

CENTRALIZED ONLINE COUNSELLING PROCEDURE

for

ADMISSION SESSION 2023-24

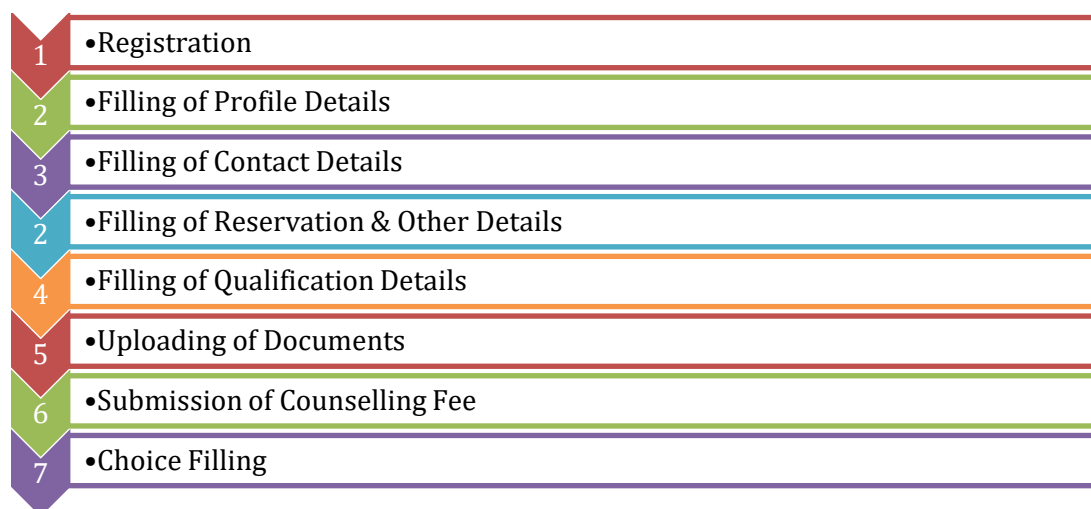
1. INTRODUCTION

IKGPTU has been appointed as a competent authority to conduct Centralized Online Counselling for making Admissions to the following courses, running in the Affiliated / Autonomous Colleges of IKGPTU Jalandhar and MRSPTU Bathinda for the Session 2023-24:-

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

Note: Admission to B.Tech. 1st year course will be made on the basis of inter-se-merit of 10+2 Examination result.

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. The direct link for the same is <https://counselling.ptu.ac.in/Registration/>.
- 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://ptu.ac.in/admission-2023-24/important-notifications/>.
- 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 URL <https://counselling.ptu.ac.in/Registration/> to participate in **Centralized Online Counselling Session 2023-24**.
- (b) Link for the same is also available at URL [Centralized Online counseling – I.K. Gujral Punjab Technical University Jalandhar – Punjab \(ptu.ac.in\)](https://counselling.ptu.ac.in/Centralized-Online-counseling-I.K.Gujral-Punjab-Technical-University-Jalandhar-Punjab-ptu.ac.in)
- (c) Click on **APPLY FOR NEW REGISTRATION** given under Centralized Online Counselling heading.

The screenshot shows the website for I.K. Gujral Punjab Technical University. At the top, there is a header with the university's name in Hindi and English, and contact information for student enquiries. Below the header is a navigation menu with links like HOME, ABOUT IKGPTU, ADMISSION BROCHURE, etc. The main content area is divided into three sections: 'LATEST UPDATES' with a 'New!' announcement about the 2023-24 admission session, 'SESSION 2023-24' featuring a central banner for 'CENTRALIZED ONLINE COUNSELLING' with 'APPLY FOR NEW REGISTRATION' and 'LOGIN FOR REGISTERED USER' buttons, and 'IMPORTANT DATES' showing a schedule for Round 1 on Wednesday, June 23, 2023, and Friday, June 26, 2023.

