

PROCEDURE FOR CENTRALIZED ONLINE COUNSELING FEE PAYMENT FOR ADMISSION SESSION 2017-18

BASIC INSTRUCTIONS

- Go to website www.ptuadmissions.nic.in
- Click on button “Pay Online Counselling Fee” for the Registration of Online Counselling fee Payment.

The screenshot shows the homepage of I.K. Gujral Punjab Technical University. At the top, there is a navigation menu with links: Home, Universities, Counselling Dates, Procedure, Programme, Admlesion 2017-18, and Help Desk. Below the menu, there are three circular logos for different departments: I.K. Gujral Punjab Technical University, Punjab Agricultural University, and Punjab Veterinary University. In the center, there is a large button labeled "Pay Online Counselling Fee" and another button labeled "Select Your Regular Course & Click 'GO'". Below these buttons, there are two smaller buttons: "Ph.D Programme Registration" and "Distance Education Registration". On the right side, there is a "Quick Links" section with a list of links: Frequently Asked Questions, Seat allotment notice, Previous Year's Cutoff Rank, Cutoff Ranks - 2017, Graphical Counselling Procedure, and Counselling Fee Payment. At the bottom right, there is a "Go" button next to a "Select" dropdown menu.

- Then fill up the basic details as given below and click the submit button for making payment.

The screenshot shows the "BASIC DETAILS" form on the I.K. Gujral Punjab Technical University website. The form is titled "BASIC DETAILS" and has a "Home" link in the top right corner. The form fields are: Stream (a dropdown menu with "Select" as the current value), Name (a text input field), Father Name (a text input field), Date of birth (a date picker with "Date", "Month", and "Year" dropdowns), Email id (a text input field), and Mobile No. (a text input field). At the bottom of the form, there is a "Submit" button.

INSTRUCTIONS TO FILL UP THE COUNSELING FEE PAYMENT FORM

- **Fill up the details in the form as mentioned here:-** Students must follow these instructions, to avoid inconvenience.
 - ✚ **Select Stream:** Select Stream/Course for which you need to pay counseling fee.
 - If you select stream/course **B.Tech.**, then enter your **10+2 Roll No., Name of Board & JEE Main Roll Number**
 - If you select any **other course**, roll number is **NOT REQUIRED**. It will be generated by system automatically.
 - ✚ **Applicant Name:** Enter your name
 - ✚ **Father's Name:** Enter your father's name
 - ✚ **Date of Birth:** Enter your date of birth by in DD/MM/YYYY format
 - ✚ **Email Id:** Enter your email ID.
 - ✚ **Mobile No.:** Enter your mobile number

■ **Click on "Submit" Button.**

After clicking on this button, you will receive OTP to verify your mobile number, after verification of mobile number; you will be registered in the system and taken to counseling fee payment screen.

■ **You will receive a fee confirmation message on registered email ID and also through SMS on your registered Mobile Number.**

(Please also check "Spam folder" of your email account if mail is not received in the "Inbox")

INSTRUCTIONS FOR MAKING COUNSELING FEE PAYMENT

■ For **each course** the counseling fee is **Rs 2,000.00 (Non Refundable)** for **one time only for all rounds of Centralized Online Counselling.**

■ **select "Debit Card or Credit Card" then fill up the following fields:-**

✚ **Card Number** : Printed on the front side of Debit/Credit Card

✚ **Card Expiry Date** : Printed on the front side of Debit/Credit Card

✚ **CVV Number** : Printed on the Back side of Debit/Credit Card

✚ **Enter Card Label (for your easy reference) and click "Make Payment".**

➤ After submitting it will take you to BANK payment gateway and here you need to fill up credit/ debit card's details and then make the payment. If the payment will be successful then it will give you the option to print receipt else you need to make the payment again.

➤ **Only Credit Cards with "Visa" or "Master Card" logo are accepted.** This is a 3D secured verification payment gateway which requires use of a password for credit cards. Please contact your bank to make sure your credit card is activated for online payments.

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➤ In case of a Successful transaction, you shall be automatically taken to your login account at www.ptuadmissions.nic.in where – the receipt can be printed from the screen.

➤ In case of unsuccessful transaction, you have to try again.

■ **If "Mode of payment" is selected as "Net Banking" then fill up the following fields to deposit fee.**

✚ **Select the bank from drop down list of Net Banking through which you want to make payment and then click "Make Payment" button.**

✚ **This will let you to the website of opted bank for net banking service where you can pay your counselling fee.**

NOTE :-

- ❖ *If Fee confirmation message is not received within 2 hrs, then contact at number +91-99157-59544, 01822-255035 email ID : kapils.sharma@hdfcbank.com*
- ❖ *Only After completing this fee payment process you can further register to participate in Centralized Online Counselling.*
- ❖ *Please visit IKGPTU website (<http://www.ptu.ac.in> or www.ptuadmissions.nic.in) and check Centralized Online Counselling Schedule for further Registration to participate in Centralized Online Counselling.*

COMMON QUERIES

Contact +91-94780-98107 & +91-95011-06247 (Timings: 09:00 AM to 06:00 PM from Mon. to Sat.) or email at support@ptuaccounts.ac.in & ptucounsellingfee@gmail.com if you face any of the following issues related to Online Counselling Fee:

■ **Payment using Credit Card/Debit Card:**

- Not able to use Credit Card/ Debit Card
- Not able to print payment confirmation receipt after successful transaction using the card.

■ **Payment using Net Banking:**

- Not able to find my bank in the list

- Not able to print payment confirmation receipt after successful transaction using the card.

CONTACT NUMBERS FOR ONLINE COUNSELING FEE PAYMENT : BANKING SUPPORT

- HDFC Bank Nodal Officer Mr. Kapil Sharma :
+91-99157-59544, 01822-255035 email ID : kapils.sharma@hdfcbank.com
- *All instructions are straight forward mentioned in the document. Do not call for trivial questions. Please only call in case you face any major issue*
- After completing this process you will just complete the IKGPTU counseling fee process
- Please visit IKGPTU website for further instructions

TERMS AND CONDITIONS

I accept terms and conditions that :-

- I have gone through the eligibility criteria for respective course.
- If I do not fulfill the eligibility criteria, fees will not be refundable in any circumstances/case.
- If I do not get admission after the completion of Centralized Online Counseling process of IKGPTU, fees will not be refundable in any circumstances/case.
- The information provided by me is true to my spirit and accurate.