CENTRALIZED ONLINE COUNSELLING PROCEDURE for ADMISSION SESSION 2024-25

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 2024-25:

- (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.Pharmacy Lateral Entry
- (v) B. Architecture 1st year
- (vi) M. Tech. (Full Time)
- (vii) M.Pharmacy
- (viii) MBA
- (ix) MCA
- (x) BHMCT (AICTE)
- (xi) Pharm.D
- (xii) Pharm.D Post Baccalaureate

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 Courselling.

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 <u>https://counselling.ptu.ac.in/Registration/</u>.
- 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 <u>https://ptu.ac.in/admission-2024-25/admission-brochure-pamphlet/</u>.
- 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 <u>https://counselling.ptu.ac.in/Registration/</u> to participate in **Centralized Online Counselling Session 2024-25.**
- (b) Link for the same is also available at URL <u>https://ptu.ac.in/admission-2024-</u>25/centralized-online-counseling/
- (c) Click on **APPLY FOR NEW REGISTRATION** given under Centralized Online Counselling heading.

	ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀ I.K. GUJRAL PUNJAB TECHNICAL ((A State University Established by Govt. of F	ਵਰਸਿਟੀ, ਜਲੰਧਰ NIVERSITY, JALANDHAR unjab vide Punjab Act No. 1 of 1997)	For Student Enquiry admission@ptu.ac.in, s 9+91-94780-98012, +91-7 01822-282512, 282536, 26 Call Timing: 9:30AM To 4:3	tudentcentre@ptu.ac.in 5894-01150 2537 0 PM
HOME ABOUT IKGP	TU ADMISSION BROCHURE PROGRA	MS OFFERED ELIGIBILITY FEE STRUCTURE	NOTIFICATIONS CONTACT US	ADMISSION FEE 2024-25
	LATEST UPDATES			IMPORTANT DATES
		SESSION 2024-	25 ELLING	Schedule For Session 2024-25 Round 1st
		B.Tech. 1st Year B.Pharmacy 1st 1 CAMPUSES & COLLEGES OF PARTICIPATING	Year B.Arch. 5 UNIVERSITIES	24-05-2024 11:00 AM Start Registration, Counselling Fee Deposition & Choice Filling for 1st Round
Schedule For Cr Admission (Rou (1st year)/ B.Ar	entralized Online Counselling und 1) (8.Tech (1st Year)/ B.Pharmacy ch (1st Year) Session 2024-25		Fri TiON	31-05-2024 05:00 PM End Registration, Counselling Fee Deposition & Choice Filling
Date:21 May 20	J24	LOGIN FOR REGISTERED L	ISER	

(d) Read Important Instructions for Admission carefully and Press <u>"I Agree"</u> button to open Registration 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 Cadmission@ptu.ac.in, studentcentre@ptu.ac.in G+91-94780-98012, -91-75894-01150 01822-282512, 282596, 282537 Call Timing: 9:30AM To 4:30 PM
HOME ABOUT IKGPTU ADMISSION BROCHURE PROGRAMS OFFERED ELIGIBILITY FE	E STRUCTURE NOTIFICATIONS CONTACT US ADMISSION FEE 2024-25
Important Instructions fo	or Admission
 I have gone through and understood the contents of Information Brochure and eligibility criteria presspecified by the IKGPTU. I will ensure that the personal information provided by me is genuine and authentic. I will ensure that the seat allotted on the basis of wrong academic information will not be considered by the IKGPTU. I will ensure that the seat allotted on the basis of wrong academic information will not be considered by the IKGPTU. I will ensure that the seat allotted on the basis of wrong academic information will not be considered by the IKGPTU. I now that during verification of documents, at the time of reporting, if any discrepancy is found in provisionally allotted seat will be cancelled and I will have no right to claim this seat. I know that the non-refundable counselling fee of Rs. 2,000/- shall be charged to participate in Centralized 6.1 declare that I will not disclose or share my Login ID & Password with anybody. I understand that I am s misuse of my password. I an aware of the fee, bond etc. conditions of the Institution, wherein I am interested to take admission. I know that to claim reservation under any category, the certificate should have been issued on or before 9. For any clarification / dispute, the decision of Vice-Chancellor, LK. Gujral Punjab Technical University Jalant 10. All disputes shall be under the Jurisdiction of Jalandhar Court. 	In Counselling Board for governing the admission cribed therein. I shall abide by the rules and admission process of Seat Allotment as a college at the time of reporting. In my original documents, including category, sub-category, date of birth etc. then my Online Counselling. This will neither refund nor transfer to any other course fee. olely responsible for safe guarding my password and IKGPTU will not be responsible for the last date of counselling. dhar shall be final and binding on all.
You must accept the above important inst	ructions to proceed further.
l Agree	