- (d) Read Important Instructions for Admission carefully and Press **"I Agree"** button to open Registration Form.

This screenshot displays the 'Important Instructions for Admission' page. It features a list of 12 numbered instructions regarding the admission process, including document verification, fee payment, and eligibility criteria. At the bottom of the instructions, there is a red text prompt: 'You must accept the above important instructions to proceed further.' Below this prompt is a green button labeled 'I Agree'.

- (e) Select Pre-Registration status (Select **Yes** If Pre-Registration done for admission to IKGPTU Main Campus / Constituent Campus, else select **No**)

The screenshot shows the 'REGISTRATION' form. It asks 'Have You done Pre-Registration?' with a dropdown menu for 'Please Select Pre-registration Status'. Below the form, there is a red text instruction: 'Please refer "Reservation policy" for the information regarding the state of eligibility.'

- If **Yes**, fill the requisite details and press **Submit** button.

REGISTRATION

Have You done Pre-Registration?
(For IKGPTU Campuses Applications Only) Yes

Pre-Registration No:

Date Of Birth: Day Month Year


State of Eligibility (Domicile State): Please Select State

Course: Select Course

Please refer "Reservation policy" for the information regarding the state of eligibility.

Submit

- If **No**, fill the required information and press **New Registration**. Based on Selected State of Eligibility and Course further related option will be available in the next form.



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਜਲੰਧਰ
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR
(A State University Established by Govt. of Punjab vide Punjab Act No. 1 of 1997)

For Student Enquiry
 admission@ptu.ac.in, studentcentre@ptu.ac.in
 +91-94780-98012, +91-75894-01150
 01822-282512, 282536, 282537
 Call Timing: 9:30AM To 4:30 PM

HOME
INSTRUCTION MANUAL
PROSPECTUS
ONLINE APPLICATION
DOWNLOAD
MERIT LIST
ALLOTMENT LIST
CONTACT US

REGISTRATION

Have You done Pre-Registration?
(For IKGPTU Campuses Applications Only) No

State of Eligibility (Domicile State): Please Select State

Course: Select Course

Please refer "Reservation policy" for the information regarding the state of eligibility.

New Registration

PROCEDURE

- Step 1 Fill Online Application Form
- Step 2 Login with Received Ref. No. and Password
- Step 3 Upload Scanned Documents
- Step 5 Pay Counseling Fee
- Step 6 Select Choices
- Step 7 Print Final Form

- (f) The Profile details will open for filling Personal Information. Please fill the detail as per 10th certificate. Fill the Form and press **Get OTP**. The OTP will be sent on Registered Mobile No. and Email. Enter received OTP and "**Verify OTP**" button. (Please check Spam / Junk Folder of Email if email is not received in Inbox)

PROFILE DETAILS

Please fill the detail as per 10th certificate

Personal Information

<p>Apply For* <input type="text" value="B.Tech. (1st year)"/></p> <p>Qualifying Exam* <input type="text" value="Select"/></p> <p>Mother Name* <input type="text" value="MOTHER NAME"/></p> <p>Gender* <input type="text" value="Select"/></p> <p>Mobile Number* <input type="text" value="Mobile Number"/></p> <p>Date of Birth* Day Month Year</p>	<p>State of Eligibility (Domicile State)* <input type="text" value="Punjab (85%)"/></p> <p>Name of Applicant* <input type="text" value="APPLICANT'S FULL NAME"/></p> <p>Father Name* <input type="text" value="FATHER NAME"/></p> <p>Email ID* <input type="text" value="EMAIL ID"/></p> <p>Alternate Mobile Number <input type="text" value="Alternate Mobile Number"/></p> <p>Aadhar Card Number: <input type="text" value="Aadhar Card Number"/></p>
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Get OTP

(g) After submitting Registration Form, click on [Click here for Student Login](#) for further process.

