

# CENTRALIZED ONLINE COUNSELLING PROCEDURE

*for*

## ADMISSION SESSION 2025-26

### 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 2025-26:

S.No.	Course Name	Participating Universities
(i)	B. Tech. & B. Tech. Fee Waiver (1 <sup>st</sup> year)	IKGPTU & MRSPTU
(ii)	B. Tech. & B. Tech. Fee Waiver (2 <sup>nd</sup> Year) (Lateral Entry)	IKGPTU & MRSPTU
(iii)	B. Pharmacy & B. Pharmacy Fee Waiver (1 <sup>st</sup> year)	IKGPTU & MRSPTU
(iv)	B. Pharmacy Lateral Entry	IKGPTU & MRSPTU
(v)	B. Architecture	IKGPTU
(vi)	BHMCT (AICTE)	IKGPTU
(vii)	Pharm.D	IKGPTU & MRSPTU
(viii)	BBA	IKGPTU & MRSPTU
(ix)	BCA	IKGPTU & MRSPTU
(x)	M. Tech. (Full Time)	IKGPTU & MRSPTU
(xi)	M.Pharmacy	IKGPTU
(xii)	MBA	IKGPTU & MRSPTU
(xiii)	MCA	IKGPTU & MRSPTU
(xiv)	Pharm.D Post Baccalaureate	IKGPTU

**Note:** Admission to all the above courses will be made based on inter-se-merit of qualifying Examination result. Please read eligibility criteria for admission to above mentioned courses carefully, before participating in Centralized Online Counselling.

### 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). 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-2025-26/admission-brochure-pamphlet/>.
- Candidates are advised to visit the above mentioned website regularly for updates related to Centralized Online Counselling.

#### 3.1 Filling of Registration Form

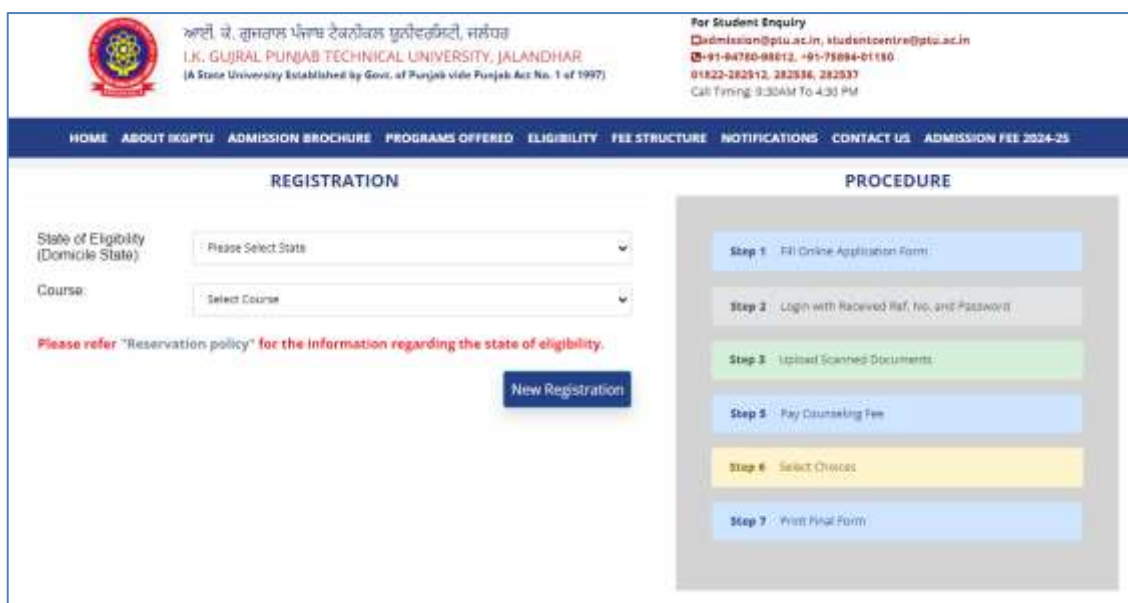
- Go to URL <https://counselling.ptu.ac.in/Registration/> to participate in **Centralized Online Counselling Session 2025-26**.
- Link for the same is also available at URL <https://ptu.ac.in/admission-2025-26/centralized-online-counseling/>
- Click on **APPLY FOR NEW REGISTRATION** given under Centralized Online Counselling heading.

