

User Operational Manual
For Candidate Choice Filling Module
(<http://psbte.gov.in>)
Web based Counseling-2009

For

(Admission to Diploma (Engg) Courses in the State of Punjab)

Introduction

The Punjab State Board of Technical Education (PSBTE) is an autonomous statutory authority created under the Punjab State Board of Technical Education & Industrial Training Act 1992, for regulating and controlling academic standards in Institutes of Technical Education and for making admissions & conducting examinations in Polytechnics and Industrial Training Institutes. The board conducts Joint Entrance Test (JET) for admissions to various engineering diploma courses being run in the Government, Govt. Aided/ Self-financing institutions affiliated to the board. For other courses such as Pharmacy and Lateral entry to diploma courses, the marks based merit list is considered.

Web based Online off-campus counseling for admissions to all diploma courses being run in all type of institutions in the State, is being introduced for the current academic session 2009-10.

Purpose

This document outlines the operational counseling procedure for the candidates i.e. how to register on the website, how to fill the choices and change the order of choices, generation of provisional allotment letter after allotment etc.

Scope

Counseling for all technical courses as listed below are covered under the scope of this project.

a) Diploma (Engineering) Courses (Three Year Courses)

1. Architectural Assistantship
2. Civil Engineering
3. Chemical Engineering
4. Computer Engineering
5. Electrical Engineering
6. Electronics & Communication Engineering
7. Electronics and Telecommunication
8. Fashion Design
9. Leather Technology (Footwear)
10. Garment Technology
11. Instrumentation & Control

12. Information Technology
13. Production & Industrial Engineering
14. Leather Technology
15. Library and Information Science.
16. Mechanical Engineering
17. Mechanical Engineering (Refrigeration & Air Conditioning)
18. Medical Lab Technology
19. Plastic Technology
20. Textile Technology (Knitting)
21. Textile Technology (Weaving)
22. Textile Technology (Spinning)
23. Textile Design
24. Textile Processing
25. Automobile Engineering.

Four Year Diploma Course

1. Mechanical Engineering (Tool & Die) [at CTR and CIHT Jalandhar]

b) Pharmacy Courses

The admission to pharmacy course is done on ranking based on 10+2 marks. The Punjab state reservation policy, same as followed in engineering diploma courses, is followed for the admissions to pharmacy courses.

c) Lateral Entry to Diploma level Engineering Courses

Candidates with either ITI or with any vocational course after 10+2, are admitted directly to 2nd year of diploma courses under Lateral entry. The ranking in this case is based on 10+2 marks for which the unique ranking is worked out by PSBTE. The Punjab state reservation policy, same as followed in engineering diploma courses, is followed for the admissions in lateral entry programme.

Courses and Basis of Admission

a.	All Diploma Courses in Punjab, Chandigarh (UT) and CTR	JET ranking provided by PSBTE (Passing of CTR Aptitude test is mandatory in case of admission in CTR Ludhiana)
b.	Diploma in Pharmacy	Merit of 10+2 (Unique ranking based on merit will be provided by PSBTE)
c.	Lateral entry to Diploma Courses	Unique merit ranking will be provided by PSBTE

Objectives

Web based counseling for admissions to all courses, is being conducted with following main objectives;

- 1 To bring in 100% transparency in seats allotment and admissions.
- 2 To build strong public interface to minimize travel burdens on candidates & their parents for counseling.
- 3 Providing enough time to counselees for submission, change, delete, re-ordering of multiple choices from anywhere any time.
- 4 Availability of required information, queries, reports at different levels.
- 5 Centralized database and centralized monitoring.
- 6 Paperless counseling
- 7 Secured and controlled data access at every level.
- 8 The advantage of on-line off campus counseling is that the seat vacated by previous candidate will be immediately allotted to the next candidate in the merit, who has opted for it. Otherwise, in physical counseling it is allotted in the subsequent allotments, the merit candidate will be denied of his choice and the seat will be allotted to a candidate, who is lower in the merit.