The screenshot shows the top header of the I.K. Gujral Punjab Technical University website. On the left is the university logo. In the center, the name is written in Hindi and English: 'आई.के. गुजराल पंजाब टेक्नोलॉजिकल यूनिवर्सिटी, ਜਲੰਧਰ' and 'I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR'. On the right, contact information for student enquiries is provided. Below the header is a navigation menu with links: HOME, INSTRUCTION MANUAL, PROSPECTUS, ONLINE APPLICATION, DOWNLOAD, MERIT LIST, ALLOTMENT LIST, CONTACT US. A central message states: 'You have registered successfully. Please check your email / mobile for login credentials.' Below this message is a prominent orange button labeled 'Click here for Student Login'.

(h) After this step, Fill the Reference No. and Password received through email on your registered email ID and click on [Login](#). (Please check Spam / Junk Folder of Email if email is not received in Inbox)

The screenshot displays a login interface for registered applicants. At the top, a teal banner reads 'LOGIN FOR REGISTERED APPLICANT'S'. Below this are two input fields: 'Enter Your Reference no.' and 'Enter Your Password'. A checkbox labeled 'Remember Password' is positioned below the password field. A large red button with the text 'LOGIN' is centered below the form. At the bottom, there is a link: 'Click here if reference number and Password not received on registered mobile number.' and a 'Back To Home' link.

(i) After Login the Profile Information will be displayed

The screenshot shows the 'PROFILE INFORMATION' section of the application portal. A navigation bar at the top indicates the progress through five steps: 1. SUBMIT APPLICATION, 2. UPLOAD DOCUMENT & PAYMENT, 3. PAYMENT ACKNOWLEDGEMENT, 4. CHOICE FILLING, and 5. CHOICE LOCKED. The 'PROFILE INFORMATION' section is titled 'PERSONAL INFORMATION' and contains several input fields: 'Apply For *', 'State of Eligibility (Domicile State) *' (set to Punjab (85%)), 'Qualifying Exam *' (set to Senior Secondary (12th)), 'Name of Applicant *', 'Mother Name *', 'Father Name *', 'Gender *' (set to Male), 'Email ID *', 'Mobile Number *', 'Alternate Mobile Number', 'Date of Birth *' (set to 28 May 2004), and 'Aadhar Card Number :'. A red 'NEXT' button is located at the bottom right of the form.

(j) Click on **next** button and fill the Contact Details and click on **SAVE & NEXT** button.

(k) Fill the details related to RESERVATION AND OTHERS DETAILS and click on **SAVE & NEXT**

(l) Fill qualification details as per certificates and click on **SAVE & NEXT** button.

1 SUBMIT APPLICATION **2** UPLOAD DOCUMENT & PAYMENT **3** PAYMENT ACKNOWLEDGEMENT **4** CHOICE FILLING **5** CHOICE LOCKED

QUALIFICATION DETAILS

10TH CLASS OR EQUIVALENT MARKS DETAILS

Board * Roll No. * Passing Year *
 Result Mode * Obtained Marks * Total Marks *
 Percent of Marks * State of 10th Class *

In Case Result Mode CGPA / GRADE, please convert your CGPA / GRADE to percentage and fill accordingly.

12TH CLASS OR EQUIVALENT MARKS DETAILS

Board * Roll No. * 12th Stream *
 Passing Year * Result Mode * Obtained Marks *
 Total Marks * Percent of Marks * State of 12th Class *

In Case Result Mode CGPA / GRADE, please convert your CGPA / GRADE to percentage and fill accordingly.

SUBJECT WISE MARKS DETAIL

Please check the mandatory subjects for 10+2 as per the branch / Course list attached here.

All Mandatory	Subjects Name	Obtained Marks	Total Marks
Compulsory Subject *	Physics	63	100
Compulsory Subject *	Chemistry	59	100
Compulsory Subject *	Mathematics	48	100
Other Subject *	English	59	100
Other Subject *	Physical Education	75	100

TOTAL PERCENTAGE= 61, SUBJECTS PERCENTAGE=61

(m) In the next screen the complete filled Application Form will be displayed. You may press **Previous** button to Edit the filled details (if required). If the filled details are correct the select the Checkbox at the end and press **Save & Final Submit** to lock the filled details.

