

# Frequently Asked Questions (FAQ)

for

## Centralized Online Counselling Session 2018-19

### Q 1. What is Centralized Online Counselling?

Through Centralized Online Counselling candidates can get admission in the Constituent Campuses/Affiliated Colleges of participating Universities according to their choice on the basis of their Rank/Merit by participating online. A candidate requires an internet enabled device (i.e. Laptop / Desktop / Tablet etc.) and can participate in centralized online counselling from anywhere. All the activities i.e. from counselling fee deposition to allotment of seats, shall be done online through web module.

### Q 2. For which Courses Centralized Online Counselling is being conduct? What is the basis of admission to these courses?

Course	Basis of Admission
B.Tech. & B.Tech. Fee Waiver (1 <sup>st</sup> Year)	JEE (Main) 2018 & * Inter-se-merit in qualifying exam
B.Tech. & B.Tech. Fee Waiver (2 <sup>nd</sup> Year) (Lateral Entry)	Inter-se-merit in Qualifying examination
B.Pharm. & B.Pharm. Fee Waiver (1 <sup>st</sup> Year)	Inter-se-merit in Qualifying examination
B.Pharm. & B.Pharm. Fee Waiver (2 <sup>nd</sup> Year) (Lateral Entry)	Inter-se-merit in Qualifying examination
B.Arch.	Rank will be prepared in the following manner:- Valid NATA Scores + 50:50 ratio of Qualifying Examination JEE (Main Paper – II) Aptitude Test for B.Arch. of IKGPTU
MBA	CMAT & Inter-se-merit of Qualifying Examination (Preference to CMAT qualified candidates)
MCA (1 <sup>st</sup> Year)	Inter-se-merit of Qualifying Examination
MCA (2 <sup>nd</sup> Year) (Lateral Entry)	Inter-se-merit of Qualifying Examination
M.Tech. (Full Time)	Valid GATE Scores & Inter-se-merit of B.Tech. OR equivalent exam (Preference to GATE qualified candidates)
M.Pharmacy (Full Time)	Valid GPAT 2018 & Inter-se-merit of B.Pharm. OR Equivalent Examination (Preference to GPAT qualified candidates)
M.Architecture	Inter-se-merit of Qualifying Examination

Detailed Eligibility Criteria is available at IKGPTU website : [www.ptu.ac.in](http://www.ptu.ac.in)

**\* Counselling on the basis of Inter-se-merit of Qualifying Examination will be done only after exhausting JEE (Main) seats of the 2<sup>nd</sup> Round**

**Note: Please check University wise / Course wise eligibility criteria before participating in centralized online counselling**

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#### Q 3. Which Universities are participating in Centralized Online Counselling?

- I. K. Gujral Punjab Technical University, Jalandhar (IKGPTU)
- Maharaja Ranjit Singh Punjab Technical University, Bathinda (MRSPTU)
- Punjab Agricultural University, Ludhiana (PAU) – **For B.Tech. (Agriculture) 1<sup>st</sup> Year (JEE) only (without Fee Waiver)**

#### Q 4. What are the Helpline Numbers for the redressal of queries related to Centralized Online Counselling?

**For Counselling Registration related Query you may contact at following numbers:-**

- Toll Free Number : 1800-419-0730
- Mobile Number : +91-94780-98012, +91-75894-01150
- E-Mail ID : [studentcentre@ptu.ac.in](mailto:studentcentre@ptu.ac.in)

**For Counselling Fee related Query you may contact at following numbers:**

##### **For Common Fee Queries**

- Contact Number : +91-94780-98145, 94780-98107 & 95011-06247
- E-Mail ID : [ptucounsellingfee@gmail.com](mailto:ptucounsellingfee@gmail.com)

##### **For Banking Support**


- Contact Number : +91-98881-11484, 01822-255035
- E-Mail ID : [binny.dhir@hdfcbank.com](mailto:binny.dhir@hdfcbank.com)

#### Q 5. What is the procedure to participate in Centralized Online Counselling?

To participate in Centralized Online Counselling the candidate has to pay **one time** Online fee of Rs. 2,000/- (Two thousand Only) **[Non Refundable in any cases]** for each selected course. The detailed procedure to participate in Centralized Online Counselling is available on IKGPTU website [www.ptu.ac.in](http://www.ptu.ac.in) under “[Admissions 2018-19](#)” Link and at [www.ptuadmissions.nic.in](http://www.ptuadmissions.nic.in).

