

# CENTRALIZED ONLINE COUNSELLING PROCEDURE

for

## ADMISSION SESSION 2021-22

### 1. INTRODUCTION

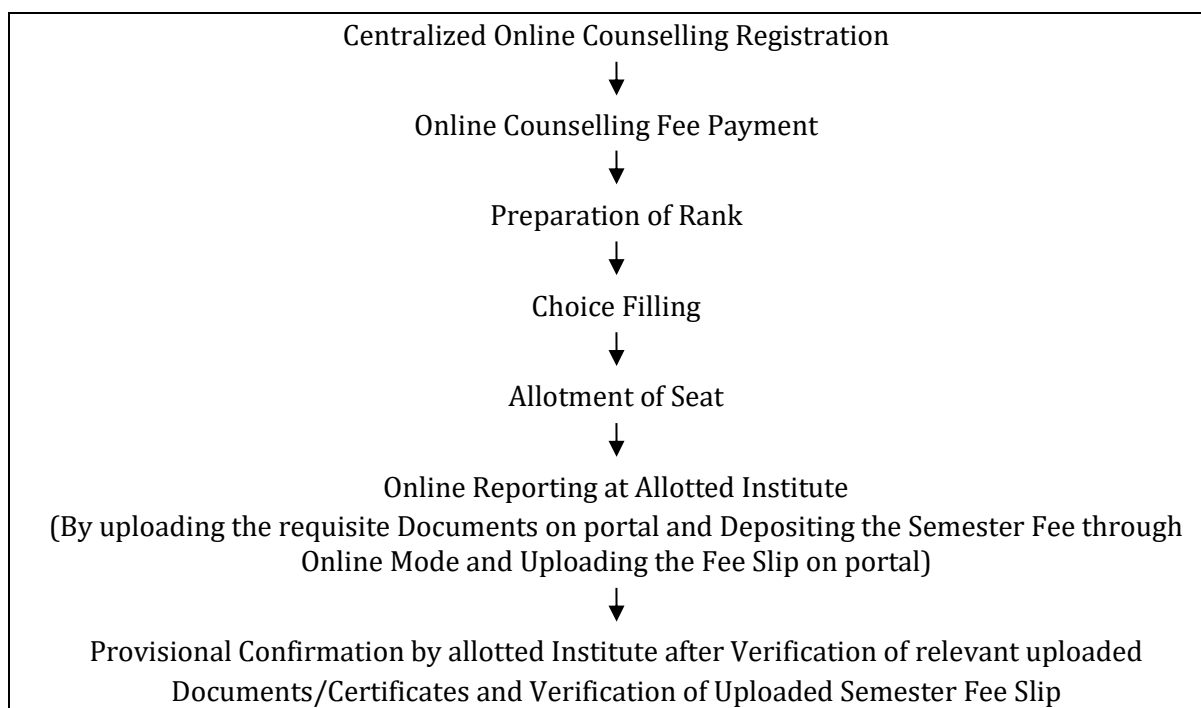
IKGPTU has been appointed as a competent authority to conduct Centralized Online Counselling for making Admissions to the following courses, running in the Campuses / Affiliated Colleges of IKGPTU Jalandhar, MRSPTU Bathinda & PAU Ludhiana, for the Session 2021-22:-

- (i) B. Architecture 1<sup>st</sup> year
- (ii) B. Pharmacy & B. Pharmacy Fee Waiver (1<sup>st</sup> year)
- (iii) B. Pharmacy & B. Pharmacy Fee Waiver (2<sup>nd</sup> Year) (Lateral Entry)
- (iv) B. Tech. & B. Tech. Fee Waiver (1<sup>st</sup> year)
- (v) B. Tech. & B. Tech. Fee Waiver (2<sup>nd</sup> Year) (Lateral Entry)
- (vi) M. Pharmacy
- (vii) M. Tech. (Full Time)
- (viii) MBA
- (ix) MCA 1<sup>st</sup> Year

**Note:**

1. Admission to B.Tech. 1<sup>st</sup> year course will be made on the basis of JEE Main 2021 and vacant seat (after exhausting JEE Main Seats) will be filled on the basis of inter-se-merit of 10+2 Examination result.
2. PAU is participating in Centralized Online Counselling for admission to B.Tech. (Agricultural Engineering) 1<sup>st</sup> year course (Punjab Residents only) on JEE Main Basis.

