

Online Counseling Procedure of PHARMACY

(Academic Session 2021-2022)

Step 1 : Online Registration

- In the “New Registration Section” do the following actions [Refer RANK CARD]:
 - Enter Application Form Number
 - Click “Proceed” button
- An OTP (One Time Password) will be sent to the registered mobile of the candidate
- Enter OTP and then submit
- In case, a candidate has wrongfully declared himself/herself as SC, ST or PC at the time of filling up the application form, he/she will be provided with **ONE-TIME** chance to deactivate the same at the time of registration for online counseling process. **But, activation of any reservation category will not be allowed in the counseling process.**
- Edit your Personal Details (if required)
- Enter Password of your choice and then click “Update” button. (Do not disclose this Password to anybody)
- Check your modified (if so) personal details and then proceed. Once ‘Confirm’ button is clicked, entered data cannot be edited.
- Only after successful registration, a candidate can fill-up choices.

Step 2 : Student Login

- In the “Registered Candidate Login”, enter the followings:
 - Application Form Number
 - Password (Given by you during registration)
- Click ‘**Login**’ to enter into My Page

Step 3 : Choice Filling

- Go to the choice filling section of the website.
- At the time of choice filling, candidates have to fill all available choices according to their preferences. **[Example:** If, Jnan Chandra Ghosh Polytechnic is the most preferred institute for a candidate, he/she has to put Jnan Chandra Ghosh Polytechnic at No. 1. Then he/she has to put his/her 2nd preferred institute at No. 2 and so on.]
- Male candidates will not get the option to fill the name of Women’s Polytechnic, Chandannagar.
- Save your given choices.
- Take print out of the choices filled by you.
- You can edit your choices as many times as you want till closure of registration. Every time you edit your choices, ‘Save’ the same.
- After final entry of choices, the same may be locked clicking the “Lock” button. The printout of locked choices should be taken and retained. If any candidate forgot to lock his/her choices, the system will automatically lock the same after closure of registration. **Given choices, once Locked, cannot be edited.**

Step 4 : Seat Allotment

- Check your allotment by login into your account.
- A candidate who has been allotted a seat can participate in auto-up-gradation of the allotted seat OR can accept the allotted seat for admission. Candidates, having allotted their **first prioritized seats**, will not be allowed to participate in auto-up-gradation process.
- If no seat is allotted, wait for next phase of counseling, which will be made against the remaining vacant seats after admission.

Step 5 : Printing of Allotment Letter

- Print your **Final Allotment Letter** at the earliest if you do not wish to participate in auto-up-gradation and desire to take admission to the allotted seat after payment of Final Seat Booking Fee of Rs.500/- through Debit Card / Credit Card / Net Banking / UPI.
- If you want to opt for auto-up-gradation of your allotted seat then carefully select the correct option.
- If you opt for auto-up-gradation, pay Provisional Seat Booking Fee of Rs.1000/- through Debit Card / Credit Card / Net Banking / UPI.
- Read all instructions given in the allotment letter carefully.

Step 6 : Payment of Provisional or Final Seat Booking Fee

- If you do not wish to participate in auto-up-gradation and desire to take admission to the allotted seat, you will have to pay Final Seat Booking Fee of Rs.500/- through Debit Card / Credit Card / Net Banking / UPI.
- If you opt for auto-up-gradation, you will have to pay Provisional Seat Booking Fee of Rs.1000/- through Debit Card / Credit Card / Net Banking / UPI.
- If a candidate fails to pay either Final Seat Booking Fee or Provisional Seat Booking Fee within stipulated time, the candidature will be cancelled automatically.
- Opting for auto-up-gradation and payment thereof do not ensure up-gradation of the allotted seat. **However, the allotted seat shall remain booked for the candidate until a new seat from higher order choices is allotted.**
- If, any provisionally allotted seat is up-graded in subsequent phases of allotment, former will be automatically cancelled and will be replaced by the upgraded seat.

Step 7 : Sending of documents for verification

- On taking printout of **Final Allotment Letter** after making Final Seat Booking Fee of Rs.500/- through Debit Card / Credit Card / Net Banking / UPI, a candidate will have to send the scanned copies of the documents mentioned in the Final Allotment Letter through mail to confirm admission on or before the specified last date for respective phases.
- Candidates allotted seat in self-financed institution, has to pay other admission related fees separately to the Bank Account of the concerned Institution through NEFT/RTGS, the copy of which will also have to be sent through mail along with the required documents mentioned in the Final Allotment Letter.
- Admission to the allotted seat is subject to verification of all relevant documents. Candidature is liable to be cancelled if a candidate fails to produce any of the documents in original before the verifying authority or produces fake documents at the time of physical reporting at the institution after normalization of the present situation and his/her allotted seat will be cancelled automatically.
- Last date of sending scanned copy of documents to the Institute will be specified in the Allotment Letter. After the specified last date, no mail will be entertained by the Institute and will not allow provisional admission.
- Candidates must send the scanned copy of the following documents (scanned from **ORIGINALS** only) for verification and allowing provisional admission:
 - Rank Card
 - Final Allotment Letter (duly signed)
 - Admit Card of Madhyamik or equivalent examination as age proof.

- Mark sheet of Madhyamik or equivalent examination.
- Mark sheet of Higher Secondary or equivalent examination.
- Reservation (SC, ST, PC) related certificates (as applicable)

All candidates, who will be admitted provisionally, will have to submit the following documents in ORIGINAL at the time of physical reporting at the concerned institute after normalization of the present situation

- Medical Fitness Certificate
 - Anti-Ragging Affidavit
 - Domicile Certificate
- ***Medical Fitness Certificate:*** Candidates must satisfy medical fitness with reference to (a) No Colour Blindness, (b) Physically & Mentally Fit, (c) Able to pursue technical course. Candidates seeking admission to the courses under the WBSCT&VE&SD should possess good health and physique with sound mind. They should not be suffering from any disease/physical or mental infirmity. All candidates (including Physically Challenged) have to produce Medical Fitness Certificate mentioning the above criteria issued by the Registered Medical Practitioner, at the time of admission. Such Medical Certificate must possess signature, seal and registration number of the Medical Practitioner.
 - Filled-in Anti Ragging Affidavit in A4 size paper in the format given hereunder will have to be submitted in original at the time of taking admission at the Institute.
 - SC / ST candidates are required to produce Caste Certificates in original issued by competent authority of West Bengal at the time of admission without which their claims for reserved seats will not be entertained and thereby, allotment will be cancelled.
 - Physically Challenged (PC) candidates are required to produce Physically Challenged Certificates (disability: 40% or above) in original issued by competent authority at the time of admission without which their claim for reserved seats will not be entertained and thereby, allotment will be cancelled.

BY ORDER