

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.

Paperless Admission in Colleges of Punjab

- 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 1st 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.