

COUNSELLING PROCEDURE

for

B. TECH & B.TECH. ALONGWITH FEE WAIVER

PTU will hold joint online counselling for admission to 1st year of B.Tech. & B.Tech. alongwith Fee Waiver in the colleges affiliated to PTU Jalandhar, Punjabi University, Patiala and PAU Ludhiana based on JEE (Main) 2014 results, as applicable, during Admission Session 2014-15 through two rounds of counselling. The detailed procedure for participating in Centralized Online Counselling is as under:-

1. **COUNSELLING FEE:** To participate in the centralized Online Counselling of 1st year of B.Tech. & B.Tech. alongwith Fee Waiver, every candidate belonging to 85% quota and 15% quota, irrespective of his/her category, shall have to deposit a Counselling fee of Rs. 2000/- (Non-Refundable) by following ways:-

- Log into www.ptuaccounts.ac.in
- Fill the respective information.
- Select from any designated Banks as listed in the website where the candidate intends to deposit his/her Counselling fees through cash.
- Take a printout of the E-Deposit Slip
- Deposit cash in the respective Bank.

Note : (a) No manual cash deposit slip shall be entertained in any of the following banks. Only those candidates will be able to participate, who have deposited the Counselling fees on time.

(b) Please check procedure for counselling fee payment available at www.ptu.ac.in under Admissions 2014-15 link for guidelines in detail.

2. **GUIDELINES FOR FILLING ONLINE REGISTRATION FORM**

- a) Student shall log on to www.ptuadmissions.nic.in
- (Please ensure before registering on the website, that you have deposited Counselling fee i.e Rs. 2000/- (Non-Refundable) in designated bank or through Debit/Credit card as given in the website www.ptuaccounts.ac.in, failing which you will not be able to register yourself for Counselling.)*
- b) From the **STUDENT SECTION** select the appropriate course (B.Tech. & B.Tech. alongwith Fee Waiver) from the drop down menu and click **GO**.
- c) A new student must click on **PROCEED** button for New registration.
- d) For registering in **B.Tech. & B.Tech. alongwith Fee Waiver course**, Enter your JEE Main Roll No. followed by JEE Main Rank (All India Rank), then enter your Name (as given in JEE Main Examination), then enter your correct date of Birth (as given in JEE Main Examination), then enter the green number as shown in Parallel.
- e) Select your state of eligibility carefully as you will only be allowed to participate either in Punjab (85% Quota) or other state (15% Quota).
- f) Student should fill his/her gender.
- g) Select your Main category, Sub category and Priority in case of Sports and Defence category from the Drop box. In case you want to apply for Sports category at Punjabi university, Patiala and PAU, Ludhiana you must appear for physical test at the concerned Universities, students should see the details from Brochure as well as from the concerned University's website. More details are available in the respective Information Brochure which is available on website www.ptu.ac.in (No Reservation policy applicable in case of fee waiver scheme). Punjabi University, Patiala will prepare a separate merit list of the sportspersons, who pass their physical test and allocate seats irrespective of Grade A, B, C & D.
- h) If annual family income of the parents of candidate is less than 4.50 lacs from all sources then he/she shall be eligible for Tuition Fee Waiver scheme. He/She has to produce the certificate of same at the time of admission.
- (Note: The 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.)*
- i) Please note that in case of PTU (applicable for GNDEC, Ludhiana & Baba Banda Singh Bahadur, Fathegarh Sahib Institutes), students can avail benefit of Rural Area in addition to his / her reserved category (i.e. SC, BC, Sports etc). But if student wish to keep Rural Area as his main category for PTU and Punjabi University, Patiala then he should select main category as **General** and under Rural/Urban status select "Eligible for rural area status in Punjab State and tick **Rural seats in Punjabi University**".
- j) For availing Sikh Minority benefit from Punjab State as well as other states, the student will have to appear in Sikh Minority test conducted by SGPC. The details are available in the Brochure as well as in the website www.bbsbec.ac.in / www.sre.bbsbec.ac.in.
- k) Student should fill their aggregate percentage of marks correctly.

