (1st Year & Lateral Entry both) Course only.*
 - *This scheme is applicable for Punjab (85% quota) Candidates only.*
 - *The Tuition Fee Waiver Scheme shall be limited to tuition fee as prescribed by the State Government. All other fee except tuition fees will have to be paid by the beneficiary.*
- (v) Select **Rural/Urban Status** : Please note that in case of IKGPTU (applicable for GNDEC, Ludhiana only) students can avail benefit of Rural Area in addition to his / her reserved category (i.e. SC/ST, BC, Sports etc). But if student wish to keep Rural Area as his main category for IKGPTU, then he/she should select main category as General and under Rural/Urban status select "Eligible for rural area status in Punjab State and tick (✓)".

Note:

- *Applicable under B.Tech. (1st Year) Course only.*
- (vi) Select **Sikh Minority Status** : For availing Sikh Minority benefit from Punjab State as well as other states, the student will have to appear in Sikh Minority test conducted by SGPC. The details are available in the Information Brochure of IKGPTU as well as on website www.bbsbec.ac.in / www.sre.bbsbec.ac.in.

Note:

- *Applicable under B.Tech. (1st Year) Course only.*
- (vii) There will be option to select Result Type either Marks System of Grade System. Student should fill their aggregate percentage of marks or Total Marks & Obtained Marks correctly, as applicable. (%age marks should be filled upto 5 decimal places i.e. 88.333333, 95.50000). In case of Grade System the students will have to convert their Grades in Marks and then fill the details accordingly.
 - (viii) Enter your Annual Family Income, Contact Number (Landline and Mobile), Address and Email ID etc. You will be notified about result and other important messages through SMS.

- (ix) Enter **Password** as per your choice which will be used for Login to your account.
- (x) Select Security Question and Enter the Answer for the same. The same will be used at time of Reset your Password, if required. If you forgot the answer to your security question then you may not be able to reset your password.
- (xi) Press “**Submit**” button to save registration details. By this the registration form will be closed. After successful Registration login to your account from “**Student Login**” by using your Counselling Roll Number and Password set by you in the Registration Form.

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Student Login
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Course: B.Tech. and B.Tech. fee waiver (1st Year) - 10+2 Basis
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Note:- Candidate applying for B.Tech. Engg should use their assigned JEEMAIN roll numbers as Login id. Candidates applying for other courses should use the Fee Slip Roll Number as assigned to them during Fee deposit as Login id.

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- (xii) After Login the following window will open.

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Registration Details Available Choices Fill Choices Display Filled Choices Change Password AllotmentLetter History Withdrawal

B.Tech and B.Tech Fee Waiver Home

Login ID	:		Rank	:	
Name	:		Father Name	:	
Date of Birth	:		Main Category	:	
Course	:	B.Tech and B.Tech Fee Waiver	Counselling No.	:	

Click on “**Registration Details**” tab to check your filled details and for final confirmation by selecting “**I Accept**” option and pressing “**Confirm Registration Details**” button.

(Please note that after final confirmation you will not be able to change your Registration details. Therefore, Registration details must be checked carefully before final submission of Registration Form and correct the wrong details (if any) by using “Edit Registration Details” button.)

- (xiii) Candidates are advised to save or take the print of registration details for reference in future.

4.3 **Choice Filling**

Under “**Student Login**” the following tabs are related to Choice Filling. These options will work only after final confirmation of registration details.

- **Available Choices:** System will provide the List of Constituent/Affiliated Colleges & branches thereof only after final confirmation of Registration details.
- **Fill Choices:** In this tab University wise list of Colleges and their courses will be displayed for selection. You can select course of selected University one by one by using “+” button from left pane or by selecting multiple check box and using add multiple course option. By this selected course will be shifted from left pane to right pane. Candidate can also alter/rearrange/delete the filled choices from Right pane by using related options.

It is advised to choose & fill the College or branches in order of preferences because seat will be allotted in the order of your preferred choices, on the basis of your Rank/Merit. It is in the interest of the **candidate to fill maximum available choices of colleges and branches**. It is good practice to save filled choice from time to time while exercising choices. After finalized the process of selecting choices press Save & Exit button. This will display the list of choices opted by the candidate for information & Record. You can take the print of the same (if required) or save it for your record.

