I. K. GUJRAL PUNJAB TECHNICAL UNVIERSITY, JALANDHAR
(Centralized Online Counselling for Session 2022-23)

USER MANUAL FOR PARTICIPATING INSTITUTES (PI) MODULE
for
COUNSELLING SESSION 2022-23

INTRODUCTION

I.K. Gujral Punjab Technical University is conducting Centralized Online Counselling for session 2022-23 for admission to B.Tech. (1st year), B.Tech. (Lateral Entry), B.Pharmacy (1st year), B.Architecture, MBA, MCA, and M.Tech (Full Time) courses being run in the Constituent Campuses / Affiliated Colleges of Participating University(s).

PURPOSE

This document outlines the operational counseling procedure for the Participating Institutes i.e. how to login in the website, view seat matrix, seat allotment, document verification of the candidates etc. through this counseling module.

SCOPE

The scope of the proposed web based counseling shall be applicable to all the courses offered by following institutions as listed below:-

i.   Constitute Campuses / Affiliated Colleges affiliated to I. K. Gujral Punjab Technical University.

ii.   Constitute Campuses / Affiliated Colleges affiliated to Maharaja Ranjit Singh Punjab Technical University.

iii. College of Agricultural Engineering, Punjab Agricultural University, Ludhiana (for B.Tech. Agricultural Engineering Course only).

OBJECTIVES

Centralized Online Counseling for admissions to AICTE courses, is being conducted with following main objectives:-
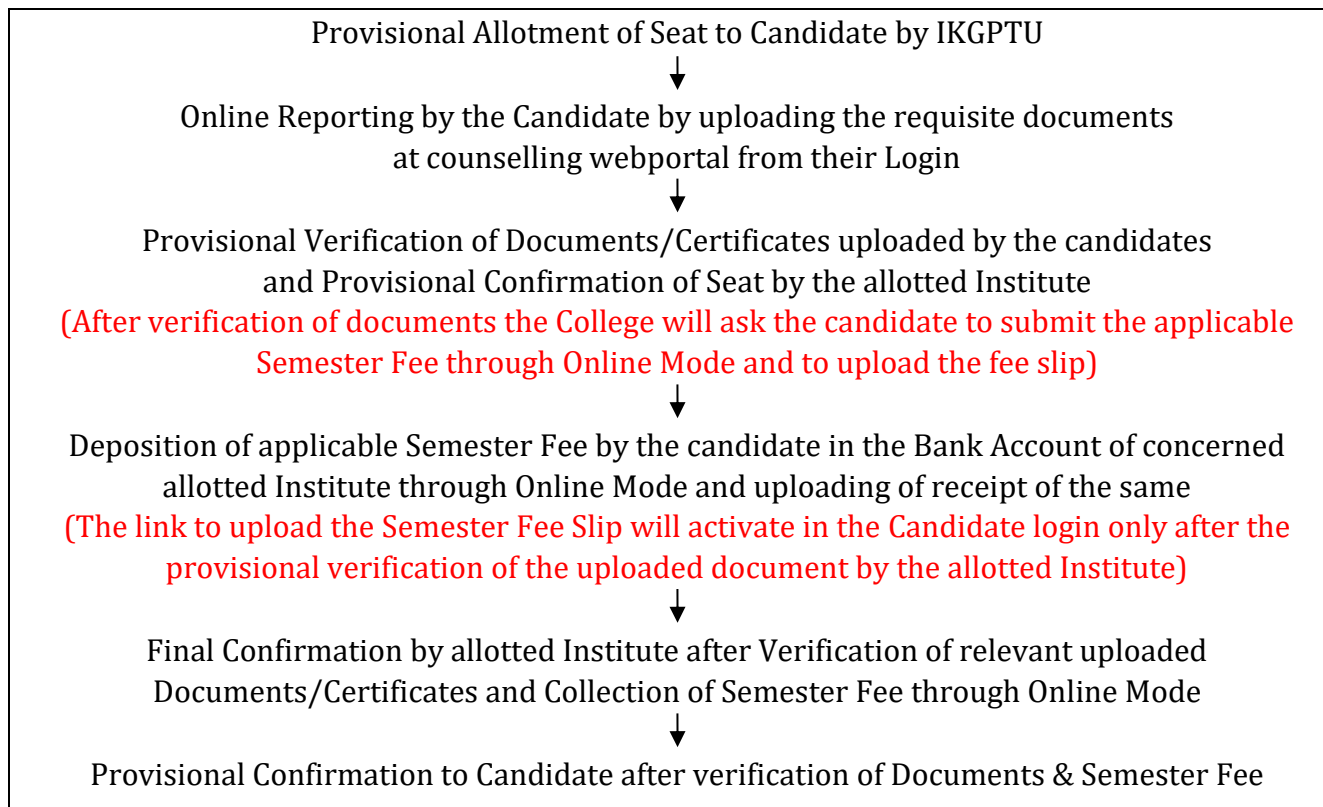
a)   To bring in 100% transparency in seats allotment and admissions.

