

**PROCEDURE FOR ONLINE COUNSELLING
FOR
B.Tech.(LEET)**

PTU will hold joint online counselling for admission to 2nd year or 3rd Semester B.Tech. LEET (on the basis of his/her qualification like Diploma in Engineering/Technology or Equivalent Grade Point. **OR** candidates who have passed B.Sc. (Non Medical). for colleges affiliated to PTU, Jalandhar.

1. Online Pre- Registration

- a. Student shall log on to www.ptuonline.in
- b. From the **STUDENT SECTION** select the appropriate course (B.Tech - LEET) from the drop down menu and click **GO**.
- c. For new registration Click on to **Proceed**.
- d. Student should fill his/her basic details like Name, Father's Name, Mother's name, DOB, gender, Address, State, City, mobile No. and email very carefully.
- e. Student fill his/her desired password which he/he should remember for future login.
- f. Before you proceed to register yourself for counselling you must ensure that you have read and understood the eligibility criteria of PTU for each Reserve category and General category.
- g. Before final submission of online Pre- 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 Pre-registration. **Also please note that once you complete your Pre-registration, you will not be able to change any details in your pre-registration form thereafter.** So you must check your information details carefully before final submission of your pre-registration form.

2. Counselling Fee: To participate in Counselling Candidates are required to deposit a counselling fee of Rs. 3000/-(non-refundable) by following ways:

- Log into www.ptuonline.in
- Candidate has to enter registration number and password after selecting appropriate course.
- Generate bank slip by clicking on "Pay through Slip" on MyPage of candidate.
- 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 : 1.. No manual cash deposit slip shall be entertained in any of the above mentioned banks.

- 2. Only those candidates will be able to participate, who have deposited the counselling fees on time.**
- 3. Only Residents of Punjab will be eligible for 1st and 2nd round of counselling. In the 3rd round only vacant seats will be available to outside Punjab candidates.**
- 4. Conversion of Grade to %age should be done by the Principal of college, from where student have done diploma. If Conversion found incorrect, your candidature shall be cancelled.**

3. Final Registration

- a. Student shall log on to www.ptuonline.in
- b. From the **STUDENT SECTION** select the appropriate course (B.Tech - LEET) from the drop down menu and click **GO**.
- c. Go to student login where student must enter Registration no. & password in student login which he/she has got after registration using procedure said in No. 1 (Online Registration)
- d. Student My Page will open where he/she can check his basic detail which already filled at the time of Pre- Registration.
- e. Select your desired course/stream in which student would like to take admission.

- f. Select your Main Category, Sub Category and Priority, as applicable, from the Drop down menu.
- g. Student should fill his/her qualification like Diploma in Engineering/Technology or Equivalent Grade Point(2 ½,3/4 years). OR candidates who have passed B.Sc. (Non Medical).
- h. Student should fill their marks correctly.
- i. Before final submission of online Final 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 final registration. **Also please note that once you complete your final 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 final registration form.

4. CHOICE FILLING

After successful login, candidate's MyPage is opened and following options are displayed:

- (a) **Fill Choices:** candidate can 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 the filled information.
 - (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) of the candidate and rules approved by PTU.
5. **Result Declaration:** On the date of result declaration, candidate can take printout of Provisional allotment letter of college / Branch by logging into his / her account from the website www.ptuonline.in. The allotment of seat will be purely provisional and subject to verification of original certificates and payment of college fee etc, at the time of reporting in the allotted institute.
 6. 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.
 7. The Candidates who could not join the allotted institution or could not participate in the earlier round can participate in the second phase of counselling.
 8. For 2nd & 3rd round of Counselling, candidates can deposit Rs 3000/- non refundable (**if not deposited earlier**) as counselling charges in designated branches of the banks after registration. Candidates who have deposited Counselling fee in the 1st round will not be required to deposit the fee again for subsequent rounds.
 9. The detailed Instructions about the online counselling shall be available on the website www.ptuonline.in and www.ptu.ac.in. The candidates are advised to go through the details thoroughly at these websites regularly for updates.
 10. Candidates must ensure about his/her eligibility as per Govt. Notifications/Information Brochure available on website.

**PROCEDURE FOR ONLINE COUNSELLING
FOR
B.Pharmacy(LEET)**

1. Online Pre- Registration

- a. Student shall log on to www.ptuonline.in
- b. From the **STUDENT SECTION** select the appropriate course (B.Pharmacy - LEET) from the drop down menu and click **GO**.
- c. For new registration Click on to **Proceed**.
- d. Student should fill his/her basic details like Name, Father's Name, Mother's name, DOB, gender, Address, State, City, mobile No. and email very carefully.
- e. Student fill his/her desired password which he/he should remember for future login.
- f. Before you proceed to register yourself for counselling you must ensure that you have read and understood the eligibility criteria of PTU for each Reserve category and General category.
- g. Before final submission of online Pre- 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 Pre-registration. **Also please note that once you complete your Pre-registration, you will not be able to change any details in your pre-registration form thereafter.** So you must check your information details carefully before final submission of your pre-registration form.

2. Counselling Fee: To participate in Counselling Candidates are required to deposit a counselling fee of Rs. 3000/-(non-refundable) by following ways:

- Log into www.ptuonline.in
- Candidate has to enter registration number and password after selecting appropriate course.
- Generate bank slip by clicking on "Pay through Slip" on MyPage of candidate.
- 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 : 1.. No manual cash deposit slip shall be entertained in any of the above mentioned banks.

- 2. Only those candidates will be able to participate, who have deposited the counselling fees on time.**
- 3. Only Residents of Punjab will be eligible for 1st and 2nd round of counselling. In the 3rd round only vacant seats will be available to outside Punjab candidates.**
- 4. Conversion of Grade to %age should be done by the Principal of college, from where student have done diploma. If Conversion found incorrect, your candidature shall be cancelled.**

3. Final Registration

- a. Student shall log on to www.ptuonline.in
- b. From the **STUDENT SECTION** select the appropriate course (B.Pharmacy - LEET) from the drop down menu and click **GO**.
- c. Go to student login where student must enter Registration no. & password in student login which he/she has got after registration using procedure said in No. 1 (Online Registration)
- d. Student My Page will open where he/she can check his basic detail which already filled at the time of Pre- Registration.
- e. Select your desired course/stream in which student would like to take admission.
- f. Select your Main Category, Sub Category and Priority, as applicable, from the Drop down menu.

- g. Student should fill his/her qualification like Diploma in Pharmacy.
- h. Student should fill their marks correctly.
- i. Before final submission of online Final 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 final registration. **Also please note that once you complete your final 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 final registration form.

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