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

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HOME ABOUT IN	KGPTU	ADMISSION BROCHURE PROG	RAMS OFFERED ELIGIBILITY	FEE STRUCTU	TURE NOTIFICATIONS CONTACT US ADMISSION FEE 2024-25
		REGISTRATION			PROCEDURE
State of Eligibility (Domicile State):	Ple	ase Select State		•	Step 1 Fill Online Application Form
Course:	Se	ect Course		•	Step 2 Login with Received Ref. No. and Password
Please refer "Reserva	ation p	blicy" for the information rega	rding the state of eligibility.	tion	Step 3 Upload Scanned Documents
			New Registrat		Step 5 Pay Counseling Fee
					Step 6 Select Choices
					Step 7 Print Final Form
			REGISTRA	TION	
State of Eligit (Domicile Sta	bility ate):	Please Se	elect State		~
Course:		Select Co	ourse		~
Please refer	"Re	servation policy"	for the inform	ation re	egarding the state of eligibility.
					New Registration

(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 Please fill the detail	E DETAILS as per 10th certificate
Personal Information	
Agply For *	State of Eligibility (Domicile State) *
B.Tech. (1st year)	Punjab (85%)
Qualifying Exam *	Name of Applicant *
Select v	APPLICANT'S FULL NAME
Mother Name *	Father Name *
MOTHER NAME	FATHER NAME
Gender*	Email ID *
Select	EMAIL ID
Mabile Number*	Alternate Mobile Number
Mobile Number	Alternate Mobile Number
Date of Birth *	Aadhar Card Number:
Day v Month v Year v	Aadhar Card Number
	Get OTP

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

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HOME INSTRUCTION MANUAL	PROSPECTUS ONLINE APPLICATION DOWNLOAD MERIT LIST ALLOTMENT LIST CONTACT	us
	You have registered successfully. Please check yo	our email / mobile for login credentials. ent 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)

	ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕ K. GUJRAL PUNJAB TECHN A State University Established by G	ਲ ਯੂਨੀਵਰਸਿਟੀ, ਜਲੰਧਰ ICAL UNIVERSITY, JALANI ovt. of Punjab vide Punjab Act N	DHAR lo. 1 of 1997)	Foi 2a ©+ 018 Cal	Student Enquiry dmission@ptu.ac.ii 91-94780-98012, +9 822-282512, 282536, I Timing: 9:30AM To	n, studentcentre 1-75894-01150 . 282537 4:30 PM	@ptu.ac.in
HOME ABOUT IKG	PTU ADMISSION BROCHURE	PROGRAMS OFFERED ELI	IGIBILITY	FEE STRUCTURE	NOTIFICATIONS	CONTACT US	ADMISSION FEE 2024-25
		LOGIN FOR RE	GISTERED) APPLICANT'S			
		Enter Your Refere	ence no.				
		Enter Your Passwo	ord				
		Reme	ember Pass	sword			
			LOGIN				
		Click here if refere not received on re B	ence number egistered mo Back To Home	and Password bile number. e			

(i) After Login the Profile Information will be displayed

CHANGE PASSWORD	1	2	3	4	5
A DOWNLOAD	SUBMIT APPLICATION	UPLOAD DOCUMENT &	PAYMENT	CHOICE FILLING	CHOICE LOCKED
		PAYMENT	ACKNOWLEDGEMENT		
4 LOGOUT			PROFILE INFORMATION		
	PERSONAL INFORMA	TION			
	Apply For *		State of Eligibilit	ty (Domicile State) *	
			Punjab (859	6)	
	Qualifying Exam		Name of Applica	nt *	
	Senior Secondary (12th)		~		
	Mother Name *		Pather Name *		
	Gender *		Email ID *		
	Male		•		
	Mobile Number *		Alternate Mobile	Number	
	Date of Dirth		Andhar Card M	ombar -	
	28 *	May ¥ 200	14 · ·	,	
					NEXT