### 2. FLOW CHART TO PARTICIPATE IN CENTRALIZED ONLINE COUNSELLING



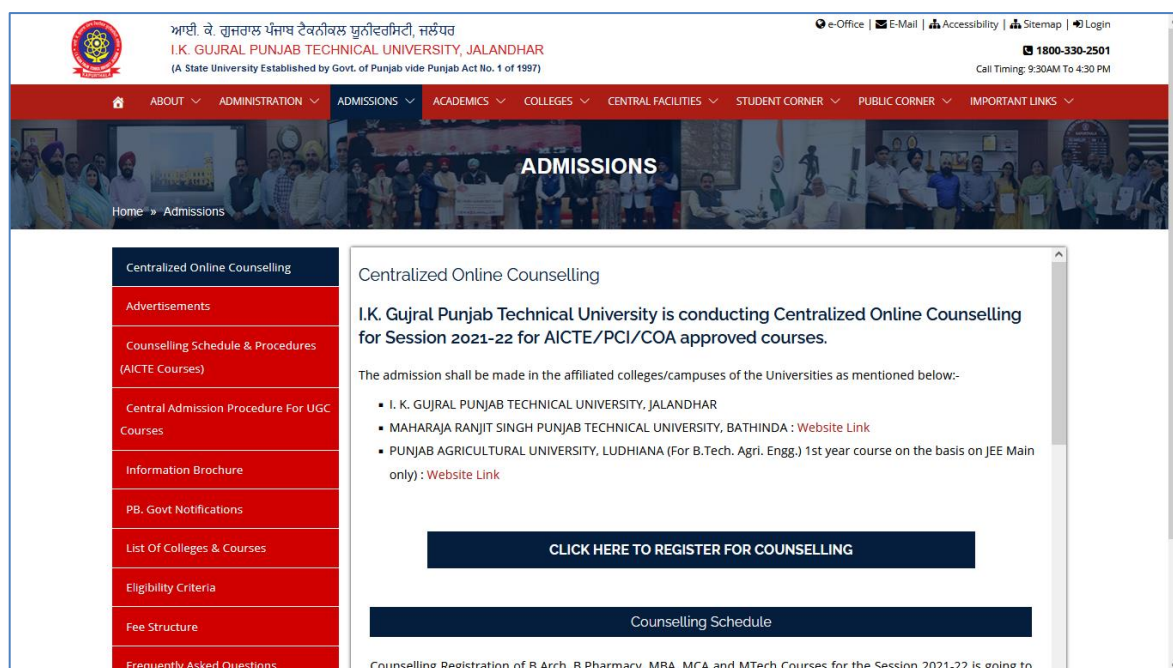
**Note:** All the above activities will be processed as per the Online Counselling Schedule.

### 3. PROCEDURE TO PARTICIPATE IN CENTRALIZED ONLINE COUNSELLING

- The Link to participate in Centralized Online Counselling is available at IKGPTU website [www.ptu.ac.in](http://www.ptu.ac.in) under URL <https://ptu.ac.in/admissions/> and direct link is available at Counselling website of NIC [www.ptuadmissions.nic.in](http://www.ptuadmissions.nic.in).
- The Counselling procedure defined in this document is for understanding only. The sample screenshots given in this document under Registration Form, Application Form etc. are for reference only. The actual Registration Form, Application Form may vary.
- Candidate must ensure about his/her eligibility as per Government Notifications/ Information Brochure available on University website <https://www.ptu.ac.in/admissions/>.
- Candidates are advised to visit the above mentioned website regularly for updates related to Centralized Online Counselling.

#### 3.1 Filling of Registration Form

- (a) Go to IKGPTU website [www.ptu.ac.in](http://www.ptu.ac.in) and click on **Click Here to Apply** button available under **Centralized Online Counselling Session 2021-22**.



(b) You can directly approach to counselling website of NIC [www.ptuadmission.nic.in](http://www.ptuadmission.nic.in). Click the button **Registration for <Specific course Name>**

The screenshot shows the homepage of IK Gujral Punjab Technical University. The header includes the university's name and logo. The navigation bar has links for Home, Counselling Schedule, Cut off Ranks, FAQ, and Help Desk. A banner at the top states: "Online Counselling for Session 2020-21 has started. Candidates can click on the given links and register themselves." The main content area is divided into three sections: "Additional Links" on the left with a dropdown menu for Admission Brochure (containing links for IKGPTU, PAU, and MRSPTU), Notifications, Fee Structure, and Colleges and Courses; "HomePage" in the center with a welcome message, a process flow (Register for Counselling → Pay Counselling Fees → Rank Declaration → Fill Choices → Check for Result → Report to the allotted Institute), and two prominent blue buttons for "Registration for BTech 10+2 Basis 1st Year Course" and "Registration for BPharmacy 1st Year Course"; and "News & Events" on the right with a message about the start of online counselling and "Important Links" for the three universities.

