"INSTRUCTIONS for Candidates for 1st ROUND"

Uttarakhand Technical University, Dehradun (UKTU) is holding **online counseling** for admission to 1st Year B-Tech (Full-time) courses in Govt/Constituent/Private Technical Colleges in the state based on JEE-Main–2016 rankings,

DOWNLOADING OF BANK-CHALLAN & COUNSELING FEE DEPOSIT (DURING 11/07/2016 to 14/07/2016)

1. **Counseling Fee:** To participate in online counseling, every candidate irrespective of his/her category have to deposit **in cash** a non-refundable counseling fee of Rs.2000/- in addition to Rs:60/- as bank Commission Charges in any branch of **State bank Of India** in the country during 1st round of counseling from 11/07/2016 to 14/07/2016.

In order to deposit the above-mentioned fee, candidates have to first download the copy of the **Bank-Challan, online** from the website **http://ukcounseling.nic.in** by clicking on **"Print Bank Challan"** option and by giving their JEE-Main Roll Number, **mobile number and email-id** and after taking the printout they have to put signature in the respective column before submitting it (in duplicate) to any branch of SBI bank.

At the time of depositing the fee in the bank, please ensure that the **"Transaction-Id"** has been properly filled-in by the cashier in the challan. The concerned Bank will retain one copy of the challan and give the other one to Candidate for participating in the counseling and taking admission, if the seat is allotted.

Only those candidates will be allowed to participate in the first round of online counseling, who has deposited their Counseling fee timely in SBI. Counseling fee should be deposited up to 14th July 2016 to participate in 1st round of counseling.

ONLINE REGISTRATION FROM 13th to 16th JULY 2016

2. **Online Registration:** For 1st round, the **Online** Registration Process will starts from 13th July and remains open till 16th July 2016 (till 12.00 midnight). **Candidates are advised to keep the copy of their JEE-Main-2016 Admit Card and Bank Challan Copy along with them at the time of online registration**; it will help them in submitting the mandatory inputs required for registration.

3. Having paid the counseling fee in SBI, the candidate shall open the counseling website with URL **http://ukcounseling.nic.in** and has to select **"New Registration"** option for registration. Here, candidate has to read the instructions given on the "**Candidate's Agreement**" section and has to click the "**I Agree**" option following by "**click here to Proceed**" tab.

4. On Registration Form, the following mandatory parameters for successful registration i.e., JEE-Main Roll No. and JEE-Main Registration No.(both having 8 numeric digits),

Candidate Name and Date of Birth (as per JEE-Main admit card) need to be filled in.

5. Incase there is a problem in registration; Candidates can call Help Centre Numbers given on the Counseling-website as well as in the end of this document for assistance. If all the above four parameters/inputs are correctly entered and found true, then a new registration screen will appear, where the candidate has to fill-in and confirm the following details, which shall be used later on for filling of choices of branches and allotment of seat using the candidate's "**User ID**" which is his/her **JEE-MAIN Roll No.** and "**Password**" generated as under by the candidate:-

