Guide
To
Registration Process
for Admission
in Colleges of Punjab
2017-18
for
Undergraduate classes
Visit us at [www.punjabcollegeadmissions.org](http://www.punjabcollegeadmissions.org)

Click/Select GND University Admission to register for affiliated colleges of Guru Nanak Dev University, Amritsar.
COLLEGE LOGIN:- Enter into the college portal by entering college id and password (already provided) in College login section and click on college sign in button to proceed.

Note: Click on “Forgot Password” link to recover password.

RECOVER PASSWORD (COLLEGE LOGIN):- Fill in college ID, Registered email ID and click on recover password. Password will be sent on the college registered email ID.
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On signing into the college portal, the following Page will appear on the screen:-

![College Portal Screenshot]

On the page you can check No. of Seats, Applied Students, Approved Students and Admitted Students in front of the Allotted Course Name. Click on the buttons shown on the left side of this page such as Applied Students, Approved Students, Admitted Students, Update College Details and Update Fee Details to get related information.
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Click on “Applied Students” button to get the list of students seeking admission in the college.

Approve the students who have applied for your college by clicking on checkbox in Approve column.

A unique Reference number, SMS and email will be sent to student on registered mobile number and email ID.

If a college mistakenly approves a student, college can disapprove the registration of that student later on. Again SMS and email will be sent to student regarding the disapproval.
Important Note:-

1. If a student fills all the information about his/her previous class at own self, then system will display “verified: No”. In this case college has to confirm the eligibility of the student.

2. On approval, reference number will generated and sent to student’s registered mobile number and email id.

3. This reference number will be used to confirm student’s admission at the time of admission.

4. At every stage, the status such as approval, disapproval, admitted or admission cancel SMS will be sent on student registered mobile number. Therefore, College must ensure before confirming above said status due to SMS cost involved also.
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Click on “Approved Students” button to see the list of students who have been approved by the college.

Now tick on admit check box if a student fulfills all the formalities for the admission process. Student will receive SMS and email about the confirmation of admission by the college.
Click on “Admitted Students” button to see the list of students who have been admitted in the college.

The system will display the list of student who has got admission in the college. The above screen indicates that the college has not admitted any student in the college so far.
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Click on “Update College Details” button to modify/update information regarding your college.

The College can fill/update the college details such as Name of Principal, Principal Status, College Contact Numbers, College email ID, Principal email ID, College Website Address etc.

College can upload the PDF document of Academic Achievements and Faculty Details time to time.
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You can update details of fees by clicking on “Update Fees Details” button.

In this page, college can fill/update prospectus fees and course fees of different courses running in the college. After filling the prospectus and course fee, hit the update records button to save these details into the system.