(c) Select appropriate course from drop down menu to participate in online counselling.

The screenshot shows the "Registered Candidates Sign-In" page. It features a login form with fields for Counselling (a dropdown menu currently showing "B.Tech Counselling on the Basis inter-se-merit of 10+2 Exam 2020 (Demo Counselling)"), Application No., Password, and Security Pin (with a visual security pin "PQ6631" and a refresh icon). There are "Sign In" and "Forgot Password?" buttons. Below the form is a large orange button labeled "New Candidate Registration" and a link for "Forgot Application Number". To the right, a blue box titled "Important Instructions" lists four points: confidentiality of password, logging out for security, changing passwords frequently, and not sharing passwords. A "Caution" note at the bottom states: "Your IP address 157.39.157.219 is being monitored for security purpose."

(d) Press **"New Candidate Registration"** button to open Registration Form.

(e) Read instructions and select **"I Agree"** radio button to proceed further.

The screenshot shows the "Candidate's Consent" form. It begins with the statement: "I hereby agree to the following terms and conditions governing the admission process of Counselling Board:". This is followed by five numbered terms and conditions regarding understanding of the process, document verification, personal information, password security, and awareness of fees. Below the terms, a red instruction states: "You must accept or decline the agreement to process further." At the bottom, there are two radio buttons: "I Agree" (which is selected) and "I Don't Agree".

(f) The Registration Form will open. Fill the Registration Form and press “**Submit**” button.

Registration Form

Personal Details

Candidate Name

Father Name

Mother Name

DOB

Gender

Identity Type

Identity No

Contact Details

ISD Code

Mobile No

Email Id

Choose your Password

Choose your Password

Confirm Password

Security Pin (case sensitive)

Security Pin

Submit

(g) After Submitting Registration Form, the popup window will open for confirmation “DO you wish to submit?”. Press **Yes** to confirm.

Confirm !!

Do you wish to submit ?

Yes

No

(h) After this step, Review Page – Registration Form will open

Home

Review Page - Registration Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing '**EDIT**' button or press '**SUBMIT**' button for final submission.

Personal Details

Candidate Name

Father Name

Mother Name

Date of Birth

Gender

Contact Details

Mobile Number

Email ID

Account Details

Your Password

Edit

Final Submit

(i) Press **Final Submit** button to confirm or **Edit** button to make correction (if required).

(j) After pressing **Final Submit** button the Registration Confirmation SMS & Email will be sent at your registered Mobile Number and Email ID and Application Form will open.

**Note:**

1. During Registration please fill your details carefully.
2. Name, Father Name, Mother Name & Date of Birth should be same as mentioned in Matriculation Certificate.
3. Please fill your correct Contact & Email ID, as the OTP, confirmation SMS and other updates will be sent on Registered Contact Number and Email ID.
4. Keep your Password safe and don't share it with anyone.

### 3.2 Filling of Application Form

After **Final Submit** of Registration Form the following screen will open to fill Application Form:-

Application Forms	Status
Registration Form	Completed
Application Form	Incomplete
Qualification Details	Incomplete
Contact Detail	Incomplete
Final Submit	Incomplete
Pay Registration Fee	Incomplete

You have successfully Registered.  
Please note down the Application Number for future references.  
**Application Number: 201240720066**  
Kindly fill the detailed Application Form to complete the Registration Process.

[Fill Application Form](#)

In this Application Form the candidates are required to fill their Personal Details, Academic Details & Contact details i.e. State of Eligibility, Qualification, Category details, address etc.