#### Q 6. What is the procedure to Pay Centralized Online Counselling Fee?

The detailed Centralized Online Counselling Fee Payment Procedure is available on IKGPTU website [www.ptu.ac.in](http://www.ptu.ac.in) under “[Admissions 2018-19](#)” Link.



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਜਲੰਧਰ  
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Admission (Regular) Helpline Nos. 1800-419-0730 (Toll Free), 94780-98012, 75894-01150 (Mobile), 01822-662512, 36 & 37"

### Procedures & Schedule

ADMISSION LINKS	Counselling Procedures
Centralised Online Counselling	Admission Counseling Fee Payment Procedure 2018-19
Advertisements	Updated On: 11-05-18
Counselling Schedule & Procedures	
Notifications	
Help Desk	

Counselling Schedule	Updated On
B. Tech. 1st Year and B. Tech. 1st Year Fee Waiver on the basis of JEE (Main)	11/05/2018
B. Tech. 1st Year (on the Basis inter-se-merit of 10+2 / Qualifying Exam)	11/05/2018
B. Pharmacy 1st Year and B. Pharmacy 1st Year Fee Waiver	11/05/2018
B. Architecture	11/05/2018

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## **Q 7. What are the modes of Centralized Online Counselling Fee Payment?**

Centralized Online Counselling fee can be paid Online through following modes:-

- Through Debit Card or Credit Card
- Through Net Banking

## **Q 8. Can I do Registration for counselling immediate after depositing the Counselling Fee?**

**No.** You have to follow the Centralized Online Counselling Schedule and have to perform all the related activities accordingly. Prior to scheduled dates you cannot proceed further.

## **Q 9. Do I need to pay Centralized Online Counselling fee twice to participate in the both rounds of Counselling for particular course?**

**No.** This is one time payment to participate in all the Rounds of Centralized Online Counselling. If you have paid counselling fee in the 1<sup>st</sup> Round then you need not to pay it again to participate in subsequent Rounds of counselling. It does not matter that whether you get seat in the 1<sup>st</sup> round or not.

This provision is only for those candidates who were not able to deposit the Centralized Online Counselling Fee in the previous Round.

## **Q 10. Can I participate in the both rounds of Centralized Online Counselling?**

**Yes,** you can participate in the both rounds of Centralized Online Counselling. If seat is allotted to you in the 1<sup>st</sup> Round and you are not much satisfied with that allotted seat then you may participate in the 2<sup>nd</sup> Round of counselling. It is advise to fill only those choices which is better than previously allotted seat.

**Note :** You need not to pay Centralized Online Counselling fee again if it is paid in 1<sup>st</sup> round.

## **Q 11. What are the Pros & Cons of participation in 2<sup>nd</sup> round of Centralized Online Counselling after getting seat in the 1<sup>st</sup> round?**

Seat allotted during 1<sup>st</sup> Round of Centralized Online Counselling may be get reserved by reporting at allotted Institutes and depositing admission Fee. In case you get seat in the 2<sup>nd</sup> round then your previously allotted seat will automatically be cancelled and you will be eligible to take refund from previous allotted Institute as per norms. You will have no right on the previous allotted seat after getting seat in the 2<sup>nd</sup> Round.

In case you don't get any seat in 2<sup>nd</sup> Round then your previous allotted seat will be retained.

If you don't reserve your seat then you will not be able to retain that seat again if the seat is not allotted in 2<sup>nd</sup> round..

## **Q 12. I have reported to the allotted Institution and submitted course semester fee etc. during 1<sup>st</sup> Round of counselling. In 2<sup>nd</sup> Round of counselling I again got a new seat. Whether I have to deposit fee again in new college?**

**YES.** You have to deposit the course semester fee etc. again in the new allotted college. It is your duty to submit the letter regarding upgraded seat at new Institute for Admission as well as at previous allotted Institute to cancel your seat and refund of fees.