b)   To build strong public interface to minimize travel burdens on Candidates & their parents for counseling.

c)   Providing enough time to counselees for submission, change, delete, reordering of multiple choices from anywhere any time.

d)   Availability of required information, queries, reports at different levels.

e)   Centralized database and centralized monitoring.

f)   Paperless counseling

g)   Secured and controlled data access at every level.

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FLOW CHART

The Online Reporting and provisional Confirmation of allotted seat shall be done as per the following flow chart after the provisional allotment of counselling seat to the candidate:-

Provisional Allotment of Seat to Candidate by IKGPTU
↓
Online Reporting by the Candidate by uploading the requisite documents at counselling webportal from their Login
↓
Provisional Verification of Documents/Certificates uploaded by the candidates and Provisional Confirmation of Seat by the allotted Institute
(After verification of documents the College will ask the candidate to submit the applicable Semester Fee through Online Mode and to upload the fee slip)
↓
Deposition of applicable Semester Fee by the candidate in the Bank Account of concerned allotted Institute through Online Mode and uploading of receipt of the same
(The link to upload the Semester Fee Slip will activate in the Candidate login only after the provisional verification of the uploaded document by the allotted Institute)
↓
Final Confirmation by allotted Institute after Verification of relevant uploaded Documents/Certificates and Collection of Semester Fee through Online Mode
↓
Provisional Confirmation to Candidate after verification of Documents & Semester Fee

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

OPERATIONS PROCEDURE OF WEB INTERFACE FOR PARTICIPATING INSTITUTES (PIs):

All the PIs will get the Web Link & User ID related to PI Counselling Module through Email in the following format:-

Counselling Website	https://ptu.admissions.nic.in/
Agency / Board	IK Gujral Punjab Technical University
User ID	PIADMIN******
Password	***************
Security Pin	<Enter the security Code as displayed on the login screen>

Note : It is advised to change the provided password after login.

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Counselling Website: https://ptu.admissions.nic.in/

Participating Institute (PI) Login screen

e-Counselling Services

NIC एनआईसी National Informatics Centre

Agency/Board
--Select Agency--

| Select Agency / Board as IK Gujral Punjab Technical University |

User Id

| Enter User ID as provided through Email |

Password

| Enter Password as provided through Email |

Enter Security Pin

Security Pin

1FA191

SUBMIT

Having trouble signing in ?

The following screen will appear after login, to reset your provided password.

National Informatics Centre
e-Counselling Division

e-Counselling Services
Simplifying The Admission Process

🏠 Home   ⤷ Log Out

User Information

Change Password

Ensure that your new password cannot be identical to any of the previous 3 passwords.

Old Password: ●●●●●●●●

New Password: ●●●●●●●●●●●●●●

Confirm New
Password: ●●●●●●●●●●●●●●●●

Submit   Reset

Please change your password as either your password has been initialized by System Admin or you have Logged in first time.

This site is designed and hosted by NIC eCounselling Division.

NIC एनआईसी National Informatics Centre

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The following options will be available in the PI module. The option without cross **"X"** mark will be available for institute for further processing.

From Profile option you can view basic information of PI Incharge:-

Options available under "User Management" Button

Under Create User option the Institution have to create atleast one sub user as **"Verifying Officer"** for assigning allotted candidates to concerned sub-user for provisional verification of documents and Semester fee, uploaded by the allotted candidates at the time of Online Reporting.

After creating new user Account the PI Incharge will share the User ID & PW of this account with concerned Verifying Officer. The procedure to login this account will be same as mentioned above.