**Note:** Options/details to be filled in the Application Form may vary from course to course.

**Available Services**

- View Registration Form
- **Fill Application Form**
- Fill Qualification Details
- Fill Contact Detail
- Preview & Final Submit
- Pay Registration Fee

**Verify Mobile No. & Email Id**

- Verify Your Mobile Number
- Verify Your Email Id

**Contact Us**

studentcentre@ptu.ac.in

Jalandhar Punjab

+919478098012

**Application Form**

Candidate Name: XXXXXXXX

Father Name: XXXXXXXX

Mother Name: XXXXXXXX

DOB: 01 January (01) 2005

Gender: Male

State of Eligibility: --Select--

Category: --Select--

**Sub Category Details**

Do you belong to Rural Area? --Select--

Do you wish to opt for Tuition Fees Waiver Scheme? --Select--

**Other Information**

Have you passed Sikh Religion Examination (SRE)? --Select--

Annual Family Income: --Select--

Do you have Migration Certificate? --Select--

[SAVE & NEXT](#)

**Note:** 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.

### Instructions Regarding Filling of Application Form

- (i) During filling Application Form Name, Father Name, Mother Name, DOB & Gender will be prefilled and same as entered in Registration Form.
- (ii) **State of Eligibility:** Select “**State of Eligibility**” carefully as per your eligibility. You will be allowed to participate either in Punjab State (85% Quota) or Other State (15% Quota). According to this selection further options will be displayed.

**Note:** PAU is participating in counselling for making admissions under Punjab Quota only.

- (iii) **Category:** Select your Category as per your eligibility. You should have relevant certificate if any reserved category is opted. There are 15 types of categories for the candidates participating under Punjab State (85% Quota) and 3 types of categories for the candidates participating under Other State (15% Quota). According to the selected Category further Sub-Categories will be displayed. Candidates are advised to go through the Information Brochure available on website [www.ptu.ac.in](http://www.ptu.ac.in) to get the details of Categories and Sub-Categories.
- (iv) **Do you belongs to Rural Area?** : This option is applicable for Punjab residents for admission to B.Tech. 1<sup>st</sup> year course at Guru Nanak Dev Engineering College, Ludhiana only. Candidates belonging to Rural Area of Punjab can avail benefit of Rural Area Seat in addition to his / her reserved category (i.e. SC/ST, BC, Sports etc.).

**Note:** To avail the benefit of Rural Status, a candidate must have completed 5 years of schooling (should have passed 5th / 8th / 10th or 10+2 examination during these 5 years of schooling) from the school located in Rural Area of Punjab and also residing at Rural Area of Punjab. The student should have carry Rural Education Certificate as well as Punjab Rural Area Certificate, issued by the respective authority. For more details, please correspond with concerned college or refer to Information Brochure available at website [www.ptu.ac.in](http://www.ptu.ac.in).

- (v) **Do you wish to Opt for Tuition Fee Waiver Scheme?** : Select **Yes** or **No** for Tuition Fee Waiver Scheme as per your eligibility. Those candidates whose parent’s annual family income from all sources is **less than 8 lacs**, can opt for Tuition Fee Waiver scheme. He/She has to produce the income certificate (of current year) regarding the same at the time of admission. For details please check Tuition Fee Waiver notification available on University website [www.ptu.ac.in](http://www.ptu.ac.in).

**Note:**

- Tuition Fee Waiver Scheme is applicable under IKGPTU & MRSPTU for Punjab Residents only. This scheme is not applicable for PAU.
- Tuition Fee Waiver Scheme is available under B.Tech. & B.Pharmacy (1<sup>st</sup> Year & Lateral Entry both), MBA and MCA Courses only.
- Tuition Fee Waiver Scheme is applicable only for those Economical Weaker students of Punjab whose annual family income (from all sources) is less than 8 lakhs, for the FY 2020-21. The beneficiary has to submit the requisite documents (in original) at the time of admission.
- The SC/ST students eligible for Post Matric Scholarship Scheme are advised NOT to select Tuition Fee Waiver scheme option. Because, if the TFW seat is allotted, the beneficiary can not avail for post matric scholarship Scheme.
- Tuition Fee Waiver seats are very limited (5% of intake) and issued as per guidelines of AICTE/PCI/Punjab Govt.



- Student admitted under Tuition Fee Waiver Scheme and such a beneficiary shall not be allowed to change institution or course under any circumstances.
- Tuition Fee waiver Scheme shall be applicable for complete duration of the course.
- 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.
- 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.

(vi) **Have you passed Sikh Religion Examination (SRE)?** : This option is applicable for Sikh minority students who have qualified Sikh Religion Exam conducted by SGPC in year 2020. If this option is selected as “Yes” then candidate will be asked to enter SRE Roll Number.