1 SUBMIT APPLICATION **2** UPLOAD DOCUMENT & PAYMENT **3** PAYMENT ACKNOWLEDGEMENT **4** CHOICE FILLING **5** CHOICE LOCKED

Preview application form and Submit as under

ONLINE ADMISSION COUNSELLING

SESSION 2023-24
Application form for B.Tech. (1st year)

Application No: _____ Qualifying Exam: Senior Secondary (12th)

Personal Details

Name	Father's Name
Mother's Name	Date of Birth
Gender: Male	State of Eligibility: Punjab
Reserve Category: NO	

Contact Details

Correspondence Address: _____

Permanent Address: _____

Mobile No. _____ Email: _____

Other Information

Do you wish to opt for Tuition Fee waiver Scheme? NO
 Annual Family Income: LESS THAN 8 LAKH
 Do you belongs to Rural Area? NO
 Have you passed Sikh Religion Examination (SRE)? NO
 Do you have Migration Certificate? YES

REGISTRATION

LOGOUT

10th Class or Equivalent Marks Details

Name of Board				CENTRAL BOARD OF SECONDARY EDUCATION			
Roll no		13148676		Passing Year		2021	
Result Mode		PERCENTAGE		Obtained Marks		411	
Total Marks		500		Percentage		82.2	

12th Class or Equivalent Marks Details

Name of Board				CENTRAL BOARD OF SECONDARY EDUCATION			
12th Stream		SCIENCE		Roll no		13672140	
Passing Year		2023		Result Mode		PERCENTAGE	
Obtained Marks		304		Total Marks		500	
Percentage		60.8					

12th Subject Wise Details

Subjects Name	OBTAINED MARKS	Total Marks
Physics	63	100
Chemistry	59	100
Mathematics	48	100
English	59	100
Physical Education	75	100
Percentage of Subject		OBTAINED 304 AND TOTAL 500 = 60.8%

Date: 23-Jun-2023 ip address: 117.203.242.164

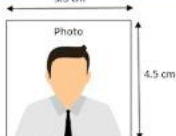
I understand that this registration form does not entitle or ensure me for admission in B.Tech. (1st year) course. The admission is subject to the procedure followed by the Counselling Committee.

PREVIOUS
SAVE & FINAL SUBMIT

- (n) After pressing **Save & Final Submit** button the Form to Upload the Documents will be opened. As per your filled details and selected option, the option to upload the related documents will be available. In absence of the document the system will not let you to proceed further. Select the document one by one from the dropdown list and upload the same. The record of the uploaded documents will be appeared below. You can view or delete these documents.


UPLOAD PHOTO/SIGNATURE AND DOCUMENTS

3.5 cm



4.5 cm

1.5 cm








Select Documents & Upload

Migration Certificate ▼

Choose File No file chosen

Upload

Format for Documents (.pdf, .jpg, .jpeg, .png)
 Format for Photo & Signature (.jpg, .jpeg, .png)

Document Name	Document	Upload Date	
Photo for Application form		24-Jun-2023	Delete
Signature for Application form		24-Jun-2023	Delete
Migration Certificate		24-Jun-2023	Delete
Residential Certificate (Domicile or another valid Address Proof)		24-Jun-2023	Delete
10th Marksheet		24-Jun-2023	Delete

I agree to certify condition for further process.

Pay counselling fee

- (o) Once the documents is uploaded, you have to tick the Checkbox and press **Pay Counselling Fee** button. Then the system will prompt you to payment window. Here you will find multiple options (as per below screenshot) to pay the counselling fee.

- (p) After submission of fee the following confirmation page will appear

- (q) After successful payment of counselling fee you will be able to Fill & **Save** Choices. It is advised to fill maximum choices in Preference order to get desired seat as per your merit.