- l) Enter your contact number (Landline and Mobile), Address and Email ID. You will be notified about result and other important messages through SMS also.
- m) Before final submission of online Registration form, Read the declaration given in the website carefully and give you consent to it, failing which you will not be able to complete your registration. **Also please note that once you complete your registration, you will not be able to change any details in your registration form thereafter.** So you must check your information details carefully before final submission of your registration form.

3. CHOICE FILLING

- a) After successful registration and login, candidate's homepage is opened and following options are displayed:
 - **Registration Details:** Registration Detail is important for seat allotment and should be filled very carefully.
 - **Edit Registration:** Candidate can correct any mistake in the Registration Details through "Edit Registration" option, provided he/she has not frozen the registration form.
 - **Available Choices:** System will provide the List of Colleges and branches thereof.
 - **Fill Choices:** Candidates are advised to fill the College or branches of choice in order of preferences. It is in the interest of the **candidate to fill maximum available choices of colleges and branches. Candidate can also alter/rearrange/delete the filled choices.**
 - **Display filled choices:** Choices entered by the Candidate will be displayed on different form so that he/she can check the already entered information.
 - **Print Choices:** Candidate can also print the list of choices filled by him/her for record.
- b) **Allotment of seat:** After the choice filling period is over, all filled choices of all registered candidates will be considered for allotment of seats as per merit (Rank), category of the candidate and Seat Allotment Rules approved by participating Universities.

4. **RESULT DECLARATION:** On the date of result declaration, candidate who gets a seat will be informed by SMS. Alternatively candidate can logon to his/her account and check for allotment of seat. Successful Candidate can take printout of provisional allotment letter of college / Branch by logging into his/her account from the website <http://www.ptuadmissions.nic.in>. The allotment of seat is purely provisional and subject to verification of original certificates and payment of college fee etc, at the time of reporting in the allotted institute.

5. **REPORTING IN THE ALLOTTED INSTITUTE:** Candidates are required to report to their respective allotted institutions within the specified period (as per the Counselling schedule) along with the documents/ testimonials/ certificates and pay college fee as prescribed in the prospectus. If candidates do not report within the specified period, their allotted seats shall be cancelled and the candidates shall not have any claim on the seats, whatsoever. It is in the interest of the candidates to report at the earliest to the allotted college.

6. **PARTICIPATION IN SECOND ROUND:** The Candidates falling under 85% Punjab quota and 15% Other States quota, irrespective of whether they have been allotted a seat or not allotted seat or could not join the allotted institution or could not participate in the earlier round can participate in the second phase of counseling by registering them for subsequent round.

7. OTHER IMPORTANT INSTRUCTIONS

- a) Candidate must ensure about his/her eligibility as per Government Notifications/ Information Brochure available on website www.ptu.ac.in.
- b) The Detailed Instructions about the online Counselling will be available on the website www.ptuadmissions.nic.in and www.ptu.ac.in. It is advised to go through the details thoroughly at these sites before proceeding registration.
- c) Candidates are advised to visit the above mentioned websites regularly for updates related to counselling.
- d) The candidates are advised not to submit original certificates at the college at the time of admission
- e) The details regarding the total number of seats in a particular college is available on the www.ptuadmissions.nic.in
- f) In case of Fee waiver Scheme, Total number of seats will be 5% over and above the sanctioned intake of the course.
- g) In case of non availability of students in Fee waiver scheme, the same shall not be given to any other category of applicants.
- h) Student admitted under Fee waiver scheme and such a beneficiary shall not be allowed to change institution or course under any circumstances
- i) The fee waiver to a student shall be for the complete duration of the course.
- j) The student availing fee waiver seat will not be entitled to avail financial assistance under any other Government Scheme what so ever. However, he / she shall be eligible for any scholarship available on competition / merit basis.