Operational Modules

Following software interface shall be available for candidates during "web based counseling "

Counseling website

1. Help Line
2. Counseling Schedule
3. Institute Profile
4. Information Brochures
5. Instructions for Candidates

Candidate Module

- New Candidate Registration –Process to obtain User-ID & Password
- Registered Candidate Login
- Forgot Password
- Change of Password
- Choices Available
- Seat matrix information
- Choices Submission
- Choices Edit – Interchange/Delete/Edit/Rearrange/Print
- View of seat allotment
- Printing of provisional Seat Allotment letter
- Log out

Operations procedure of Web Interface for Candidate Module:

To participate in counseling, it is mandatory for every candidate to register himself/herself on the counseling website having [http:// www.psbte.gov.in](http://www.psbte.gov.in) or <http://psbte.gov.in> . The candidate is required to fill in the Roll no., Name, Application Form No. and date of birth as per the admit card in the following screen:

The screenshot shows a web browser window titled "Welcome To On-line Off-campus Counseling 2009 - 0...". The page header includes navigation links: "Help Line", "Counseling Schedule", "Institutes Profiles", "Information Brochures", and "Instructions for Candidate". The main header features the Punjab State Board of Technical Education and Industrial Training logo and text: "Welcome to Punjab State Counseling Website", "Punjab State Board of Technical Education and Industrial Training", "Government of Punjab", "Date: 20 - 6 - 2009", "Session: 2009-10", and "User Manual for Candidate".

The main content area is divided into two columns. The left column is titled "Notice Board" and contains the message: "Online Counseling not yet started..". The right column is titled "Registered Users: Sign in" and contains a login form with the following fields and buttons:

- Select Your Course:
- Enter Your Login ID:
- Enter Your Password:
- Submit:
- Forgot Password: [Forgot Password](#)
- New Registration: [New Registration](#)

At the bottom of the page, there is a "Feedback" section and a footer that reads: "Designed and Developed by Education Informatics Division National Informatics Centre Ministry of Communications & Information Technology Government of India New Delhi". Below the footer is the NIC logo and a disclaimer: "Disclaimer: The site is designed and hosted by NIC and the contents are provided by Punjab State Board of Technical Education and they may be contacted for any further information."

Check/Valid Candidates

Punjab State Counseling Website
Punjab State Board of Technical Education and Industrial Training
Government of Punjab

Date: 20 - 6 - 2009 Session: 2009-10 Home

New Registration

Course Name: Diploma in Engineering

Roll No of Entrance Test: 5204195

ICR No: 313006 Available at the top right corner of admit card

Candidate Name: RAVJOT KAUR

Date of Birth: (DD/MM/YYYY Format) 16/09/1992 Example: (22/02/1988)

Submit

You are Accessing this website From IP Address: 127.0.0.1

On successful entry of the admit card details as above, candidates will be given the following screen in which the candidate is required to enter the details as per the screen shot shown below:

Candidate Registration Form

Punjab State Counseling Website
Punjab State Board of Technical Education and Industrial Training
Government of Punjab

Date: 20 - 4 - 2009 Season: 2008-09 Home Logout

Registration-Diploma in Engineering

Roll No. : 5204195 Rank : 8288
 ICR No. : 513008 Name : amarjit kaur
 Date of Birth : 10 Sep 1992 Mother Name : paramjeet kaur
 Father Name : nachitar singh

Fill your Registration Details carefully.

Gender: Male Female
 Select State Name: Punjab
 Category: Backward Class
 Sub Category: -Select-
 Defense Personal Priority: -Select-
 Please Enter your family income from all sources: 5454451 (Income in Rupees)
 Aggregate Stage of 10th Class Exam: 76
 Have you cleared English, Science and Maths in 10th Examination? Yes No
 Name of School from where 10th Class Exam Passed: Government Inter Collage-1
 Type of School/College (Institution): Govt Aided Private Open
 Whether it is Rural or Urban Area (please fill rural only if you fulfill the criteria of being rural as per JET prospectus page no. 82) Rural Urban

Login ID: 5204195
 Choose Password: ***** (Min 8 to Max 12 characters)
 Confirm Password: *****
 Contact Address: (New Delhi)
 City: South Extension
 District: Lajpat Nagar
 Pin Code: 121212
 Contact No.: 011 24305261
 Mobile No.: 9999188374
 E-Mail Address: amrishi_k@nic.in

Note: If all the fields are filled correctly then press "Submit" button for successful registration.

