Paperless Admission in Colleges of Punjab

**Do’s for Colleges**

- Do register students in semester 1st only for undergraduate classes through online registration process.

- Do open helpdesk for the facility of students for required guidance.

- Do guide the students about this new portal.

- Do check the student registration regularly so as to give them approval as soon as possible.

- Do update information about college whenever required within given time limit.

- Do update college achievements regularly.

- Do update college faculty list as when required.

- Do update fee detail as when required.
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• Do create and maintain college website.

• Do check if a student fills all the information (i.e. if it is not fetched by the system) about his/her previous class, then system will display data “verified: No”. In this case student has to produce all the required documents related to previous class in the college to confirm his/her eligibility by the college.

**Don’ts for Colleges**

• Don’t admit any student directly seeking admission in 1\textsuperscript{st} semester for undergraduate classes.

• Don’t enter mobile number and email id of any other person or college staff member when any student approaches your college to register under new student registration.

• Don’t send any return CD’s of 1st Semester (Undergraduate classes).

• Don’t submit CD containing photograph of students of 1st Semester (Undergraduate classes) in University.

• Don’t admit student unless student approaches the college.

• Don’t press the option Approve/Disapprove unnecessarily as it involves SMS cost which is to be paid by the college.