The screenshot displays the IKGPTU website's interface for the Centralized Online Counselling Session 2025-26. The header includes the university's logo and name in both Hindi and English. The navigation bar contains links to various sections of the website. The main content area is divided into three columns: 'LATEST UPDATES', 'SESSION 2025-26', and 'IMPORTANT DATES'. The 'SESSION 2025-26' column features a prominent banner for 'CENTRALIZED ONLINE COUNSELLING' with buttons for 'APPLY FOR NEW REGISTRATION', 'LOGIN FOR REGISTERED USER', and 'LOGIN FOR COLLEGE'. The 'IMPORTANT DATES' column provides a schedule for Round 1st, including registration start/end times, payment deadlines, and rank preparation dates.

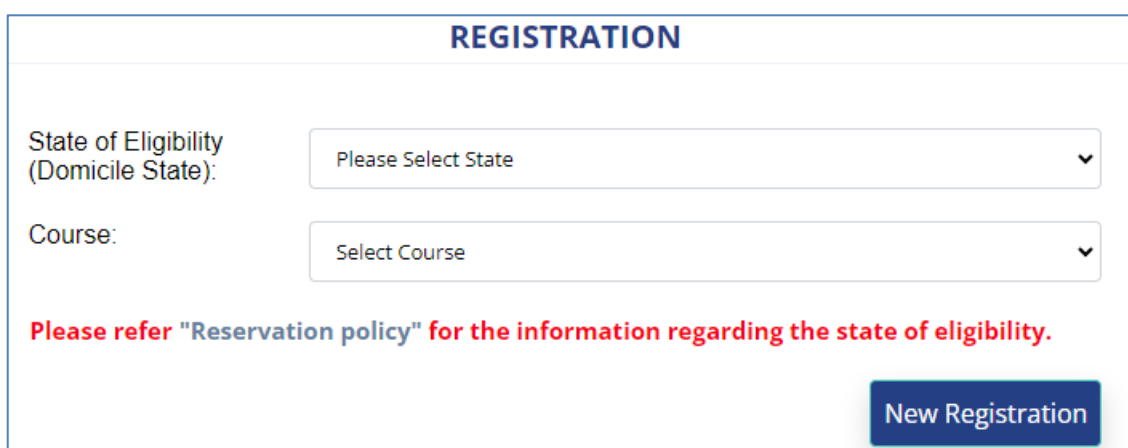
- Read Important Instructions for Admission carefully and Press **"I Agree"** button to open Registration Form.

The screenshot displays the IKGPTU website's interface for the Important Instructions for Admission. The header includes the university's logo and name in both Hindi and English. The navigation bar contains links to various sections of the website. The main content area features a section titled 'Important Instructions for Admission' with a list of 10 instructions for applicants to read and agree to. Below the instructions, there is a red text prompt 'You must accept the above important instructions to proceed further.' and a green 'I Agree' button.

- (e) Fill the requisite details to proceed further for **New Registration**. Based on selected State of Eligibility and Course the related options will be available in the next form.