- State of Domicile: It will be either "**Other-State**" or "**Uttarakhand Domicile**" or "**other state but 10+2 pass out from Uttarakhand**"
  - o "**Other State but 10+2 pass out candidates from Uttarakhand**" i.e. all the candidates having Academic Uttarakhand Domicile (i.e all Gen/SC/ST categories candidates including Women/Girls) will be considered as "Other-State" candidates and shall also be considered for "General Open Catgeory" seats under "Uttarakhand State Quota".
  - o Candidates may also like to refer the brief "Guidelines of Counseling (in Hindi)" available on website for their queries relating to Govt.Reservation-rules etc.
  - o "**Candidates having state of domicile as Uttarakhand**" can apply for seats under "**Tuition Fee Waiver (FW)**" scheme, which is only for those candidates whose Parent Annual Income from all sources is below Rs:4.5 Lac. Such candidates may refer the copy of the Uttarakhand Govt Order available on the website before applying under it.
- Gender: Male/Female
- Category: Gen/SC/ST/OBC
  - o Categories available under "**Other-State**" and "**other state but 10+2 pass out from Uttarakhand**" are General, SC and ST where as
  - o Categories available under "**Uttarakhand Domicile**" are General, SC, ST and OBC.
- Sub-Category: PH / AF / FF / KM
  - o Sub-Categories which can be opted under "**Other-State**" and "**other state but 10+2 pass out from Uttarakhand**" are Physically Handicapped(PH) and Kashmiri Migrant (KM)
  - o Sub-Categories which can be opted under "**Uttarakhand Domicile**" are Armed Forces(AF), Freedom Fighter(FF), Physically Handicapped(PH) and Kashmiri Migrant (KM)
- Father's Name:
- Mobile No: (so as to have their allotment result conveyed through SMS)
- Security Question: (it will help incase one forgot his/her password)
- Your security Queston Answer:-
- Choose Password: (Password must be of 6-12 characters, must have atleast one special character, one upper case character, one lower case character & one numeric value. Example- **Test$123**)
- Confirm password;

Candidate should take utmost care while submitting above-mentioned details; it cannot be changed once submitted and confirmed.

6. After submitting the above-mentioned details, candidate will get a confirmation message for successful registration. In case the confirmation message is not displayed the candidate has to re-register once again.

7. It is in the interest of Candidates to remember their Password and keep it highly confidential to avoid misuse by another candidates; for which UKTU or NIC shall not be held responsible. **Candidates are advised not to share their passwords with anyone, particularly with Cyber-cafes/Engineering Colleges from where they are doing online counseling.**

8. After successful registration, Candidates can take the Print-out of their Registration Details and keep it safe for future reference.

9. User-id or Login-ID for accessing the counseling website would be candidate's JEE-MAIN-Roll-Number.

10. Candidates may continue the choices filling work at this stage itself or may Logout/exit from the system and carry out Choices Filling work later on after LOGIN using "**LOGIN**" option available on home page of http://ukcounseling.nic.in . Here the candidate has to give User-ID, Password and has to type the Green Colored characters/numbers in the box exactly same as they are appearing on the screen before submitting.

ONLINE CHOICES FILLING FROM 13th to 16th JULY 2016

11. **ONLINE FILLING OF CHOICES**

  (a) After successful login, candidate's homepage is opened and following options are displayed:

  - **Registration Details:** To view Registration Details confirmed at the time of registration.

  - **Edit Registration:** Any mistake can be corrected in the above through "Edit Registration" option, if not confirmed earlier.

  - **Available Choices:** Shows the **Total Seats Available** in various Institutes/ branches based on student's category/sub-category.

  - **Fill Choices:** Here the Candidates can fill their choices in order of their preferences of Institutes and Courses available. Candidates having Uttarakhand Domicile and opted for "**Tuition Fee Waiver (TFW) Scheme**" at the time of registration have to select the **seats earmarked under TFW** in addition to normal seats at the time of submission of their choices, other-wise they won't be allotted any seats under TFW quota. Candidates are advised to fill as many choices as they want and it is in the interest of the candidates to fill maximum available choices so that they can get a seat of their choice in 1st round itself Candidates are advised to keep on saving their filled choices on regular intervals so as to avoid the data loss and time due to failure of internet connectivity or power-cut. It is not necessary to complete all the choices in one go, they can change or alter their choices as many times as they want but with in the specified time/period. They can **Lock their choices** (system will ask password for locking) when they are sure that all their choices are properly filled-in as per their preferences. **Care:** At the time of closing of 1st round, all the un-locked

choices will be locked automatically by the system.