Sikh Minority Seats are available under B.Tech. 1<sup>st</sup> year course at Guru Nanak Dev Engineering College, Ludhiana & Baba Banda Singh Bahadur College of Engineering & Technology, Fatehgarh Sahib only. The details are available in the Information Brochure of IKGPTU uploaded at University website [www.ptu.ac.in](http://www.ptu.ac.in) as well as on Institute website [www.bbsbec.ac.in](http://www.bbsbec.ac.in) / [www.sre.bbsbec.ac.in](http://www.sre.bbsbec.ac.in).

(vii) **Qualification Details** : The option to fill qualification details varies from course to course

The screenshot displays the 'Qualification Details' section of the IK Gujral Punjab Technical University B.Tech Counselling portal. The page header includes the university logo, name, and contact information. The user is logged in as Dheeraj Kumar with application number 201240700007. The left sidebar lists available services, including 'Fill Qualification Details'. The main form area is divided into three sections: 'Class 10th or Equivalent Marks Details', 'Class 12th or Equivalent Marks Details', and 'Subject Wise Marks Details'. The 'Class 10th' section shows 'Passed' status for 2018, with a CGPA of 9.00. The 'Class 12th' section shows 'Passed' status for 2020, with a percentage of 90.00. The 'Subject Wise Marks Details' section lists subjects like Physics, Chemistry, Mathematics, Biology, and Computer Science, with Physics having a score of 90 out of 100. The 'Diploma Marks Details' section is currently empty. Navigation buttons 'PREVIOUS' and 'SAVE & NEXT' are at the bottom.

Subject Name	Passing Status	Max Marks	Obtained Marks
Physics	Passed	100	90
Chemistry	--Select--		
--Select--	--Select--		
Chemistry	--Select--		
Mathematics	--Select--		
Biology	--Select--		
Computer Science	--Select--		
Biotechnology	--Select--		

(viii) Contact Details :

Home Change Password Logout

Name: Dheeraj Kumar Application No: 201240700007

**Available Services**

- View Registration Form
- View Application Form
- View Qualification Details
- **Fill Contact Detail**
- Preview & Final Submit
- Pay Registration Fee

**Verify Mobile No. & Email Id**

- Verify Your Mobile Number
- Verify Your Email Id

**Contact Us**

✉ studentcentre@ptu.ac.in

📍 Jalandhar Punjab

☎ +919478098012

**Contact Details**

**Correspondence Address**

Premise No./Name Sub Locality/Colony (Optional)

Locality/City/Town/Village Country

State District

Pin Code

**Permanent Address**

☐ Same As Correspondence Address

Premise No./Name Sub Locality/Colony(Optional)

Locality/City/Town/Village Country

State District

Pin Code

PREVIOUS SAVE & NEXT

(ix) Preview and Final Submit :

Sub Locality/Colony(Optional) Green Park, Wansoor

Locality/City/Town/Village Kapurthala

Country India

State PUNJAB

District KAPURTHALA

Pin Code 144601

Mobile Number 904\*\*\*792

**Confirm !!**

These credentials will be used for seat allotment. So kindly verify carefully before submission.  
Once submitted, these credentials can not be changed again.

Do you wish to final submit ?

Yes No

District KAPURTHALA

Pin Code 144601

**Declaration**

☒ I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief. Any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission. I have read the information bulletin and understood all the procedures.

PREVIOUS SAVE & FINAL SUBMIT

(x) Pay Registration/Counselling Fee :

Home Change Password Logout

Name: Dheeraj Kumar Application No: 201240700007

**Available Services**

- View Filled Form
- **Pay Registration Fee**

**Verify Mobile No. & Email Id**

- Verify Your Mobile Number
- Verify Your Email Id

**Contact Us**

✉ studentcentre@ptu.ac.in

📍 Jalandhar Punjab

☎ +919478098012

Application Forms	Status
Registration Form	Completed
Application Form	Completed
Qualification Details	Completed
Contact Detail	Completed
Final Submit	Completed
Pay Registration Fee	Incomplete

Please note down the Application Number for future references.  
**Application Number: 201240700007**

Pay Registration Fee



### 3.3 Counselling Fee Payment

To participate in Centralized Online Counselling every participating candidate has to pay Counselling Fee of Rs. 2,000/- (Non Refundable) for each course. If any candidate wants to apply for counselling of two separate courses (e.g. for both B.Arch. & B.Tech. courses), then he/she has to pay Rs. 4,000/- in total (Rs. 2,000/- for each course separately). If any candidate submits the counselling fee in the 1st round of counselling and also wish to participate in 2nd round of counselling, then he/she need not to pay counselling fee again to participate in 2nd round.