(r) At the end of filling choices please **Lock** the filled Choice(s).

Choice	Course	University	CollegeName	Branch		
1	B.Pharmacy (1st Year)	IKGPTU	Government Institute of Pharmaceutical Sciences and Engineering, Amritsar	B.Pharmacy	Delete	Priority Up↑ Priority Down↓

Print Date: 6/27/2023 Counselling Type: Round 1

Note:- If choices are not locked upto last date, it will be automatically locked and submitted.

[Lock Choices](#)

[Click here to Print Choices](#)

[Click Here to Print Application Form](#)

(s) Based on the details filled in the Application Form the Merit List will be prepared and Rank will be assigned accordingly. Based on assigned Rank and preferred choices the counselling result will be prepared and accordingly Provisional Seat Allotment Letter will be issued.

आਈ. के. गुजराल पंजाब टैकनीकल यूनिवर्सिटी, जलंधर
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR
ADMISSION COUNSELLING PORTAL SESSION 2023-24

1 SUBMIT APPLICATION 2 UPLOAD DOCUMENT & PAYMENT 3 PAYMENT ACKNOWLEDGEMENT 4 CHOICE FILLING 5 CHOICE LOCKED

PROVISIONAL ALLOTMENT LETTER (ROUND 1)

[Click Here to Print Provisional Allotment Letter](#)

आਈ. के. गुजराल पंजाब टैकनीकल यूनिवर्सिटी, जलंधर
I. K. Gujral Punjab Technical University, Jalandhar
(Village Ibban, Jalandhar-Kapurthala Highway, Kapurthala-144603)

**CENTRALIZED ONLINE COUNSELLING FOR SESSION 2023-24
(PROVISIONAL SEAT ALLOTMENT LETTER)**

Course:-B. Tech. (1st year)

Application Ref. No.:- Overall Rank:- Allotted Date:-

Student Details

Name:-
Father's Name:-
Mother's Name:-
Date of Birth:-
Gender:-
Aadhaar Card No.:-
Reservation:-

(t) Please take the print of provisional allotment letter and report in the allotted institute as per schedule alongwith all the requisite documents related to admissions and applicable semester fee to confirm the provisionally allotted Seat

(u) The confirmed seat can be **Withdrawn** by using **Withdraw / Surrender Seat** option:

आਈ. के. गुजराल पंजाब टैकनीकल यूनिवर्सिटी, जलंधर
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR
ADMISSION COUNSELLING PORTAL SESSION 2023-24

MANJOT SINGH PADDA (Ref No)

1 SUBMIT APPLICATION 2 UPLOAD DOCUMENT & PAYMENT 3 PAYMENT ACKNOWLEDGEMENT 4 CHOICE FILLING 5 CHOICE LOCKED

PROVISIONAL ALLOTMENT LETTER (ROUND 1)

[WITHDRAW / SURRENDER SEAT](#) [Click Here to Print Provisional Allotment Letter](#)

आਈ. के. गुजराल पंजाब टैकनीकल यूनिवर्सिटी, जलंधर
I. K. Gujral Punjab Technical University, Jalandhar
(Village Ibban, Jalandhar-Kapurthala Highway, Kapurthala-144603)

**CENTRALIZED ONLINE COUNSELLING FOR SESSION 2023-24
(PROVISIONAL SEAT ALLOTMENT LETTER)**

Course:-B.Tech. (1st year)

3.2 Instructions Regarding Filling of Application Form

- (i) During filling Application Form Name, Father Name, Mother Name, DOB & Gender will be pre-filled in Profile Information form and will be 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.
- (iii) **Category:** Select your Category as per your eligibility. You should have relevant certificate if any reserved category is opted. There are 13 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 to get the details of Categories and Sub-Categories.
- (iv) **Do you belong to Rural Area?** : This option is applicable for Punjab residents for admission to B.Tech. 1st 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.