## **Q 13. How to get Refund of Counselling fee if I paid fee and don't participate in Online Counselling?**

This is a non refundable fee and will not be refunded.

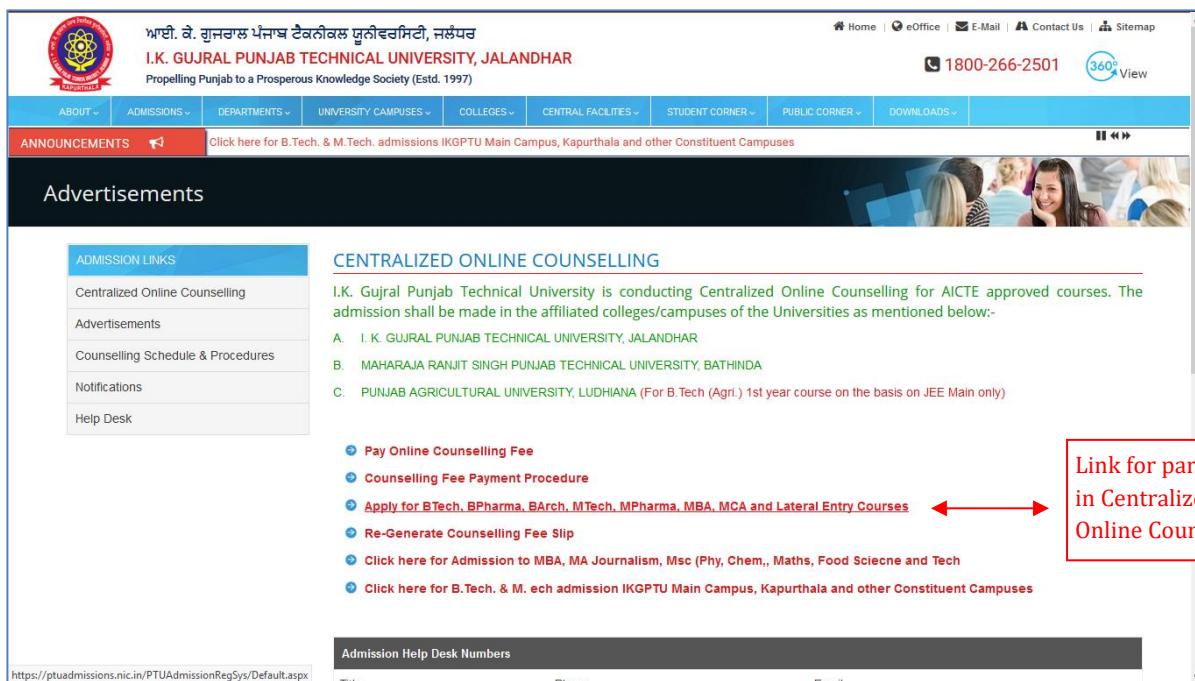
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## Q 14. How to get Refund of Counselling fee if I paid fee twice due to Technical Issue or by Mistake for the same course?

In this case you may submit your request to Accounts Department of IKGPTU with supporting documents for consideration.

## Q 15. Where and how can I Register for Centralized Online Counselling?

Link & detailed procedure to participate in Centralized Online Counselling is available at IKGPTU website [www.ptu.ac.in](http://www.ptu.ac.in) under “[Admissions 2018-19](#)” link.



The direct link is <https://ptuadmissions.nic.in/PTUAdmissionRegSys/Default.aspx>.



### NOTE

After confirmation of counselling Fee Payment check the Counselling Schedule and Proceed accordingly to participate in Centralized Online Counselling by selecting course and clicking GO Button.

## Q 16. What is the Counselling Schedule or Counselling dates?

In Counselling Schedule all the key dates related to Centralized Online Counselling are given. Counselling Schedule is available on IKGPTU website [www.ptu.ac.in](http://www.ptu.ac.in) under “[Admissions 2018-19](#)” Link and also at [www.ptuadmissions.nic.in](http://www.ptuadmissions.nic.in).

