

# CENTRALIZED ONLINE COUNSELING PROCEDURE

For

## M.Tech in Holistic Development-Systems & Technologies (HD-S&T) PG Diploma – Universal Human Values & Ethics (UHVE)

IKGPTU will hold Centralized Online Counseling for admission to **1st year of M. Tech. Holistic Development-Systems & Technologies (HD-S&T) and PG Diploma- Universal Human Values & Ethics (UHVE) (both Full Time residential program)** at International Resource Centre for Universal Human Values & Ethics (IRC-UHVE) main campus, I. K. Gujral Punjab Technical University, Jalandhar for **Admission Session 2016-17** through two rounds of counseling. The detailed procedure for participating in Centralized Online Counseling is as under:-

### 1. GUIDELINES FOR FILLING DEPOSITING THE COUNSELLING FEE

To participate in the centralized online counseling of **M.Tech in Holistic Development-Systems & Technologies (HD-S&T) and PG Diploma- Universal Human Values & Ethics (UHVE)**, Every candidate belonging to 85% quota and 15% quota, irrespective of his/her category, shall have to deposit a counseling fee of Rs. 2000/- (**Non-Refundable**) by following ways :

- Log into [www.ptuaccounts.ac.in](http://www.ptuaccounts.ac.in)
- Fill the required information.
- Select from any designated Banks as listed in the website where the candidate intends to deposit his/her Counseling fees through Challan or Debit/Credit Card or Net Banking.
- Take a printout of the E-Deposit Slip

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

(b) Please check procedure for counseling fee payment available at [www.ptu.ac.in](http://www.ptu.ac.in) under “**Admissions 2016-17**” link for guidelines in detail.

### 2. GUIDELINES FOR FILLING ONLINE REGISTRATION FORM

- a) Student shall log on to [admissions.ptu.ac.in](http://admissions.ptu.ac.in).

*(Note: Please ensure before registering on the website, that you have deposited counseling fee i.e. Rs. 2000/- (**Non-Refundable**) in designated bank or through Debit/Credit card or Net banking as given in the website [www.ptuaccounts.ac.in](http://www.ptuaccounts.ac.in) ).*

- b) New students will register online through his/her email ID. Password and other details will be sent on their email ID and via SMS.

*During Registration, the **STUDENT** should select the appropriate course i.e. **M.Tech. Holistic Development-Systems & Technologies (HD-S&T)/PG Diploma- Universal Human Values & Ethics (UHVE)** from the drop down menu.*

- c) Registered students can login using their email ID & password.

- d) For registering in M.Tech Holistic Development-Systems & Technologies/PG Diploma- Universal Human Values & Ethics enter your user name and password received on your email. Then Complete your application form as by filling up the required information and submit your application form by clicking on **SUBMIT** button the form.

*(Note: Before you proceed to register yourself for counseling you must ensure that you have read and understood the eligibility criteria of participating universities and for each Reserve category and General category.)*

- e) Select your state of eligibility carefully then you will only be allowed to participate either in Punjab (85% Quota) or other state (15% Quota).

- f) Fill up your personal details, Eligibility details and Fee details in the application forms correctly.

- g) Enter your Contact Address, City, Pin code, contact number (Landline and Mobile), and Email ID very carefully. You will be notified about result and other important messages through SMS also.

- h) Student should fill his/her Qualification details i.e. graduation degree marks or equivalent graduation marks correctly.

**Note: The minimum eligibility is as under:-**

<b>In case of M.Tech in Holistic Development- Systems &amp; Technologies</b>	<b>In case of PG Diploma – Universal Human Values &amp; Ethics</b>
Graduation with 55% in any technical stream (BE/B.Tech) or equivalent.	Graduate with 40% marks in any discipline

- i) If all the fields are filled correctly then press “**SUBMIT YOUR DETAILS**” button for successful registration.

*(Note: Before final submission of online Registration form, Read the declaration given in the website carefully and give your 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 registration form.)*

- j) After registration rank will be prepared offline as per detail in registration and subsequently will be uploaded as per schedule in the student’s login account of [admissions.ptu.ac.in](http://admissions.ptu.ac.in)

### **3. INTERVIEW PROCESS OF THE REGISTERED CANDIDATES**

**Registered candidates will have to report to IRC-UHVE for an interview process** within the specified period (as per the counseling schedule) along with the documents/ testimonials/ certificates.

The expert panel will conduct the interview. The weightage of application form is 40% and interview process is 60%.

### **4. RESULT DECLARATION**

On the date of result declaration, candidate who gets a seat will be informed by SMS/Email. Alternatively candidate can logon to his/her account and check for allotment of seat.

*(Note: The allotment of seat is purely provisional and subject to verification of original certificates, credential filled by the candidate in registration form and payment of fee etc., at the time of reporting in the allotted department.)*

### **5. REPORTING IN THE ALLOTTED DEPARTMENT**

Candidates are required to report to their respective allotted department within the specified period (as per the counseling 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 concerned Department.

### **6. PARTICIPATION IN 2<sup>ND</sup> ROUND**

- a) 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 round of Centralized Online counseling.
- b) For 2<sup>nd</sup> round of Centralized Online counseling, candidates can deposit Rs 2,000/- non-refundable (**if not deposited earlier**) as Centralized Online counseling fee in designated branches of the banks after registration. Candidates who have deposited Counselling fee in the 1<sup>st</sup> round **will not be required** to deposit the fee again for 2<sup>nd</sup> 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](http://www.ptu.ac.in).
- b) The Detailed Instructions about the Centralized Online counseling will be available on the website [admissions.ptu.ac.in](http://admissions.ptu.ac.in) and [www.ptu.ac.in](http://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 Centralized Online counseling.
- 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 department is available on the [www.ptu.ac.in](http://www.ptu.ac.in) website.