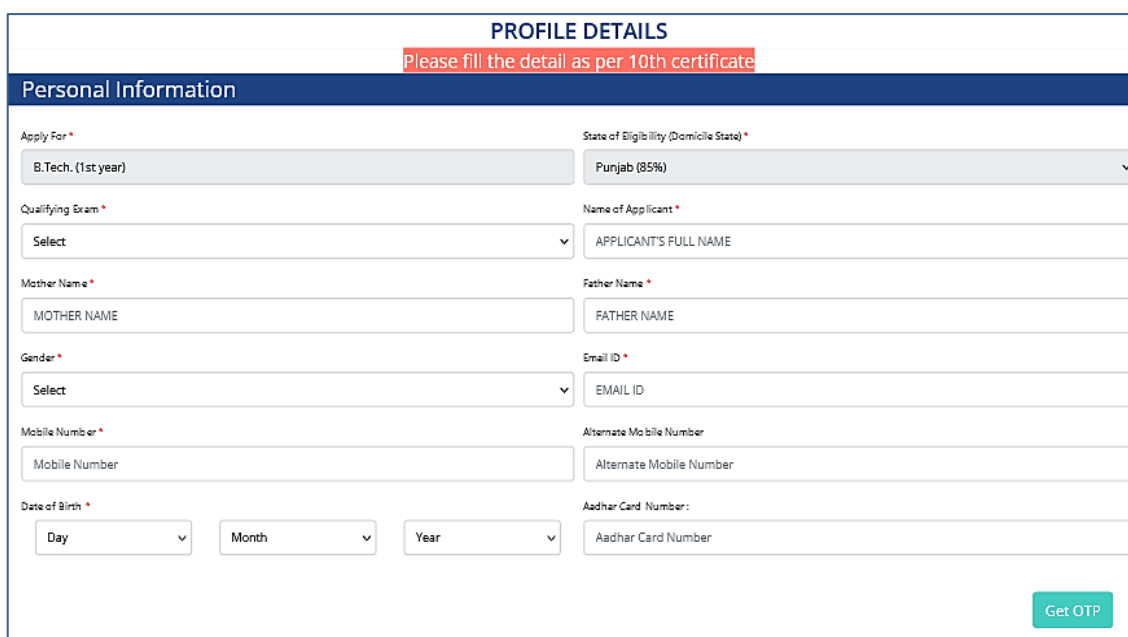


The screenshot shows the university's website header with the logo and name in Hindi and English. Below the header is a navigation bar with links like HOME, ABOUT IKGPTU, ADMISSION BROCHURE, etc. The main content area is titled 'REGISTRATION' and features two dropdown menus for 'State of Eligibility (Domicile State)' and 'Course'. A red text note mentions the 'Reservation policy'. A 'New Registration' button is present. To the right, a 'PROCEDURE' sidebar lists seven steps: 1. Fill Online Application Form, 2. Login with Received Ref. No. and Password, 3. Upload Scanned Documents, 4. Pay Coursework Fee, 5. Select Choices, and 6. Print Final Form.



This is a close-up of the registration form. It shows the 'State of Eligibility (Domicile State)' dropdown menu with the text 'Please Select State' and the 'Course' dropdown menu with the text 'Select Course'. Below these is a red text instruction: 'Please refer "Reservation policy" for the information regarding the state of eligibility.' At the bottom right is a blue 'New Registration' button.

- (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)



The screenshot shows the 'PROFILE DETAILS' form with a sub-header 'Personal Information'. A red text note says 'Please fill the detail as per 10th certificate'. The form contains several fields: 'Apply For' (B.Tech. (1st year)), 'State of Eligibility (Domicile State)' (Punjab (85%)), 'Qualifying Exam' (Select), 'Name of Applicant' (APPLICANT'S FULL NAME), 'Mother Name' (MOTHER NAME), 'Father Name' (FATHER NAME), 'Gender' (Select), 'Email ID' (EMAIL ID), 'Mobile Number' (Mobile Number), 'Alternate Mobile Number' (Alternate Mobile Number), 'Date of Birth' (Day, Month, Year), and 'Aadhar Card Number' (Aadhar Card Number). A green 'Get OTP' button is at the bottom right.

(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. It includes the university's logo, name in Hindi and English, and contact information. Below the header is a navigation bar with links: HOME, INSTRUCTION MANUAL, PROSPECTUS, ONLINE APPLICATION, DOWNLOAD, MERIT LIST, ALLOTMENT LIST, and CONTACT US. A red message box in the center states: "You have registered successfully. Please check your email / mobile for login credentials." Below this message is an 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 shows the login page of the I.K. Gujral Punjab Technical University website. It features a central login form with the title "LOGIN FOR REGISTERED APPLICANTS". The form includes fields for "Enter Your Reference no." and "Enter Your Password", a checkbox for "Remember Password", and a red "LOGIN" button. Below the button, there is a link that says "Click here if reference number and Password not received on registered mobile number." and a "Back To Home" link. The top header and navigation bar are identical to the previous screenshot.