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**Q 17. I was not able to deposit the counselling fees by the last date in the 1<sup>st</sup> Round of counselling. Am I eligible to participate in the 1<sup>st</sup> Round of counselling? If no then what can I do for the 2<sup>nd</sup> Round of counselling?**

- If any applicant fails to deposit the counselling fees of **Rs 2,000/-** before the last date of 1<sup>st</sup> Round then he /she will not able to participate for the 1<sup>st</sup> Round of counselling
- But She/he can participate in the 2<sup>nd</sup> Round of counselling if he/she deposits the counselling fee **Rs. 2,000/-** between **Start date** and **Last Date** of 2<sup>nd</sup> Round.
- If due to any reason a student still not able to submit the counselling fees then he / she will not be eligible to participate in the 2<sup>nd</sup> round of counselling.

**Q 18. When counselling for Reserved Category (SC, BC etc.) including Sikh Minority will be held?**

The counselling for all the Reserved Categories (SC, BC etc.) under 85% (Punjab Resident Quota) & 15% (Outside Punjab Resident Quota) will be done simultaneously (Please check Centralized Online Counselling schedule for details).

**Q 19. Can I apply for both 85 % (Punjab Resident Quota) & 15 % (Outside Punjab Quota)**

**No.** The candidate can participate under one quota only either in the 85% quota (Punjab Resident Quota) or 15% quota (Outside Punjab Resident Quota). If any candidate fails to prove his state of eligibility at the time of admission (after seat allotment), his / her candidature will be denied/rejected.

**Q 20. I have got compartment/reappear in one/more subjects in qualifying examination. Am I eligible to participate in the online counselling of IKGPTU?**

**No.** Such candidates, who have reappear in qualifying examination, will not be eligible for participate in Centralized Online Counselling. If any candidate participate in Centralized Online Counselling with wrong credentials then his/her admission will not be considered at the time of reporting in the Constituent Campuses / Affiliated Institute of IKGPTU, MRSPTU and PAU.

Please check eligibility criteria of participating universities before participating in counselling.

**Q 21. How many choices (colleges), can I select/fill during online counselling?**

There is no limit of filling choices. It is advised to fill maximum choices and to arrange them in the order of preference. The information regarding the Institute and the courses offered by them is also available in the Information Brochure which can be downloaded from website of I. K. Gujral Punjab Technical University [www.ptu.ac.in](http://www.ptu.ac.in).

**Q 22. How do I know about the result that which college is allotted to me?**

The result will be uploaded in user's login ID at website [www.ptuadmissions.nic.in](http://www.ptuadmissions.nic.in) as per counselling schedule.

**Q 23. Whether Rural seats of Guru Nanak Dev Engineering College (GNDEC) and Baba Banda Singh Bahadur Engineering College (BBSBEC) will be filled through Online Counselling or not?**

**Yes,** the rural seats of GNDEC colleges will be filled through Centralized Online Counselling. So students of Rural Area category should fill their choices accordingly. For details guidelines on this matter **Candidate must see the Information Brochure.**

Rural seats are not available under BBSBEC for Session 2018-19



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#### **Q 24. How to lock filled Choices? Will it be locked by the system automatically?**

**Yes.** When you filled your choices, you save them and then system will automatically lock them after the completion of time of choice filling.

#### **Q 25. When will the Centralized Online Counselling for Punjab Residents (85% quota) and Other state Residents (15% quota) held?**

All the Centralized Online Counselling processes for Punjab Residents (85% quota) and Other state Residents (15% quota) will be held simultaneously. For details please go through the counselling schedule.

#### **Q 26. What is the procedure for correction in Registration details i.e. Name, Father's Name, Date of Birth or Gender etc. ?**

For correction in Registration details candidate has to visit at Admission Cell, I. K. Gujral Punjab Technical University, Jalandhar well in before the completion of choice filling period with the ID Proof, Copy of Registration details and related document for which correction is required.

#### **Q 27. Whether Institutes will remain open during Reporting period, if any holiday falls during that period?**

University has directed all its affiliated institutes to remain open / working (irrespective of any Holidays) during the reporting period (when students after the declaration of the result of the online counselling will report to the respective allotted Institutes).

#### **Q 28. Is it mandatory to close the Web Browser after I logout from the website?**

**YES.** Please follow the messages on the screen carefully. After every logout, you should close Web Browser to clear cookies and history files.