Participating Institute (PI):

User Management / Create New User

Users Account Details

Board/Agency:	IK Gujral Punjab Technical University
Counselling(s):	☐ IKG PTU - M.Tech Counselling 2021
	☐ IKG PTU - MBA Counselling 2021
User Role :	--Select--
User ID :	
	Check Availability
Salutation :	--Select--
Name :	
Designation :	
Email Address :	
Mobile Number :	
Photograph :	Choose file No file chosen
Authentication Mode :	Only Password
One Time Password(OTP) Medium :	☐ Not Applicable
New Password :	
Confirm New Password :	
Enter Security Pin :	
Security Pin :	M635H1

Create User   Reset Data

After submitting **"Create User"** button the user account will be created and PI Incharge will share the user ID and Password with concerned User for login and do further activities at the time of Online Reporting.

The Verifying Officer will login to their account from the counselling web Link, same as used for PI Incharge Login.

Under **View / Edit User List** the following window will open:-

On the home screen there is an option to select the type of counselling courses. To do the activity under desired courses please select the courses from the Home screen as displayed below:-

Options available under "Seat Matrix" Button

❖ The following services will be available under Seat Matrix:-

IK Gujral Punjab Technical University
IKG PTU - M.Tech Counselling 2021

-Counselling Services
Simplifying The Admission Process

🏠 Home   Counselling: IKG PTU - M.Tech Counselling 2021   Role: PI Incharge

Participating Instiute (PI):

User Information

☰ **Seat Matrix : Available Services**

⠿ Update Institute Profile

⠿ View Seat Matrix (Row Wise)

⠿ Seat Matrix Freezing

❖ **Update Institute Profile** : It is mandatory for all PI Incharge to update the Institute Profile, as after updating this information the contact details will be show to candidates for correspondence with college.

Participating Instiute (PI):

Seat Matrix / Institute Profile

Type of the institute:	I.K. Gujral Punjab Technical University (Govt) ▼
Name of the institute:	Select an Option ▼
Complete Mailing Address:	
Contact Person For Admission:	
Designation:	
Email:	
Fax No.:	
Mobile No.:	
Gender Type Seats:	
Helpline WebSite URL :	
Helpline Contact Nos.:	
Helpline Email:	
Total Seat Intake:	

Edit

❖ **View Seat Matrix (Row Wise)**

Participating Instiute (PI):

Seat Matrix Home / View Seat Matrix

Round No :	--Select--
Seat Type:	ALL
Institute Type :	I.K. Gujral Punjab Technical University (Govt)
Institute :	Select an Option
Program :	ALL
Gender :	ALL
Quota :	ALL

Submit

❖ **View Seat Master**

Participating Instiute (PI):

Seat Matrix / Seat Matrix Freezing

Seat Type :	All
Freezing Status :	All

Submit   Cancel

Record not found!!!

Institutes are requested to verify their Seat Matrix and freeze the same after verification. In case of any discrepancy the same may be brought to the notice of Admission Cell (IKGPTU).

Options available under "Manage Online Reporting" Button (In PI Incharge Module)

Under this option PI Incharge will assign candidate to Verifying Officer for provisional verification of the uploaded documents of allotted candidate for provisional confirmation of allotted seat.

Manage Online Reporting : Available Services

Select Round Number   1

Assignment for Document Verification

⠿ Candidate Assignment for Document Verification

⠿ List of Assigned Candidates for Document Verification

⠿ Candidate Re-Assignment for Document Verification

Reports

⠿ Fee-Receipt Candidate List

⠿ Final Admitted Candidate List

⠿ Vacancy Position

⠿ Canidate List of Document Verify but Fee Not Paid

⠿ Final Admitted Candidate List With Documents

⠿ Date Wise Document Verification Status

⠿ Date Wise Seat Cancellation Report

⠿ Institute wise Allotment and Reporting Status

Assignment for Document Verification

- **Candidate Assignment for Document Verification**
- **List of Assigned Candidates for Document Verification**
- **Candidate Re-Assignment for Document Verification**

- ❖ Under **Candidate Assignment for Document Verification** option the PI Incharge will assign the allotted candidates (who have been uploaded and submitted the documents online) to Verifying Officer for provisional verification of uploaded documents and verification of semester fee for provisional confirmation of allotted seat.

- ❖ Under **List of Assigned Candidates for Document Verification** option the PI Incharge can check the list of candidates assigned to particular PI User.