Submit

After successful registration, candidate will be granted user ID (candidates Roll No.) and password using which he will be able to fill the choices.

Following modules are available for candidates after registration:

- a. Registration Details
- b. Edit Registration Details
- c. Available Choices
- d. Fill Choices
- e. Display Filled Choices
- f. Change password
- g. Provisional Allotment Letter

a) Registration Details : Candidate can see his registration details by clicking on the option Registration Details and edit the same by clicking the option Edit Registration Details, if he has not yet confirmed the registration details.

The screenshot displays the 'Punjab State Counseling Website' interface. The header includes the logo and the text 'Punjab State Board of Technical Education and Industrial Training, Government of Punjab'. Below the header, there is a navigation menu with options: 'Registration Details', 'Edit Registration Details', 'Available Choices', 'Fill Choices', 'Display Filled Choices', 'Change Password', 'Prov. Allotment Letter', and 'Fee Refund'. The main content area is titled 'Registration Details-Diploma in Engineering' and contains a table of personal and academic information for a candidate.

Roll No :	2204255
Bank :	ICICI
ICID No :	313006
Name :	navjot kaur
Father Name :	nashidhar singh
Mother Name :	paranjot kaur
Gender :	Female
Date of Birth :	16 Sep 1992
Category :	Backward Class,
Aggregate Marks in :	78.00%
Address :	New Dethi Lajpat Nagar
Contact No. :	011 - 24305261 9990183374
E-Mail :	amrta.k@psic.in
State Name :	Punjab
Status of Qualifying the CTR / CIIT test :	Not Qualified
Fee deposited :	Not Deposited
Name of School :	Government Inter College-1
Type of School :	Government
Location of School :	Rural
Family income (in Rupees) :	5454451

At the bottom of the form, there are two buttons: 'Edit Registration Details' and 'Confirm Registration Details'.

b) **Available Choices:** Candidate can see available choices details by clicking on the option Available Choices.

Punjab State Counseling Website
Punjab State Board of Technical Education and Industrial Training
 Government of Punjab

Date: 20 - 6 - 2009 Session: 2009-10

Registration Details Edit Registration Details **Available Choices** All Choices Display Filled Choices Change Password Print Abstract Letter Fee Return

Available Choices-Diploma in Engineering

Roll No.: 5254126 Rank: 5259
 Date of Birth: 18 Sep 1992 Gender: Female
 Name: rajot kaur Category: Backward Class
 Mother Name: paramjeet kaur Father Name: nachtar singh