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

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SUBMIT APPLICATION	PAYMENT &	ACKNOWLE	NT DGEMENT	CHOICE FILLING	CHOICE LOCKED
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PERMANENT ADDRESS					
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iate *			District *		
Select State		~	Select Distt		
ity *			Pin Code *		
CITY			Enter Pin Code		
	IDRESS		Enter Pin Code		
CORRESPONDENCE AD	DRESS		Enter Pin Code		
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CORRESPONDENCE AD	DDRESS above		Enter Pin Code		
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CORRESPONDENCE AD Click here Same as a Correspondence Address* CORRESPONDENCE ADDR	DDRESS above		Enter Pin Code		
CORRESPONDENCE AD Click here Same as a Correspondence Address* CORRESPONDENCE ADDR State*	DDRESS above		Enter Pin Code		ļī,
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CORRESPONDENCE AD Click here Same as a Correspondence Address* CORRESPONDENCE ADDR State* Select State City*	DDRESS above RESS	v	Enter Pin Code District * Select Distt Pin Code *		<i>///</i> , ~
CORRESPONDENCE AD Click here Same as a Correspondence Address* CORRESPONDENCE ADDR State* Select State City* CITY	DDRESS above RESS	v	District * Select Distt Pin Code * Enter Pin Code		
CORRESPONDENCE AD Click here Same as a Correspondence Address* CORRESPONDENCE ADDR State* Select State City* CITY	DDRESS above RESS	· · ·	District * Select Distt Pin Code * Enter Pin Code		

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

-	-	-	-	-
1	2	3	4	5
SUBMIT APPLICATION	UPLOAD DOCUMENT & PAYMENT	PAYMENT ACKNOWLEDGEMENT	CHOICE FILLING	CHOICE LOCKED
	RE	SERVATION & OTHERS	DETAILS	
CHTECODY				
CATEGORY				
Do you belong to any Reserved Cates	jory? *			
Reserved Category *				
Select		~		
OTHER DETAILS				
Do you wish to opt for Tuition Fe	e weiver Scheme? *	Annual Far	nily Income *	
Select Status		Select		Ŷ
Do you belongs to Rural Area? *		Have you p	assed Sikh Religion Examination (SRE)? *	
Select Status		 Select S 	tatus	~
Do you have Migration Certificate	? •			
Select Status		~		
Please Select Migration Certificate	Status			
			PPD/JOUS	
			PREVIOUS	SAVE & NEXT
CATEGORY				
Do you belong to any Reserved G	ategory2 *			
 Yes 	alogory.			
O No				
Reserved Category *				
Select		~		
Select				
Backward Areas (BA)				
Backward Classes (BC)				
Border Areas (BR)	(D	l'an DAD and Danish U.	Constant (DLD)	
Children /Widows of police.	Para military forces/Punjab Po	lice; PAP and Punjab Hom	e Guards (PM)	~
Children/ Widows of Defen	Se Personnel/ ex-servicemen et	c. (DP)	igion Examination (SR)	=)2 *
Persons with Disabilities (P	wD)			
Riot Affected/ Terrorist Affe	ected Families (RT)			•
Schedule Castes/Scheduled	Tribes (SC/ST)			
Single Girl Child (SGC)	• •			
Sports Persons (SP)				
T-Sunami Victims/Cancer/A	IDS/Thalassemia (TS)			
DRE DECICTADIONU	IFORMATION			

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CHANGE PASSWORD	1	2		3		4	5
	SUBMIT APPLICATION	UPLOAD DOCUME PAYMENT	NT & PAYN ACKNOWLE	IENT EDGEMENT	CHOI	CE FILLING	CHOICE LOCKED
			QUALIFICAT	TION DETAILS			
4 LOGOUT	10TH CLASS OR EQUI	VALENT MARKS DE	TAILS				
	Board *		Roll No. *		1	Passing Year *	
	Select Board	~	ROLLNO.			Year	
	Result Mode *		Obtained Marks *			Total Marks *	
	Percentage	~	OBTAINED MARKS			TOTAL MARKS	
	Percent of Marks *		State of 10th Class *				
	% of Marks		Select State		~		
	Board * Select Board	~	Roll No. * ROLLNO.			12th Stream * Select Stream	
	Passing Year *		Result Mode *			Obtained Marks *	
	Year	~	Percentage		~	OBTAINED MARKS	S
	Total Marks *		Percent of Marks *			State of 12th Class *	
	TOTAL MARKS		% of Marks			Select State	
	SUBJECT WISE MARKS Please check the mandatory s All Mandatory	DETAIL ubjects for 10+2 as per t Subjects Nan	<mark>he</mark> branch / Course list attache ne	d here. Obtained Marks		Total N	larks
	Compulsory Subject *	Physics	~	63		100	
	Compulsory Subject*	Chemistry	· ~	59		100	
	Compulsory Subject*	Mathema	tics 🗸	48		100	
	Other Subject*	English		59		100	
	Other Subject *	Physical Ed	ducation	75		100	
	TOTAL PERCENTAGE= 61, SUBJE	TS PERCENTAGE=61					
					PREVI	ous	SAVE & NEXT

