

GUIDELINES FOR APPLICANTS

PLEASE MAKE SURE

YOU HAVE A MOBILE NUMBER THAT YOU CAN USE TILL 15TH AUGUST 2018

THE MOBILE NUMBER THAT YOU PROVIDE IN YOUR APPLICATION WILL PLAY A CRUCIAL ROLE IN YOUR ADMISSION

You can APPLY FOR 12 COURSES IN ONE FORM (7 Honours Courses & 5 General Courses)

DO NOT SUBMIT MORE THAN ONE APPLICATION UNTIL YOU HAVE EXHAUSTED THE FULL LIMIT OF ONE FORM

ADMISSION PROCEDURE

APPLICATION

1. SUBMIT ONLINE APPLICATION FORM
2. PRESERVE YOUR APPLICATION NUMBER FOR FUTURE USE
3. PAY APPLICATION FEE

ONLINE OR AT ANY BRANCH OF PUNJAB NATIONAL BANK

4. CHECK YOUR PAYMENT STATUS AFTER TWO WORKING DAYS
5. **REPORT DISPUTES BEFORE THE APPLICATION DEADLINE**
6. **IF YOUR PAYMENT STATUS IS NOT UPDATED BY APPLICATION DEADLINE PLEASE UPDATE YOUR PAYMENT STATUS YOURSELF THROUGH OUR WEBSITE**
7. **IF YOU PAY YOUR APPLICATION ON THE LAST DATE OF PAYMENT PLEASE UPDATE YOUR PAYMENT STATUS YOURSELF THROUGH OUR WEBSITE**
8. CHECK MERIT LIST ON SCHEDULED DATE

PLEASE NOTE

- **THE APPLICATION FEE IS RS 400/- FOR ONE COURSE AND THEREAFTER RS 50/- FOR EVERY ADDITIONAL COURSE (EXCLUDING BANK / ONLINE PAYMENT CHARGES)**
- **ONLINE PAYMENT THROUGH DEBIT CARD IS FREE OF CHARGES**
- **PAYMENT STATUS SHOULD BE CHECKED AFTER TWO WORKING DAYS FOLLOWING PAYMENT (EXCLUDING THE DATE OF PAYMENT)**
- **ONLY PAYMENT RELATED DISPUTES WILL BE ENTERTAINED UPTO THE DAY FOLLOWING THE LAST DATE OF APPLICATION - OTHER DISPUTES MUST BE REPORTED BEFORE THE APPLICATION DEADLINE**

ONLINE COUNSELLING

1. **CHECK YOUR MERIT RANK TO ASSESS YOUR CHANCES OF GETTING A SEAT**
2. **VISIT THE ONLINE COUNSELLING PORTAL AND LOGIN WITH YOUR MADHYAMIK / EQUIVALENT ROLL AND DATE OF BIRTH**
3. **SET YOUR COURSE PREFERENCE**
4. **FURNISH BANK ACCOUNT DETAILS (A/c No., IFSC, etc.) FOR SECURITY DEPOSIT REFUND (IN CASE YOU ARE NOT SELECTED)**
5. **PAY SECURITY DEPOSIT OF Rs. 2000/- TO VALIDATE YOUR SEAT REQUEST (ONLINE OR BY CASH AT ANY BRANCH OF PUNJAB NATIONAL BANK)**
 - **IF YOU GET A SEAT YOUR SECURITY DEPOSIT WILL BE ADJUSTED AGAINST ADMISSION FEES**
 - **IF YOU DO NOT GET A SEAT YOUR SECURITY DEPOSIT WILL BE REFUNDED TO YOUR REGISTERED BANK ACCOUNT WITHIN NINETY DAYS**

PLEASE NOTE

- **PAYMENT OF SECURITY DEPOSIT AT ONLINE COUNSELLING DOES NOT GUARANTEE A SEAT**
- **GETTING A SEAT WILL DEPEND ONLY ON YOUR MERIT RANK - NOT ON YOUR PREFERENCE**
- **IF YOU QUALIFY FOR A SEAT IN MORE THAN ONE COURSE, ONLY THE COURSE OF YOUR HIGHEST PREFERENCE WILL BE RESERVED FOR YOU**
- **YOU DO NOT HAVE TO PAY ADDITIONAL SECURITY DEPOSIT FOR REQUESTING A SEAT FOR MORE THAN ONE COURSE.**
- **YOU DO NOT NEED TO HAVE A BANK ACCOUNT IN YOUR NAME. A BANK ACCOUNT HELD BY YOUR GUARDIAN OR A RELATIVE CAN BE USED TO ACCEPT THE SECURITY DEPOSIT REFUND**
- **IF YOU GET A SEAT FOR ANY OF THE COURSES THAT YOU HAVE SET A PREFERENCE FOR, SECURITY DEPOSIT WILL NOT BE REFUNDED**
- **IF YOU DO NOT WISH TO SET A PREFERENCE FOR A COURSE YOU MUST SELECT “NOT REQUESTING” FOR THAT COURSE**

VERIFICATION

IF YOU GET A SEAT ...

1. **VISIT THE WEBSITE TO UPLOAD YOUR PHOTO & SIGNATURE,**
2. **MAKE CORRECTIONS TO YOUR PERSONAL DATA IF REQUIRED AND TAKE A PRINTOUT OF THE CORRECTED APPLICATION FORM**
3. **PAY BALANCE ADMISSION FEE:**

TAKE A PRINTOUT OF ADMISSION FEE CHALLAN FROM OUR WEBSITE AND PAY BY CASH AT ANY BRANCH OF PNB

OR

PAY ONLINE THROUGH OUR WEBSITE

4. **APPEAR FOR PHYSICAL VERIFICATION WITH ALL YOUR CREDENTIALS ON SCHEDULED DATE AND TIME**
5. **SPECIFY YOUR PREFERENCE OF GENERAL ELECTIVE COURSES AND THE SEMESTERS WHEN YOU WOULD LIKE TO TAKE THEM UPON BEING NOTIFIED BY THE COLLEGE**

PLEASE NOTE

- IF YOU DO NOT PAY THE BALANCE ADMISSION FEE YOUR CANDIDATURE WILL BE CANCELLED AND ALL FEES & CHARGES WILL BE FORFEITED
 - IF YOU DO NOT APPEAR FOR VERIFICATION YOUR CANDIDATURE WILL BE CANCELLED AND ALL FEES & CHARGES WILL BE FORFEITED
 - INCORRECT ENTRY IN YOUR HS / EQUIVALENT MARKS, YEAR OF PASS, BOARD, CATEGORY, GENDER WILL LEAD TO CANCELLATION OF YOUR CANDIDATURE AND ALL FEES & CHARGES WILL BE FORFEITED
 - ADDITIONAL ROUNDS OF SEAT ALLOTMENT LISTS WILL BE PUBLISHED TO FILL UP VACANT SEATS IF NECESSARY
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