- **Display Filled Choices:** Choices entered by the Candidate will be displayed under this tab so that he/she can check the already entered information.

Note:-

- After the choice filling period is over, all filled choices of all registered candidates will be considered for allotment of seats on the basis of Merit (Rank), Category of the candidate and Seat Allotment Rules approved by participating Universities.
- Seats are allotted on the basis of preference of choices as filled by the Student/Candidates as per the availability of seats.

4.1 **Result Declaration**

Candidates can check his/her result from “**Allotment Letter**” tab by logon to his/her account on the date of Result Declaration. The allotment letter will be uploaded in the login account of successful candidates. Candidates can take printout of provisional allotment letter of college / Branch by logging into his/her account. Successful Candidates will also be informed by SMS.

(Note: The allotment of seat is purely provisional and subject to verification of original certificates and payment of college fee etc, at the time of reporting in the allotted institute.)

4.2 **Reporting in the Allotted Institute**

Candidates are required to report to their respective allotted institutions within the specified period (as per the Counselling schedule) along with the all original documents/ testimonials/ certificates, course semester fee and other college fee as prescribed in the prospectus. If candidate do not report within the specified period, then his/her allotted seats shall be stand cancelled and the candidates shall not have any right to claim on the seats, whatsoever. It is in the interest of the candidates to report at the earliest to the allotted college.

4.3 **Withdrawal of Seat**

Candidate can withdraw his/her confirmed seat during reporting period of each round or within 7 days from the last date reporting of last round of counselling. (Please read Refund Rules available in Information Brochure of IKGPTU)

5. PARTICIPATION IN 2ND ROUND OF COUNSELLING

- (a) The Candidates falling under 85% Punjab quota and 15% Other States quota, irrespective of Got Seat or Not Got Seat in the 1st Round of Counselling or could not participate in the earlier round after depositing counselling fee, can participate in the second round of Centralized Online Counselling with same counselling fee.
- (b) For 2nd round of Centralized Online Counselling, candidates can deposit Rs 2,000/- Counselling fee non refundable (**if not deposited earlier**). Candidates who have deposited Centralized Online Counselling fee in the 1st round **will not be required** to deposit the fee again for 2nd round.
- (c) The Candidates who have participated in 1st Round of counselling and wish to participate in 2nd round of counselling, those candidates need not to fill registration form again. Those candidates require to login to their Account with their counselling Roll No. & Password in which the popup page will open to take the consent of concerned candidate to participate in 2nd round of counselling. By confirming Registration form the candidate will be considered in 2nd round and further activities will be done as per counselling schedule. Rest procedure will be same as of 1st round of counselling.
- (d) If the candidate participates in 2nd round after confirming his/her allotted seat and the candidate seat is upgraded with new seat (i.e. new seat is allotted) then the previous allotted seat will be cancelled automatically. The candidate will report in the old allotted institute alongwith upgraded allotment letter to cancel his/her seat and to refund the submitted fee and also report in the new allotted institute to confirm his/her admission in the prescribed period. But if seat is not upgraded then the previous allotted seat will be retained to candidate.

6. OTHER IMPORTANT INFORMATION

- (a) Candidate must ensure about his/her eligibility as per Government Notifications/ Information Brochure available on website www.ptu.ac.in & www.ptuadmissions.nic.in.
- (b) Candidates are advised to visit the above mentioned websites regularly for updates related to Centralized Online Counselling.
- (c) Candidates are advised not to submit original certificates at college at the time of admission.
- (d) The details regarding the total number of seats in a particular college is available on website www.ptu.ac.in under Admissions 2019-20 link.
- (e) Tuition Fee Waiver Scheme is applicable under IKGPTU & MRSPTU for Punjab Residents only.
- (f) In case of Tuition Fee Waiver Scheme, Total number of seats will be 5% over and above the sanctioned intake of the course.
- (g) In case of non availability of students in Tuition Fee Waiver Scheme, the same shall not be given to any other category of applicants.
- (h) Student admitted under Tuition Fee Waiver Scheme and such a beneficiary shall not be allowed to change institution or course under any circumstances
- (i) Tuition Fee waiver to a student shall be applicable for the complete duration of the course.
- (j) The student availing Tuition Fee Waiver seat will not be entitled to avail financial assistance under any other Government Scheme whatsoever. However, he / she shall be eligible for any scholarship available on competition / merit basis.