#### **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).
- (iii) Only the candidates, who have deposited counselling fee, will get the Rank and can fill choices as per schedule available on IKGPTU website [www.ptu.ac.in](http://www.ptu.ac.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.

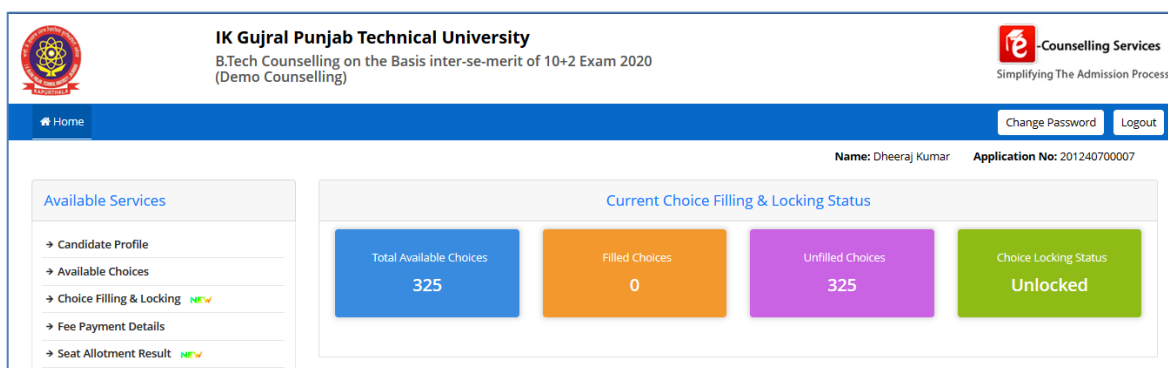
### 3.4 Rank Preparation

The Rank will be prepared on the basis of credentials filled by the registered candidates in the Application Form, provided the candidate has deposited online counselling fee after filling the Application Form.

**Note:** The Rank will be prepared as per rule and regulations of Participating Universities and notifications issued by Punjab Government from time to time.

### 3.5 Choice Filling

After getting Rank the **Available Choices** will be shown to registered candidates as per their category and filled credentials.



IK Gujral Punjab Technical University  
B.Tech Counselling on the Basis inter-se-merit of 10+2 Exam 2020  
(Demo Counselling)

Counselling Services  
Simplifying The Admission Process

Home Change Password Logout

Name: Dheeraj Kumar Application No: 201240700007

Available Services

- Candidate Profile
- Available Choices
- Choice Filling & Locking **NEW**
- Fee Payment Details
- Seat Allotment Result **NEW**

Current Choice Filling & Locking Status

Total Available Choices 325	Filled Choices 0	Unfilled Choices 325	Choice Locking Status Unlocked
--------------------------------	---------------------	-------------------------	-----------------------------------

Under **Choice Filling and Locking Link** the candidate can select any number of choices. It is advised to arrange the selected choices in the order of your preference. The following options are available under Choice Filling tab:-

1. Up-Down button to move the selected choices one step up or down.
2. With swap choices option selected choices can be interchanged.
3. Delete option to remove unwanted or wrongly selected choice.
4. After selecting the desired choices the final step is to lock the selected choices

**IK Gujral Punjab Technical University**  
B.Tech Counselling on the Basis inter-se-merit of 10+2 Exam 2020 (Demo Counselling)

Name: Dheeraj Kumar  
Application No: 201240700007

Home Choice Filling Manage Filled Choices Choice Interchange Choice Rearrange Multiple Deletion Lock Choice Logout

All Institute Types All Institutes All Programs

Enter Institute Name/Address/Pin Code or Program Name to Filter Filter Clear All Filter

Available Choice(s) View With: ☐ Institute Address ☐ Type of Institute

Total available choice(s): 316

Institute	Program	Action
Amritsar College of Engg. and Tech., G.T. Road near Manawala, Amritsar - 143001 (UGC Autonomous College)	Electrical Engineering	<span>Add</span>
Amritsar College of Engg. and Tech., G.T. Road near Manawala, Amritsar - 143001 (UGC Autonomous College)	Mechanical Engineering	<span>Add</span>
Amritsar College of Engg. and Tech., G.T. Road near Manawala, Amritsar - 143001 (UGC Autonomous College)	Computer Science & Engineering	<span>Add</span>
Amritsar College of Engg. and Tech., G.T. Road near Manawala, Amritsar - 143001 (UGC Autonomous College)	Electronics & Communication Engineering	<span>Add</span>
Anand College of Engineering & Management, Opposite Rail Coach Factory, Sultanpur, Distt Kapurthala	Civil Engineering	<span>Add</span>

