

## **Online Counseling Procedure of PHARMACY** **(Academic Session 2019-2020)**

### **Step 1 : Online Registration**

- In the “New Registration Section” do the following actions [Refer Admit Card of PHARMACY]:
  - Enter Enrollment Number
  - Enter Index Number
  - Click “Proceed” button
- An OTP (One Time Password) will be sent to the registered mobile of the candidate
- Enter OTP and then submit
- 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.

### **Step 2 : Student Login**

- In the “Registered Candidate Login”, enter the followings:
  - Enrollment 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.
- Add Institute names one by one as per your preference.
- Add names of all institutes. However, 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 modified choices.
- After final entry of choices, the same should be locked clicking the “Lock” button. The printout of locked choices should be taken and retained. **Given choices, once Locked, cannot be edited.**

### **Step 4 : Seat Allotment**

- Check your allotment in the result section of the website.

- 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 the 2<sup>nd</sup> phase of processing of allotments against the remaining vacant seats after admission.
- After both phases of allotments, information of publication of result will be intimated to the candidates through SMS in their registered mobile.

#### **Step 5 : Printing of Allotment Letter**

- Print your **Final Allotment Letter cum Money Receipt** 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.2000/- 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.2000/- through Debit Card / Credit Card / Net Banking / UPI.
- If a candidate fails to pay either Final Seat Booking Fee or Provisional Seat Booking Fee, 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 : Reporting & document verification of students**

- On taking printout of **Final Allotment Letter cum Money Receipt** after making Final Seat Booking Fee of Rs.500/- through Debit Card / Credit Card / Net Banking / UPI, a candidate will have to report to the allotted Institute with all original documents (as mentioned afterwards) for verification and two copies of Final Allotment Letter cum Money Receipt to confirm admission on or before the specified last date for respective phases. He/she has to pay admission related fees separately at the time of admission. Admission to the allotted seat is subject to successful 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 admission and his/her allotted seat will be cancelled automatically.

- Last date of taking final admission at the Institute will be specified in the Allotment Letter. After the specified last date, Institute will not allow admission.
- Candidates must bring the following documents in **ORIGINAL** along with a set of photocopy of all documents for verification and submission at the time of admission:
  - Admit Card of Madhyamik or equivalent examination as age proof.
  - Mark Sheet of Madhyamik or equivalent examination.
  - Admit Card of Higher Secondary or equivalent examination.
  - Mark Sheet of Higher Secondary or equivalent examination.
  - PHARMACY-2019 Admit Card.
  - Reservation (SC, ST, PC) related certificates (as applicable)
  - Two copies of Print-out of the Final Allotment Letter cum Money Receipt taken from the counseling web portal after declaration of counseling result.
  - 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 Diploma in Pharmacy 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 the prescribed format (format available in this website) will have to be submitted in original at the time of taking admission at the Institute.
  - Admission related fees, as applicable for Government / Private Institutions, are required to be paid at the time of admission.
  - SC / ST candidates are required to produce Caste Certificate in original issued by the competent authority of Government 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 Certificate (disability: 40% or above) in original issued by the competent authority at the time of admission without which their claim for reserved seats will not be entertained and thereby, allotment will be cancelled.