#### **Q 29. In the 2nd round, what should I do, if any College is shown with Zero seats?**

Even if Zero seats is shown of any branch of any college in the 2nd round, still you can opt that choice, so that in case the seat is upgraded during allotment in 2<sup>nd</sup> round then you may able to get a chance to avail that seat.

#### **Q 30. Is it mandatory to fill percentage of Marks, while filling Registration Form?**

**Yes,** You must fill percentage of marks, so that choices of branches will be displayed as per the eligibility criteria of participating University at the time of choice filling.

#### **Q 31. From where could I get information regarding Institute/courses and intake?**

The information for the same is available in the Information Brochure uploaded on IKGPTU website [www.ptu.ac.in](http://www.ptu.ac.in) under Admissions 2018-19 Link.

#### **Q 32. Can I Edit, Delete my filled Choices?**

**Yes,** you can Edit, Delete and Re-arrange Choices, as many times as you want, before the last date /time of choice filling prescribed in Counselling Schedule.

#### **Q 33. I have been allotted a Seat in an Institute, when should I report for Admission?**

After allotment of seat, candidate have to report at allotted Institute within reporting time given in the Counselling schedule.

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## **Q 34. Is it Mandatory to fill maximum number of choices?**

**No.** But if you fill maximum number of choices, you have a better chance of getting a seat.

## **Q 35. I have registered myself. But when I try to login, system is not accepting my username and password. What should I do?**

Please ensure that you are filling Login Details and PASSWORD correctly. If you are facing same problem then contact to IKGPTU Helpdesk numbers.

**1800-4190-730, 94780-98012, 75894-01150**

## **Q 36. How can I recover my password and username?**

By using forgotten password option and entering required information details you may able to reset your password.

## **Q 37. How can I apply under “Fee Waiver” scheme?**

Fee Waiver Scheme is applicable under following courses only:-

- B.Tech. (1<sup>st</sup> Year) (only for Campus/affiliated colleges of IKGPTU and MRSPTU)
- B.Tech. (2<sup>nd</sup> Year) (only for Campus/affiliated colleges of IKGPTU and MRSPTU)
- B.Pharmacy (1<sup>st</sup> Year) (only for Campus/affiliated colleges of IKGPTU and MRSPTU)
- B.Pharmacy (2<sup>nd</sup> Year) Lateral Entry (only for Campus/affiliated colleges of IKGPTU and MRSPTU)

### **Note :**

IKGPTU & MRSPTU only offers seat under Fee Waiver Scheme in above mentioned course. PAU, Ludhiana do not offer any seat under this scheme.

For **Fee Waiver Scheme under B.Pharmacy Course** must read Notification of Govt. of Punjab, Department of Technical Education [Memo No. 886 dated 30/06/2016](#) available on IKGPTU website [www.ptu.ac.in](http://www.ptu.ac.in) under Notifications Head of Admission 2018-19 Link.

## **Q 38. Is there any reservation in categories for “Fee Waiver” scheme?**

**No.** Reservation of Categories is different from “Fee Waiver”. It’s a Scheme and any candidate (Punjab Candidate) belonging to economically weaker section, whose annual family income is **less than 6 Lacs**, may avail the benefit of this scheme.

## **Q 39. After 1<sup>st</sup>, 2<sup>nd</sup> Round of counselling, when can I surrender my seat?**

Confirmed seat can be surrendered during registration period of 1<sup>st</sup> Round and 2<sup>nd</sup> Round. Seat can be surrender within 7 Days of Last date of reporting of 2<sup>nd</sup> round by login to you account and using “**Seat Withdrawal**” option.

## **Q 40. If I do not report to concerned Institute in which I have been allotted then what will happen?**

In this case the allotted seat will be cancelled and automatically included to next round of counselling and you will lose your right over that seat.

## **Q 41. As per my JEE (Main) result card, I am not eligible for Central Counselling in B.Tech. 1<sup>st</sup> Year course, but I have a valid JEE (Main) Rank mentioned in my Result card. Am I eligible for participate in Counselling being conducted by IKGPTU?**

**Yes**, Student having a valid JEE (Main) CRL Rank on his/her Result card, is eligible for participate in Counselling of B.Tech. (1<sup>st</sup> Year) course being conducted by IKGPTU.

