

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

(REGISTRAR OFFICE)

Ref. No. IKGPTU/Reg/NF/AC/77

Dated: 22.05.2023

NOTIFICATION

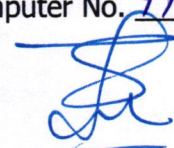
Subject : Standing Operation Procedure (SOP) for Admissions at IKGPTU Main Campus & Constituent Campuses for the Session 2023-24

The following procedure shall be followed for making Admissions in all the courses offered at IKGPTU Main Campus and its Constituent Campuses for the Session 2023-24:-

1. **For AICTE / COA Courses** (i.e. B.Tech. 1st Year, B.Tech. Lateral Entry, B.Architecture, M.Tech. & MBA), the admissions shall be made through 2 Rounds of Centralized Online Counselling. Vacant Seats of Centralized Online Counselling shall be filled through Direct Counselling on First Come First Serve basis till the last date of Admission. If the number of applicants are more than the available number of Seats then the seat will be allocated on merit basis.
2. The students, who have deposited counselling fee and want to take direct admission in same course (for which counselling fee has deposited), then the deposited counselling fee shall be considered against Admission Processing fee.
3. **For UGC Courses** the admission shall be made through Direct Counselling. There shall be 2 Rounds of Direct Counselling, through which seats will be allocated after considering the reservation policy and merit of student. After end of 2 Rounds of Direct counselling the vacant seats will be converted in common pool and the same will be allocated on First Come First Serve basis till the last date of Admission. If the number of applicants are more than the available number of Seats then the seat will be allocated on merit basis.
4. Admission to all the students (except Admitted through Centralized On-line Counselling) shall be made after doing Pre-Registration / Registration at University website www.ptu.ac.in. If any student has done Pre-registration and paid Registration Fee for AICTE / COA Course and also got seat through Centralized Online Counselling, then the amount of fee paid during Pre-Registration shall be refunded to concerned student. The Director/Incharge/HoD of concerned Campus shall be responsible to prepare a compiled report of such students and submit those case(s) to Finance & Account Department through Dean (Academics) for refund.
5. The Director/Incharge/HoD of concerned Campus shall make sure that admission of only those students should be considered, who have done Pre-registration and paid the Registration Fee.
6. Admission Cell will share the Campus Registration data with Chairman (Student Call Centre / Help Desk Committee) on daily basis for their information and further necessary action.
7. Direct Counselling Schedule shall be prepared in coordination with Campus Director / Incharge in such a way that 2 Rounds of Direct Counselling be completed within 15 days.
8. First round of Direct Counselling for the UGC courses shall be completed within 7 days from the issuance of Notification of IKGPTU or declaration of result of qualifying exam Board / University, which ever occurs later. Students will directly report to the respective University Campus for admission latest by 12:00 PM (i.e. Amritsar, Mohali, Hoshiarpur and Kapurthala).
9. Admission Cell will prepare the Seat Matrix of all the Courses of Campuses and share the same with the Director / Incharge / HoD of the Main Campus and Constituent Campuses, which will be verified by the concerned Campus Director / Incharge / HoD before allotment of seat.
10. Merit shall strictly be prepared on the basis of Qualifying exam score.
11. The Students will require to submit all the necessary documents related to admissions and to pay the applicable semester fees on the same day of seat allotment. If the student is unable to fulfil these conditions then the allotted seat will be cancelled and awarded to the next candidate.

12. If number of applicants are more than the available seats, then the seat falling vacant shall be awarded to the next eligible student in the waiting list.
13. Student will be responsible for producing all certificates related to the category in which he/ she has applied. Student will not be granted the benefit of the said category if he/ she fails to produce the relevant certificates on the day of counselling.
14. Concerned Campus Director/In-Charge/HoD will be responsible for overall admission process.
15. Advertisement for the Direct Counselling Schedule of UGC/AICTE programs be published in the leading newspapers as and when required on priority basis.
16. HoD/In-Charge will be responsible for document verification and marking the attendance by candidates on the day of counselling. Further, they must ensure that candidate must submit documents that are minimum requirement for admission under different categories and time can be granted to the candidate to submit other documents.
17. HoD/In-Charge will be responsible for submission of merit list to the Rank Verification committee as per the format prepared by them. Rank verification committee will approve the merit list.
18. HoD/In-Charge will be responsible for allotment of seat after approval of merit list by Rank Verification committee.
19. The applicable semester fee shall be collected on the portal designed by Finance and Accounts Department as per Fee Structure and Admission Schedule notified by the University.
20. After allotment of seat, the concerned HoD/Incharge will verify the documents of the student and permit the student to pay the semester fee (as applicable) on the link provided by Finance and Accounts Department. The concerned HoD/Incharge will be responsible for collection of Fee and processing of refund cases (if submitted).
21. After confirmation of Semester Fee, the Concerned Campus Director / Incharge / HoD will issue Seat Confirmation letter to respective student.
22. As per Academic Calendar of AICTE for Session 2023-24, the classes will start from 15th September 2023. For Admission Session 2023-24, Induction Programme will start from 1st September 2023 (for 2 Weeks) and after 15th September 2023 (3rd week) Induction Programme will be run simultanously with regular classes.

This notification has been issued vide eoffice file No. I-25/35/2023-ADMC (Computer No. 99264).


(Dr. S. K. Misra)

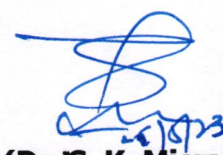
Registrar


Dated: 22.05.2023

Endst. No. IKGPTU/Reg/NF/AC/78-81

A copy is forwarded to the following for information and necessary action please.

1. All HoDs (Non-Teaching)
2. Dean (Academics)-cum-Chief Coordinator (Admissions 2023-24) : For circulate to all HoDs (Teaching) and Director, Constituent Campuses
3. Incharge (ITS): For uploading on website
4. Secretary to Vice Chancellor


(Dr. S. K. Misra)
Registrar