Sr.	Institute Name	Course Name	Eligible Seats
1	AB Poly College, Kiti, Patranakot	Computer Engg -Morning	20
2	AB Poly College, Kiti, Patranakot	Electrical Engg -Morning	19
3	AB Poly College, Kiti, Patranakot	Electronics and Comm. Engg -Morning	20
4	AB Poly College, Kiti, Patranakot	Mechanical Engg -Morning	20
5	Abohar Poly College, Abohar	Computer Engg -Morning	18
6	Abohar Poly College, Abohar	Electronics & Telecom. Engg -Morning	20
7	Abohar Poly College, Abohar	Electronics and Comm. Engg -Morning	20
8	Abohar Poly College, Abohar	Information Technology -Morning	20
9	Abohar Poly College, Abohar	Mechanical Engg -Morning	19
10	Adesh Poly College of Pharmacy and Technology Barnala Road Behind	Medical Lab Technology -Morning	19
11	Adesh Poly College, Muktsar	Computer Engg -Morning	38
12	Adesh Poly College, Muktsar	Electrical Engg -Morning	20
13	Adesh Poly College, Muktsar	Electronics and Comm. Engg -Morning	40
14	Adesh Poly College, Muktsar	Information Technology -Morning	20
15	Adesh Poly College, Muktsar	Mechanical Engg -Morning	38
16	Baba Ishaer Singh College, Kot-Ise-Khan	Computer Engg -Evening	26
17	Baba Ishaer Singh College, Kot-Ise-Khan	Computer Engg -Morning	26
18	Baba Ishaer Singh College, Kot-Ise-Khan	Electrical Engg -Evening	20
19	Baba Ishaer Singh College, Kot-Ise-Khan	Electrical Engg -Morning	20
20	Baba Ishaer Singh College, Kot-Ise-Khan	Electronics and Comm. Engg -Evening	39
21	Baba Ishaer Singh College, Kot-Ise-Khan	Electronics and Comm. Engg -Morning	38
22	Baba Ishaer Singh College, Kot-Ise-Khan	Information Technology -Evening	15
23	Baba Ishaer Singh College, Kot-Ise-Khan	Information Technology -Morning	14
24	Baba Ishaer Singh College, Kot-Ise-Khan	Mechanical Engg -Evening	25
25	Baba Ishaer Singh College, Kot-Ise-Khan	Mechanical Engg -Morning	30
26	Baba Ishaer Singh College, Kot-Ise-Khan	Medical Lab Technology -Morning	10
27	SSSI Poly College, Ferozpur Sahib	Computer Engg -Morning	19

c) **Fill Choices:** Candidate can fill the choices by clicking on the option Fill Choices:

The screenshot shows the 'Choice Filling' interface on the Punjab State Counseling Website. The page header includes the website name and the Government of Punjab. The navigation bar contains links for 'Registration Details', 'Edit Registration Details', 'Available Choices', 'Fill Choices', 'Display Filled Choices', 'Change Password', 'Print', 'Account Letter', and 'Fee Refund'. The user is logged in as 'navjot kaur'. The main content area shows the user's current course selection: 'Diploma in Engineering' with Roll No. '5204195'. Below this, there are two tables: 'Available Choices : 310' and 'Filled Choices : 4'. The 'Available Choices' table lists various courses from different institutes with their respective seat counts. The 'Filled Choices' table shows the user's selected courses, including 'Computer Engg -Morning', 'Electrical Engg -Morning', 'Electronics and Comm. Engg -Morning', and 'Mechanical Engg -Morning'. At the bottom, there are buttons for 'Add multiple', 'Save & Continue', and 'Save & Exit'.

Insttute Name	Course Name	Seats
Abohar Poly College, Abohar	Computer Engg -Morning	15
Abohar Poly College, Abohar	Electronics & Telecomn Engg -Morning	20
Abohar Poly College, Abohar	Electronics and Comm. Engg - Morning	20
Abohar Poly College, Abohar	Information Technology - Morning	20
Abohar Poly College, Abohar	Mechanical Engg -Morning	15
Adeesh Poly College of Pharmacy and Technology, Barnala Road, Bathinda	Medical Lab Technology - Morning	15
Adeesh Poly College, Muktsar	Computer Engg -Morning	30
Adeesh Poly College, Muktsar	Electrical Engg -Morning	20
	Electronics and Comm. Engg	

Choice No	Insttute Name	Branch	Delete	Move Up	Move Down
1	AB Poly College, Koli, Patnaikot	Computer Engg -Morning	[X]	[↑]	[↓]
2	AB Poly College, Koli, Patnaikot	Electrical Engg -Morning	[X]	[↑]	[↓]
3	AB Poly College, Koli, Patnaikot	Electronics and Comm. Engg -Morning	[X]	[↑]	[↓]
4	AB Poly College, Koli, Patnaikot	Mechanical Engg -Morning	[X]	[↑]	[↓]

Rearranging of Choices- This option allows to insert the choice number placed at any level and given in the first field, at the value of level given in the second field. It then re-sequence and re-arranges the whole list accordingly. To execute this, give appropriate values in both the fields and press the button "Move Choices".