- ❖ Under **Candidate Re-Assignment for Document Verification** option the PI Incharge can re-assign the already assigned documents from one Verifying Officer to another Verifying Officer (in case of more than one user is created).

Admission Center: Jadavpur University   **Round No: 1**

Reporting / Assignment of candidates to users for document verification for round 1

Total	Assigned	Un-Assigned
7	1	6

Show Records : ● 25 ○ 50 ○ 100 ○ 200 ○ 300 ○ 400 ○ 500
Page 1 of 1

Previous Next

Sr. No.	All	Application No	Name	Category	Sub Category	Gender
				ALL	ALL	ALL
1	☐	1762010156	ARATRIKA MUKHERJEE	General	Tuition Fee Waiver:YES	Female
2	☐	1762010158	ANIRBAN DEY	General	NA	Male
3	☐	1762010161	DEBASMIT GHOSH	General	NA	Male
4	☐	1762010162	SRINJANA KHATUN	OBC - A	Tuition Fee Waiver:YES	Female
5	☐	1762010297	AANCHAL GUPTA	OBC - A	NA	Female
6	☐	1762010312	SOAIB AKHTAR	OBC - A	Tuition Fee Waiver:YES	Male

User for Assignment: MR RC USER

Submit

Reporting / List of Assigned Candidates for Document Verification   **Round No :**

Total	Not Verified	Verified
	Query Raised	Query Responded

Options available under "Participating Institute Module" Button (In PI Incharge Module)

Participating Institute Module : Available Services

Select Round Number	1 ⌄

:: List of Allotted Candidates

:: List of Allotted Candidates with Reporting Status

Participating Institute Module / Institute Wise Alloted Candidate of Round 1

Institute Wise Alloted Candidate Details

Participating Institute Module / Institute Wise Seat Allotment of Round 1

Institute Wise Seat Allotment Details

Process of Document Verification

This procedure is to be done through Verifying Officer login under Reporting after assigning the candidate from PI Incharge Login.

Admission Center: Jadavpur University   **Round No: 1**

Reporting   Pre-Allotment Document Verification List

| Total 1 | Not Verified 1 | Verified 0 | Status : ALL ⌄ |
| | Query Raised 0 | Query Responded 0 | Show Records : ● 100 ○ 200 ○ 500   Page 1 of 1 |

Roll No./Application No.   [Submit]   Previous | Next

Sr. No.	Roll No/ Application No	Candidate Name	Father Name	Status	Action
1	1762010159	TIYASA PAUL	TARAK NATH PAUL	Not Verified	Proceed

Verifying Officer can view the complete details of the allotted candidate

Personal Details

Roll Number	1762010159	Application Number	19010067870
Candidate's Name	TIYASA PAUL	Father's Name	TARAK NATH PAUL
Mother's Name	ANAMIKA PAUL		

Rank Details

WBJEE General Merit Rank (GMR) B.E/B. Tech	35248
WBJEE Pharmacy Merit Rank (PMR) B. Pharma	31117

Verifying Officer must verify various details submitted by the candidates with the uploaded documents and overall eligibility. Checkbox should be ticked to mark that specific record as verified.

Documents List

S.No.	Document Type	Document Number/Id	View Document	Verification Status
1	Domicile Certificate	567	👁 View	☐ Verified
2	10th Marksheet	NA	👁 View	☐ Verified
3	12th Marksheet	NA	👁 View	☐ Verified
4	Date of Birth Certificate	NA	👁 View	☐ Verified

Raise Query

Specifications	Values	Verification Status
Date of Birth	19-07-2001	☐ Verified
Gender	Female	☐ Verified
Domicile	West Bengal	☐ Verified
Category	General	☐ Verified
Person with Disability	No	☐ Verified
Tuition Fee Waiver	No	

Specifications	Values	Verification Status
Date of Birth	19-07-2001	☑ Verified
Gender	Female	☑ Verified
Domicile	West Bengal	☑ Verified
Category	General	☑ Verified
Person with Disability	No	☑ Verified
Tuition Fee Waiver	No	

Qualification Details

☑ **Class 10th or Equivalent English Marks Details**

Subject Wise Marks Details

Subject Name	Passing Status	Max Marks	Obtained Marks
English	Passed	100	70

Subject Max Marks:**100**| Subject Obtained Marks:**70**| Subject Percentage:**70**

☑ **Class 12th or Equivalent Marks Details**

Passing Status	Passing Year	Board
Passed	2017	CENTRAL BOARD OF SECON...