(i) After Login the Profile Information will be displayed

The screenshot shows the profile information form on the I.K. Gujral Punjab Technical University website. The form is titled "PROFILE INFORMATION" and is divided into two main sections: "PERSONAL INFORMATION" and "STATE OF ELIGIBILITY (Domicile State)". The "PERSONAL INFORMATION" section includes fields for "Apply For", "Qualifying Exam", "Mother Name", "Gender", "Mobile Number", "Date of Birth", "Father Name", "Email ID", "Alternate Mobile Number", and "Aadhar Card Number". The "STATE OF ELIGIBILITY (Domicile State)" section includes a dropdown menu for "Punjab (85%)". The form is numbered 1 through 5, indicating the steps: 1. SUBMIT APPLICATION, 2. UPLOAD DOCUMENT & PAYMENT, 3. PAYMENT ACKNOWLEDGEMENT, 4. CHOICE FILLING, and 5. CHOICE LOCKED. 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.

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

**CONTACT DETAILS**

**PERMANENT ADDRESS**

Permanent Address \*

PERMANENT ADDRESS

State \*    District \*

Select State    Select Distt

City \*    Pin Code \*

CITY    Enter Pin Code

**CORRESPONDENCE ADDRESS**

☐ Click here Same as above

Correspondence Address \*

CORRESPONDENCE ADDRESS

State \*    District \*

Select State    Select Distt

City \*    Pin Code \*

CITY    Enter Pin Code

PREVIOUS    SAVE & NEXT

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

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

**RESERVATION & OTHERS DETAILS**

**CATEGORY**

Do you belong to any Reserved Category? \*

☒ Yes    ☐ No

Reserved Category \*

--Select--

**OTHER DETAILS**

Do you wish to opt for Tuition Fee waiver Scheme? \*

Select Status

Annual Family Income \*

Select

Do you belongs to Rural Area? \*

Select Status

Have you passed Sikh Religion Examination (SRE)? \*

Select Status

Do you have Migration Certificate? \*

Select Status

Please Select Migration Certificate Status

PREVIOUS    SAVE & NEXT

**CATEGORY**

Do you belong to any Reserved Category? \*

☒ Yes    ☐ No

Reserved Category \*

--Select--

- Select--
- Backward Areas (BA)
- Backward Classes (BC)
- Border Areas (BR)
- Children/Widows of police/Para military forces/Punjab Police: PAP and Punjab Home Guards (PM)
- Children/Widows of Defense Personnel/ ex-servicemen etc. (DP)
- Children/Grand Children of Freedom Fighters (FF)
- Persons with Disabilities (PwD)
- Riot Affected/ Terrorist Affected Families (RT)
- Schedule Castes/Scheduled Tribes (SC/ST)
- Single Girl Child (SGC)
- Sports Persons (SP)
- T-Sunami Victims/Cancer/AIDS/Thalassemia (TS)

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

(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.

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	2003	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: 117.303.242.164

☐ 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  
Photo

1.5 cm  
Signature

#### Select Documents & Upload

Migration Certificate  
Migration Certificate  
Gap Affidavit (Optional)  
12th Marksheet  
Other Document (Optional)

Choose File No file chosen  
Format for Documents (.pdf, .jpg, .jpeg, .png)  
Format for Photo & Signature (.jpg, .jpeg, .png)

Upload

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

Page 7 of 13

- (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.

**eazypay**

Merchant : THE REGISTRAR PUNJAB TECHNICAL UNIVERSITY JALANDHAR  
23/05/2023 14:05:23

**Payment Mode**

Net Banking  
Debit Card  
Credit Card  
UPI

Transaction ID : 230623152532198  
Amount : Rs. 2000  
Convenience Fee : Rs. 0.00  
GST : Rs. 0.00  
Total Bill Amount : **Rs. 2000.00**

Mobile No : 7402600033 Email ID : Optional  
Payer Name : Optional VPA : Mandatory

\*Please provide the mobile number for transaction communication & viewing transaction history.

☒ VPA ☐ QR Code

Proceed Now Cancel

Brought to you by **ICICI Bank**

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

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

**DETAIL OF STUDENT**

Applicant Name : Father Name :  
Mobile : Registration for :  
Email :

**PAYMENT DETAIL**

Student Ref No : Bank Unique Ref No :  
Mode : Transaction Date :  
Payment Process Date : Paid Amount :  
Payment Mode :

- (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.