- (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 of Punjab State, 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) at the time of admission. For details please check Tuition Fee Waiver notification available on University website www.ptu.ac.in.

Note:

- Tuition Fee Waiver Scheme is applicable under IKGPTU & MRSPTU for Punjab Residents only.
- Tuition Fee Waiver Scheme is available under B.Tech. & B.Pharmacy (1st 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 2023-24. The beneficiary has to submit the Income Certificate (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. subject to availability of seat and merit of the candidate.
- Candidates opting Tuition Fee Waiver Scheme as “Yes” are advised to select Branch(es) with “TFW” during choice filling alongwith normal Branch(es). Please arrange the filled choice(s) in your preference order and keep the selected TFW Branch(es) on top preference.
- Student admitted under Tuition Fee Waiver Scheme shall not be allowed to change the 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 2023. If this option is selected as “Yes” then candidate will be asked to enter SRE Unique ID.

Sikh Minority Seats are available under B.Tech. 1st 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.

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:

- 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.
- 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).
- Only the candidates, who have deposited counselling fee can fill choices as per schedule available on IKGPTU website www.ptu.ac.in.
- 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.
- The counselling fee once paid will neither refund nor transfer to any other course.

3.4 **Choice Filling**

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

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

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.

3.5 **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.

3.6 **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	<ol style="list-style-type: none"> 10th DMC Residential Certificate (Domicile or another valid Address Proof) Reserved Category Certificate (as Applicable) Passport Size Photograph Migration Certificate of Qualifying Exam (if selected as Yes at the time of registration) Income Certificate (as Applicable)
2.	B.Tech. 1 st year	<ol style="list-style-type: none"> Sikh Religion Exam Score Card (If Qualified) DMCs of 10+2 / Diploma
3.	B.Tech. 2 nd year (Lateral Entry)	<ol style="list-style-type: none"> DMCs of Diploma / B.Sc. DMC of 10+2 if Diploma in Lateral Entry Income Affidavit/Certificate (if admitted under Tuition Fee Waiver Scheme)
4.	B.Pharmacy. 1 st year	<ol style="list-style-type: none"> DMCs of 10+2 / Diploma Income Affidavit/Certificate (if admitted under Tuition Fee Waiver Scheme)
5.	B.Architecture	<ol style="list-style-type: none"> NATA Score Card DMCs of 10+2 / Diploma
6.	MBA	<ol style="list-style-type: none"> DMCs of Graduation Income Affidavit/Certificate (if admitted under Tuition Fee Waiver Scheme)
7.	MCA	<ol style="list-style-type: none"> DMCs of Graduation Income Affidavit/Certificate (if admitted under Tuition Fee Waiver Scheme)
8.	M.Tech.	<ol style="list-style-type: none"> DMCs of B.Tech. Course DMCs of Diploma, if Graduation done on the basis of Lateral Entry

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 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 2nd 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 2nd round of Centralized Online Counselling.
- (c) The Candidates who have participated in 1st Round of counselling and wish to participate in 2nd 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 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 (except deposition of counselling fee).
- (d) If the candidate participates in 2nd round after confirming his/her allotted seat of previous round and the candidate is allotted new seat in 2nd 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 2nd Round then the seat allotted in previous round will be retained to candidate.

5. OTHER IMPORTANT INFORMATION

- (a) During Registration please fill your details carefully.
- (b) Name, Father Name, Mother Name & Date of Birth should be same as mentioned in Matriculation Certificate.
- (c) 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.
- (d) Keep your Password safe and don't share it with anyone.
- (e) The screenshots given in this document under Registration Form, Application Form etc. is a sample for reference.
- (f) Candidate must ensure about his/her eligibility as per Government Notifications/ Information Brochure available on website www.ptu.ac.in.
- (g) Candidates are advised to visit the above mentioned website regularly for updates related to Centralized Online Counselling.
- (h) 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.