Result Mode	Maximum Marks	Obtained Marks
Percentage	100	78

Percentage Marks
78

Subject Wise Marks Details   ☑ Verified

Subject Name	Passing Status	Max Marks	Obtained Marks
Physics	Passed ⌄	100	90
Chemistry	Passed ⌄	100	80
Mathematics	Passed ⌄	100	80
English	Passed ⌄	100	70
Biotechnolc ⌄	Passed ⌄	100	89
Computer ⌄	Passed ⌄	100	70

Subject Max Marks:**600**| Subject Obtained Marks:**479**| Subject Percentage:**79.83**

Remarks   Enter Remark

[Raise Query]   [Submit and Review]   [Cancel]

Raising a Query

Queries can be raised against the documents submitted by the candidate by pressing the "Raise Query" button which is given in the "Uploaded Documents List" section and at the end of the form. All the documents are marked as "Valid" by default. "Discrepancy" radio button should be selected for the documents that have some inconsistency. Remarks should be added for these documents. Press "Submit" button at the end of for updating query response. "Submit and Review Details" button is disabled as a query is raised against one of the uploaded documents.

Reporting / Pre-Allotment Document Verification

Personal Details

Roll Number	1762010159	Application Number	19010067870
Candidate's Name	TIYASA PAUL	Father's Name	TARAK NATH PAUL
Mother's Name	ANAMIKA PAUL		

Rank Details

WBJEE General Merit Rank (GMR) B.E/B. Tech	35248
WBJEE Pharmacy Merit Rank (PMR) B. Pharma	31117

Documents List

S.No.	Document Type	Document Number/Id	View Document	Verification Status
1	Domicile Certificate	567	👁 View	☑ Verified
2	10th Marksheet	NA	👁 View	☑ Verified
3	12th Marksheet	NA	👁 View	☑ Verified
4	Date of Birth Certificate	NA	👁 View	☑ Verified

[Raise Query]

Specifications	Values	Verification Status
Date of Birth	19-07-2001	☑ Verified
Gender	Female ⌄	☑ Verified

Responding to Queries

Status will be updated as "Query Responded" for candidates who have responded to remarks raised by candidate. Press on "Update Query Status & Proceed" link to process the application. Revised document uploaded by the candidate can be approved or rejected.

		Enter Remark
	Click Here For Large View	
4	**Date of Birth Certificate** Number/Id: NA	**Action:** ◉ Approved ○ Rejected **Remarks:** Enter Remark **Previous Remarks: Upload valid certificate**
	Click Here For Large View	

Cancel   Submit

Form Submission

All the candidate parameters should be marked as verified before submission. RC user can review the details submitted for the candidate and submit the form by pressing "Final Submit" button after checking "I Agree" option.

Subject Wise Marks Details   ☑ Verified

Subject Name	Passing Status	Max Marks	Obtained Marks
Physics	Passed	100	90
Chemistry	Passed	100	80
Mathematics	Passed	100	80
English	Passed	100	70
Biotechnolc	Passed	100	89
Computer S	Passed	100	70

Subject Max Marks:**600**| Subject Obtained Marks:**479**| Subject Percentage:**79.83**

Remarks   Enter Remark

Update Query Status   Submit and Review   Cancel

Please check all the details carefully before proceeding.
Changes occurred:None

☑ I Agree

Edit Candidate Details   Final Submit

After provisional verification of uploaded documents of the allotted candidates, the college will ask the concerned candidate to pay the applicable semester fee and upload the receipt from their login. The link to upload the fee slip will active in the candidate login only after verification of uploaded document by the college.

Verifying Officer will have to verify the uploaded fee slip and have to click the "**Approve**" text in blue colour given at the end column of the list of candidates who have paid semester fee and uploaded fee slip. After clicking "**Approve**" text the colour of the text will turn to Green Colour from Blue colour. By this the seat of the candidate will be confirmed provisionally.

The list of provisionally confirmed will reflect in the "Final admitted List" available in the PI Incharge Module.

Note : The screenshots given in this user manual are for reference purpose only and may vary from actual screen appeared.