(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.

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CHANGE PASSWORD	1	2		8	4	6
	SUBMIT APPLICATION	UPLOAD DOCUM	ENT &	PAYMENT	CHOICE FILLING	CHOICE LOCKED
OF REGISTRATION		PAYMENT	AC	KNOWLEDGEMENT		
Q, LOSOUT		Pr	review applica ONLINE Applica	tion form and Subm ADMISSION COUNSELLI SESSION 2023-24 tion form for B.Tech. (1st year)	it as under KG	
	1200000	Application No:		Qu	alifying Dxam: Senior Secondary	y (12th)
	Personal	Details				
	Name			Father's Name		
	Mother's N	ame		Date of Birth		
	Gender	Male		State of Eightly	Punjab	
	Reserve Ca	tegory NO				
	Contact	Details				
	Correspon	dence Address				
	Permanent	Address				
	Mobile No.	1		Email		
	Other Int	fomation				
	Do you wis	h to opt for Tuition Fee	waiver Scheme?	NO		
	Annual Fan	nly income		LESS THAN 8 LAKH		
	Do you bei	ongs to Rural Area?		NO		
	Have you p	assed Sikh Religion Exa	mination (SRE)?	NO		
	Do you hav	e Migration Certificate?	-	YES		

RATION	10th Class or Equivalen	t Marks Details					
	Name of Board	CENTRAL BOARD OF SE	CONDARY EDUCATION				
r	Roll no	13148676	Passing Year	2021			
	Result Mode	PERCENTAGE	Obtained Marks	411			
	Total Marks 500 Percentage 82.2		82.2				
	12th Class or Equivalen	t Marks Details					
	Name of Board	me 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	OBTAINE	D 304 AND TOTAL 500 = 60.8%				
	Date: 23-Jun-20	23		ip address: 117.203.242.164			

(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.

Ph	4.5 cm	Signature		
elect Documents & Upload Migration Certificate Migration Certificate Gap Affidavit (Optional) 12th Marksheet	Choose File No file chosen Format for Documents (.pdfjogjpeg Format for Photo & Signature (.jpgjpe	.png) gpng)	Uploa	ad
Other Document (Optional)	Document Name	Document	Upload Date	
P	oto for Application form		24-Jun-2023	Delet
Sign	-	24-Jun-2023	Delet	
	Migration Certificate			Delet
Residential Certificat				Delet
10th Marksheet			24-jun-2023	Delet
I agree to certify condition for further pro	pess.			

(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 23/06/2023 14:06:233
Payment Mode		
Net Banking	Transaction ID	230623152532198
Debit Card	Amount	Rs. 2000
Credit Card	Convenience Fee	Rs. 0.00
UPI	GST Total Bill Amount	Rs. 0.00
	Mobile No : 7402 Payer Name : Opt	600035 Email ID : Optional ional VPA : Mandatory Venty *
	*Please provide the m	nobile number for transaction communication & viewing transaction history.
	Proceed Now	

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

CHANGE PASSWORD	1	2	3	4	6
📥 DOWNLOAD	SUBMIT APPLICATION	UPLOAD DOCUMENT &	PAYMENT	CHOICE FILLING	CHOICE LOCKED
REGISTRATION		PAYMENT	ACKNOWLEDGEMENT		
DUPLOAD DOCUMENT & PAYMENT	DETAIL OF STUDE	NT			
Q. PAYMENT	Applicant Name :		Father Name :		
ACKNOWLEDGEMENT	Mobile :		Registration for :		
	Email :				
a LOSOUT					
	PAYMENT DETAIL				
	Student Ref No		Bank Unique		
	Mode :		Ret No :		
	Payment Process Date		Transaction		
			une .		
	Payment Mode :		Paid Amount :		

(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 leas	at 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).

the end of mining choices please Lock the miled choice(s).						
Choice	hoice Course University CollegeName Branch					
1 B.Pharmacy (1st Year) IKGPTU Government Institute of Pharmaceutical Sciences and Engineering, Amritsar B.Pharmacy Delete Priority Upft		Priority Upft 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.