- **Filled Choices:** It displays all the choices entered by the Candidate. Candidates can also **Un-lock or Lock** their choices (using password) under this option.
- **Changed Password:** Password can be changed through this option.
- **Allotment Letter:** Through this option, candidate can generate and print his/her Provisional Allotment Letter after the seat allotment.
- **Seat Breakup:** Through this option, candidate can see **category/sub-category wise** Seats Available in various Institutes/ branches based on student's own category/sub-category.
- **Logout:** Candidates can logout using this option. Candidates are also advised to close the window/browser after logout.

(b) **Candidates may take the print out of their filled choices and duly signed copy of the same may be submitted at the time of taking admission in the respective Institutes/Colleges.**

Seat Allotment & Result Declaration on 18th JULY 2016 at 5:00 Pm

12. **Allotment of seat:** Seat Allotment is based on the choices submitted by the candidates. After the "online Registration & Choices filling" period is over in the 1st round, i.e. on 16th Jul'2016 (till 12.00 midnight), the filled choices of all registered candidates will be considered and the seats will be allotted as per the merit/Rankings and respective categories/sub-categories of the candidates, the choices opted by the candidates in order of their preferences and availability of seats under various Institutes/Branches under All-India & State Quota respectively.

13. **Result Declaration:** On the date of result declaration, candidates can take printout of their **provisional allotment letters** from the website **http://ukcounseling.nic.in after** login in to system. **A**llotment of seats is purely provisional and is subject to verification of original certificates and payment of institute fee etc, at the time of reporting at allotted Institutes/Colleges.

14. Allotment results will also be conveyed through SMS to all those candidates who had submitted their mobile numbers correctly at the time of registration.

Reporting at Allotted Institutes/Colleges from 19th To 22nd July'2016

15. The process of reporting the candidates at allotted Institutes/Colleges is also **ONLINE** and is to be carried out by the respective Institutes/Colleges. A separate interface is there for **Institutes/Colleges** with URL http://intraukcounseling.nic.in which can be accessed using their respective user-ids and passwords, given to colleges/institutes.

16. Candidates are required to report at allotted Institutes/Colleges with in the specified period i.e. from 19th to 22nd July'2016 along with necessary admission fees and all the eligibility documents/testimonials/certificates (as listed in their provisional letter or on the basis of which they want to take admission). The fee details, mode of payment

and other information candidate must obtain from the respective college website. This information will not be given by the respective college helpline numbers.

17. The Institute/College will verify all the necessary documents of the candidates physically. **If any of the documents found missing or invalid, the allotted seat of the candidate will be cancelled.**

18. **If all the desired documents are o.k., the Institutes/Colleges have to access the website http://intraukcounseling.nic.in with their login-ids/passwords.**

    Here after entering the roll-number, the concerned candidate has to himself/herself type his/her password; then only the Institute/College can tick all the check-boxes of desired documents on the screen and generate the formal Allotment/Admission Letter of the candidate. Unless all the check-boxes are ticked, they won't be able to generate the Admission Letter. After depositing necessary fees etc, the reporting part of candidate shall be over and for seat up-gradation, he/she can participate online in 2nd round of counseling.

19. If candidates do not report or refuses for admission within the specified period, their allotted seat shall be cancelled and the candidates shall not have any claim on the seat, whatsoever. However they may take part in 2nd counseling.

20. **Candidates must note that the last date of reporting in allotted Institutes/Colleges is 22th July'2016 for 1st round of Counseling.**

To Participate in 2nd Round, Please see the document "Instructions for 2nd Round" available on website http://ukcounseling.nic.in

For any further details, candidates can use the following Help Line numbers of **Uttarakhand Technical University (UKTU), Dehradun**:

Phone No.: 7060320937, 8958916614

Fax No.:0135-2770119

Emai-ID: counseling@uktech.ac.in

Address: Uttarakhand Technical University
            Goverment Girls Polytechnic Campus
            Post Office, Chandanwadi, Prem Nagar
            Sudhowala, Dehradun (Uttarakhand)
            Pin – 248007
            Phone No.:0135-2770128

Fax No.:0135-2770124
Website: www.uktech.ac.in