Filled Choice(s)

Total Filled Choices: 9 Total saved choice(s): 0

Save and Continue Save and Go to Home

Institute	Program	Choice No.	Remove	Up	Down
Akila Educational & Research Society Group of Institutions, Akila Kalan, Distt. Bathinda	Civil Engineering	1	<span>Remove</span>	<span>Up</span>	<span>Down</span>
Akila Educational & Research Society Group of Institutions, Akila Kalan, Distt. Bathinda	Electrical Engineering	2	<span>Remove</span>	<span>Up</span>	<span>Down</span>
Akila Educational & Research Society Group of Institutions, Akila Kalan, Distt. Bathinda	Mechanical Engineering	3	<span>Remove</span>	<span>Up</span>	<span>Down</span>
Akila Educational & Research Society Group of Institutions, Akila Kalan, Distt. Bathinda	Computer Science & Engineering	4	<span>Remove</span>	<span>Up</span>	<span>Down</span>
Aman Bhalla Institute of Engineering & Technology	Civil Engineering	5	<span>Remove</span>	<span>Up</span>	<span>Down</span>

After saving the choices you will get a confirmation message. At the end of saving choices you have to lock the saved choices. The saved choices (if unlocked), will be locked automatically at the closing time of Choice Filling.

### 3.6 Result Declaration

Candidates can check his/her result from his/her login account on the date of Result Declaration. The provisional allotment letter will be available in the login account of eligible candidates. Such Candidates will also be informed by SMS. After getting counselling result the candidates require to upload requisite documents on counselling portal for provisional verification at College level.

**Note:** The allotment of seat is purely provisional. The final confirmation will be done as per University guidelines.

The seat allotted on the basis of wrong credentials filled by the candidate, will be cancelled at the time of reporting and the student will not have right to claim on this seat.

### 3.7 Online Reporting in the Allotted Institute

In view of the guidelines issued by State Govt. related to COVID-19 pandemic, the process of reporting will be done online. For this, the Candidate will require to upload the following Scanned documents (Coloured copy) on counselling portal from their login account, after the provisional allotment of seat:-

Sr. No.	Course	Documents Required for uploading on Online Counselling Portal for Verification by Colleges
1.	Common for All Courses	1. 10 <sup>th</sup> DMC 2. Residential Certificate (Domicile or another valid Address Proof) 3. Reserved Category Certificate (as Applicable) 4. Passport Size Photograph 5. Migration Certificate of Qualifying Exam (if selected as Yes at the time of registration) 6. Income Certificate (as Applicable)
2.	B.Tech. 1 <sup>st</sup> year	1. Sikh Religion Exam Score Card (If Qualified) 2. JEE Main 2021 Score Card (For JEE Main students only) 3. DMCs of 10+2 / Diploma
2.	B.Tech. 2 <sup>nd</sup> year (Lateral Entry)	1. DMCs of Diploma / B.Sc. 2. DMC of 10+2 if Diploma in Lateral Entry

		3. Income Affidavit/Certificate (if admitted under Tuition Fee Waiver Scheme)
3.	B.Pharmacy. 1 <sup>st</sup> year	1. DMCs of 10+2 / Diploma 2. Income Affidavit/Certificate (if admitted under Tuition Fee Waiver Scheme)
4.	B.Pharmacy. 2 <sup>nd</sup> year (Lateral Entry)	1. DMCs of Diploma 2. Income Affidavit/Certificate (if admitted under Tuition Fee Waiver Scheme)
5.	B.Architecture	1. NATA Score Card 2. DMCs of 10+2 / Diploma
6.	MBA	1. CMAT Score Card (If applicable) 2. DMCs of Graduation 3. Income Affidavit/Certificate (if admitted under Tuition Fee Waiver Scheme)
7.	MCA	1. DMCs of Graduation 2. Income Affidavit/Certificate (if admitted under Tuition Fee Waiver Scheme)
8.	M.Tech.	1. GATE Score Card (If Applicable) 2. DMCs of B.Tech. Course 3. DMCs of Diploma, if Graduation done on the basis of Lateral Entry
9.	M.Pharmacy	1. GPAT Score Card (If Applicable) 2. DMCs of B.Pharmacy Course
10.	M.Arch.	1. DMCs of B.Arch. Course