**Please fill at least 1 choice and lock the form** [Check Vacancy List here](#)

Select Course : B.Pharmacy (1st Year)  
Select University : --Select University--  
Select College :  
Select Branch :

**Save**

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

Choice	Course	University	CollegeName	Branch		
1	B.Pharmacy (1st Year)	IKGFTU	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](#)

Candidates opted for Tuition Fee Waiver as “Yes” are advised to choose course(s) name suffix with “- TFW”, on the top of their preference order in addition to normal course(s).

(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.

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਜਲੰਧਰ  
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](#)

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਜਲੰਧਰ  
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 Quota:-

**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:

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਜਲੰਧਰ  
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)**

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

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਜਲੰਧਰ  
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 prefilled 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](http://www.ptu.ac.in) to get the details of Categories and Sub-Categories.
- (iv) **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) issued by the Govt. of Punjab (Suvidha Kendra) and Punjab Residence Certificate 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 Colleges of IKGPTU & MRSPTU for Punjab Residents only as per guidelines issued by the AICTE/PCI/Punjab Government from time to time.
- Tuition Fee Waiver Scheme is available under B.Tech. & B.Pharmacy (1<sup>st</sup> Year & Lateral Entry both) and BCA 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 current financial year. The beneficiary has to submit the Income Certificate and Punjab Residence 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.

### 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 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 **Uploading of Documents**

Based on the option selected in the registration form, the Candidate will require to upload the following Scanned documents (Coloured copy) on counselling portal from their login account:

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. DMCs of 10+2 / Diploma
3.	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
4.	B.Pharmacy. 1 <sup>st</sup> year	1. DMCs of 10+2 / Diploma
5.	B.Pharmacy 2 <sup>nd</sup> year (Lateral Entry)	1. DMCs of Diploma in Pharmacy 2. DMC of 10+2
6.	B.Architecture	1. NATA Score Card 2. DMCs of 10+2 / Diploma
7.	BHMCT / BBA / BCA	1. DMC of 10+2
8.	MBA / MCA	1. DMCs of Graduation
9.	M.Tech.	1. DMCs of B.Tech. Course 2. DMCs of Diploma, if Graduation is done under Lateral Entry
10.	M.Pharmacy	1. DMCs of B.Pharmacy 2. DMCs of Diploma, if Graduation is done under Lateral Entry

### 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 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, the 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.

### 3.7 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 by the allotted institute, 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 the right to claim on this seat.*

### 3.8 Reporting in the Allotted Institute

During reporting the Candidate will require to submit the Provisional Allotment Letter in the allotted Institute alongwith original documents (as uploaded on portal) and deposit the applicable semester fee for confirmation of seat. If the marks filled in the counselling registration form mismatch with the details or any tempered document is found during verification, the provisional allotted seat will be rejected by the institute and the candidate will have no right to claim the allotted seat.

This whole process, i.e. provisional verification and provisional confirmation of allotted seat is to be done within the prescribed period. If the candidate does not report or the allotted seat is not confirmed within the prescribed period, then the allotted seats shall be cancelled and the candidates shall not have any right to claim the seats, whatsoever. It is in the interest of the candidates to report at the earliest to the allotted Institute.

### 3.9 Withdrawal of Seat

Candidate can withdraw his/her confirmed seat during reporting period of each round or within 7 days from the last date of 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 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 Application Ref. 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.

**CONSENT FOR PARTICIPATION IN ONLINE COUNSELLING ROUND 2**

1. I have been provisionally admitted in 1<sup>st</sup> round of counselling and wish to participate in 2<sup>nd</sup> Round also.

2. I understand that if new seat is allotted to me in 2<sup>nd</sup> Round of counselling then my previous provisionally admitted seat will be cancelled and I will have no right to claim this seat.

3. I understand that if new seat is not allotted to me in 2<sup>nd</sup> round of counselling then the seat confirmed by me in 1<sup>st</sup> round of counselling, will be retained.

4. I understand that the candidates, who have confirmed admission under TFW scheme in 1<sup>st</sup> round, can participate in 2<sup>nd</sup> round of counselling for normal seat but not for TFW seat.

Agree

- (d) 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).
- (e) 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.

**Note:** The candidates, who have been confirmed their seat under Tuition Fee Waiver scheme, can participate in 2<sup>nd</sup> round of counselling for normal seat only. In 2<sup>nd</sup> round TFW seats will not be displayed to such students.

#### 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](http://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.