	4 5
★ DOWNLOAD SUBMIT APPLICATION UPLOAD DOCUMENT & PAYMENT ACKNOWLEDGE PAYMENT ACKNOWLEDGE	r CHOICE FILLING CHOICE LOCKED
PROVISIONAL ALLOTMENT LETTER (ROUND 1)	
G, RAYMENT Click Here to Print Provisio	onal Allotment Letter
🖯 CHOICE FILLING ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀ I. K. Gujral Punjab Technica	ਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਜਲੰਧਰ al University, Jalandhar
PRINT APPLICATION (Village Ibban, Jalandhar-Kapu	urthala Highway, Kapurthala-144603)
CENTRALIZED ONLINE COUNSEL Q LOGOUT (PROVISIONAL SEAT ALL	LING FOR SESSION 2023-24 LOTMENT 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:

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CHANGE PASSWORD	1	2	3	4	6
L DOWNLOAD	SUBMIT APPLICATION	UPLOAD DOCUMENT &	PAYMENT	CHOICE FILLING	CHOICE LOO
		PAYMENT	ACKNOWLEDGEMENT		
UPLOAD DOCUMENT & PAYMENT	PROVISIONAL ALLC	DTMENT LETTER (ROUNI	D 1)		1
A PAYMENT ACKNOWLEDGEMENT		WITHDRAW / SURRENDER	SEAT Click Here to Print P	rovisional Allotment Letter	1
	6	ਆਈ. ਕ. ਗੁਜਰਾ I. K. Guiral Pu	ਾਲ ਪੰਜਾਬ ਟਕਨੀਕਲ ਯੂਨੀਵ iniab Technical Univers	डेवामटा, संखयत sity, Jalandhar	
		(Village Ibban,	Jalandhar-Kapurthala Hig	hway, Kapurthala-144603	3)
e seat surrender	CENTRALIZED ONLINE COUNSELLING FOR SESSION 2023-24 (PROVISIONAL SEAT ALLOTMENT LETTER)				
Q. LOCOLIT			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) <u>State of Eligibility</u>: 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) <u>Category</u>: 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 <u>www.ptu.ac.in</u> to get the details of Categories and Sub-Categories.
- (iv) <u>Do you belongs to Rural Area?</u> : 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 <u>www.ptu.ac.in</u>.

(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.

<u>Note:</u>

- 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 2024-25. 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) <u>Have you passed Sikh Religion Examination (SRE)?</u> : 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 <u>www.ptu.ac.in</u>.

3.3 <u>Counselling Fee Payment</u>

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.
- (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 <u>Choice Filling</u>

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 <u>Result Declaration</u>

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 COIVD-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.	Course		Documents Required for uploading on Online
No.			Counselling Portal for Verification by Colleges
1.	Common for All Courses	1.	10 th 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 st year	1.	DMCs of 10+2 / Diploma
		4	
3.	B.Tech. 2 nd year (Lateral	1.	DMCs of Diploma / B.Sc.
	Entry	Ζ.	DMC of 10+2 if Diploma in Lateral Entry
		3.	Income Affidavit/Certificate (if admitted under
		4	Tuition Fee Waiver Scheme)
4.	B.Pharmacy. 1 st year	1.	DMCs of $10+2$ / Diploma
		Ζ.	Income Affidavit/Certificate (if admitted under
_		4	Tuition Fee Waiver Scheme)
5.	B.Pharmacy 2 nd year	1.	DMCs of Diploma in Pharmacy
	(Lateral Entry)	2.	DMC of 10+2
6.	B.Architecture	1.	NATA Score Card
		2.	DMCs of 10+2 / Diploma
7.	ВНМСТ / ВВА / ВСА	1.	DMC of 10+2
		2.	Income Affidavit/Certificate (if admitted under
			Tuition Fee Waiver Scheme)
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

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 <u>Withdrawal of Seat</u>

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 Application Ref. 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.

OTHER IMPORTANT INFORMATION

5.

- (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 <u>www.ptu.ac.in</u>.
- (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.