**Documents required by PAU at the time of Online/offline Counselling for verification**

1. Provisional Seat allotment letter.
2. Residence Certificate of Punjab or Union Territory of Chandigarh for 85% seats.
3. 10th DMC showing Mother Father's Name and Date of Birth.
4. JEE Main 2021 Score Card
5. DMC of 10+2 with min aggregate 50% marks (in non-medical).
6. Character Certificate after 10+2 from school/college last attended.
7. Reserved Category Certificate (as applicable).
8. Income Certificate from only those Scheduled Caste students whose parents income is less than Rs. 2,50,000 p.a. and students who are under post-matric scholarship scheme.
9. Performa for Income Certificate for SC category under Post Matric Scholarship Scheme.
10. PAU may call the allotted candidate for verification of original documents and medical examinations as per procedure laid / followed by PAU, Ludhiana for other UG programme being run by PAU, Ludhiana.

After provisional online verification of the uploaded documents the link to upload the Admission Fee Slip will be activated in the candidate login. The candidate will have to submit the applicable semester fee in the College's Bank Account (as details mentioned in the allotment letter) through online mode and have to upload the Admission Fee slip (record of transaction of Fee payment) from his/her login. After verification of Admission Fee Slip by the Allotted Institute the seat will be confirmed provisionally.

This whole process, i.e. provisional verification and provisional confirmation of allotted seat, is to be done within the prescribed period. If candidate do not report or the allotted seat is not confirmed within the prescribed period, then the 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.

### 3.8 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)

## 4. PARTICIPATION IN 2<sup>ND</sup> 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 1<sup>st</sup> Round of Counselling or could not participate in the earlier round after depositing counselling fee, can participate in the 2<sup>nd</sup> round of Centralized Online Counselling with same counselling fee.
- (b) The New Candidates need to follow the complete procedure (as mentioned earlier) to participate in 2<sup>nd</sup> round of Centralized Online Counselling.
- (c) The Candidates who have participated in 1<sup>st</sup> Round of counselling and wish to participate in 2<sup>nd</sup> round of counselling, 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 2<sup>nd</sup> round of counselling. By confirming Registration form the candidate will be considered in 2<sup>nd</sup> round and further activities will be done as per counselling schedule. Rest procedure will be same as of 1<sup>st</sup> round of counselling (except deposition of counselling fee).
- (d) If the candidate participates in 2<sup>nd</sup> round after confirming his/her allotted seat of previous round and the candidate is allotted new seat in 2<sup>nd</sup> Round, then the previous allotted seat to the candidate will be cancelled automatically and the candidate will have no right on previously allotted seat. In this case upgraded allotment letter will be issued. 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. In case the new seat is not allotted in 2<sup>nd</sup> Round then the seat allotted in previous round will be retained to candidate.

## 5. OTHER IMPORTANT INFORMATION

- (a) The whole procedure defined in this document is for understanding only. This screenshots given in this document under Registration Form, Application Form etc. is a sample for reference. Actual Registration Form & Application Form may vary from the given samples.
- (b) Rank will be prepared as per rule and regulations of Participating Universities and notifications issued by Punjab Government from time to time.
- (c) Candidate must ensure about his/her eligibility as per Government Notifications/ Information Brochure available on website [www.ptu.ac.in](http://www.ptu.ac.in).
- (d) Candidates are advised to visit the above mentioned website regularly for updates related to Centralized Online Counselling.
- (e) After allotment of seat the Candidates will upload the requisite documents on counselling portal for verification by respective College and confirming provisional admission. The final verification at University level will be done after the COVID-19 Pandemic is normalize.
- (f) The details regarding the total number of seats in a particular college is available in the Information Brochure uploaded at website [www.ptu.ac.in](http://www.ptu.ac.in) under Admissions 2021-22 link.

- (g) Tuition Fee Waiver Scheme is applicable under IKGPTU & MRSPTU for Punjab Residents only. This scheme is not applicable for PAU.
- (h) In case of Tuition Fee Waiver Scheme, Total number of seats will be 5% over and above the sanctioned intake of the course.
- (i) In case of non availability of candidates in Tuition Fee Waiver Scheme, the same shall not be given to any other category of applicants.
- (j) Student admitted under Tuition Fee Waiver Scheme and such a beneficiary shall not be allowed to change institution or course under any circumstances
- (k) Tuition Fee waiver to a student shall be applicable for the complete duration of the course.
- (l) 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.