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#### **Q 42. Who can register for admission under 85% quota (Punjab Residents)?**

A candidate, who has Punjab residence certificate or any candidate who have studied for a period of 5 years in Punjab or have studied in Punjab for 2 years just preceding the qualifying examination for the admission, can register in 85% quota (Punjab Resident). For detailed information please read Information Brouchure.

#### **Q 43. Can I apply both for MBA and MCA Courses?**

**Yes.** Candidate can apply for both the courses by depositing separate counselling fee for MBA and MCA.

#### **Q 44. Is Percentage Criteria different for all participating universities?**

**Yes.** Criteria of admission is different for all participating universities. Go through the prospectus of concerned University for detailed information.

#### **Q 45. Is NATA score mandatory for participating in B. Arch. Counselling?**

**Yes.** NATA score is mandatory for B Arch Course and two year score is valid.

#### **Q 46. When I will get my rank for B.Arch, B.Pharm, M.Pharm and M.Tech. courses and when I will be able to fill my Choices?**

After completion of registration for these courses, rank (based upon his/her filled credentials during registration) will be uploaded in candidate's respective login. Then only he/she will be able to exercise his/her choices for above courses.

#### **Q 47. Will rank for B.Arch, B.Pharm, M.Pharm and M.Tech. courses remain same for every round?**

**No,** Rank may vary from 1<sup>st</sup> Round to 2<sup>nd</sup> Round depending upon new registration in 2<sup>nd</sup> Round.

#### **Q 48. What are the Rules for the candidates admitting under Fee Waiver Scheme?**

- Sons and daughters of parents, whose Annual Family Income from all sources is less than 6 (Six) lacs shall only be eligible for seats under this scheme. Income certificate in this regards is required at the time of admission to confirm the seat.
- Fee waiver seats are available in the affiliated colleges of IKGPTU & MRSPTU. This scheme is not applicable under PAU, Ludhiana.
- Only candidates belonging to 85% quota (Punjab Residents) can avail this seat.
- If a student gets admission under fee waiver scheme through counselling, then he/ she shall not be allowed to change institution or course under any circumstances.
- If a student is admitted in fee waiver scheme in 1<sup>st</sup> Round of counselling and wants to change seat for 2<sup>nd</sup> Round, then he/she has to surrender his/her seat before the start of 2<sup>nd</sup> Round during reporting period of 1<sup>st</sup> Round. In the 2<sup>nd</sup> Round, the candidate will not be allowed to exercise choices of Fee Waiver Scheme.
- If a student is allotted a seat under fee waiver scheme during 1<sup>st</sup> Round of counselling but has not taken admission, then he/she is allowed to participate in 2<sup>nd</sup> Round of counselling for both fee and non fee waiver scheme.
- If a student is not allotted a seat under fee waiver scheme during 1<sup>st</sup> Round of counselling, then he/she is allowed to participate in 2<sup>nd</sup> Round of counselling for both fee and non fee waiver scheme.



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## **Q 49. Document required at the time of Admission in the Allotted Institute?**

The candidates will require to produce the following certificates in original at the time of admission at the allotted college along with prescribed fee for semester:

- Seat Allotment Letter
- Residence Certificate.
- Matriculation Certificate containing Date of Birth.
- Certificate regarding passing of Qualifying Examination
- Detailed Marks Card of the Qualifying Examination.
- Character Certificate from the Principal of the Institution last attended.
- Reserve Category / Sub-category Certificate from the Competent Authority, if applicable.
- Medical Fitness Certificate as per format given in Information Brochure
- Gap certificate, if applicable.
- Counselling Fee Deposit Slip.
- Four recent passport size photographs.

Keep visiting websites [www.ptu.ac.in](http://www.ptu.ac.in) & <http://ptuadmissions.nic.in> for the updates related to Counselling / Admissions to B.Tech., B.Pharm., B.Arch., MBA, MCA, M.Tech., M.Pharm, Lateral Entry courses & Fee Waiver Scheme.