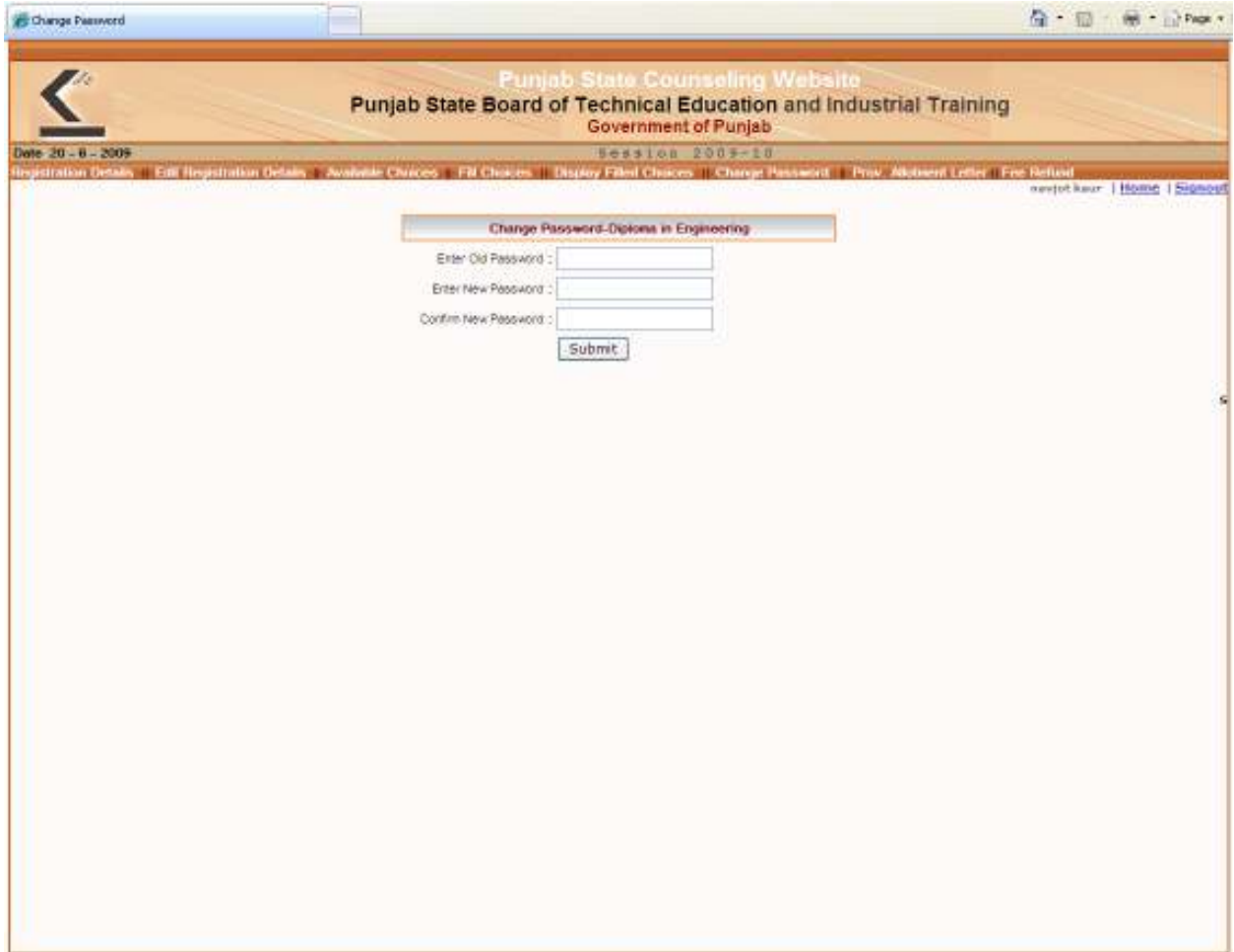
Swapping of Choices- This option allows to swap the choice number given in the first field with the choice number given in the second field. To execute this, give appropriate values in both the fields and press the button "Interchange".

Exercising of Choices by Candidates will be allowed during the Mock Counseling Period, as mentioned in the counseling schedule for different courses. During Mock counseling choices could be changed any number of times.

d) **Display Filled Choices:** Candidate can see the choices filled by him by clicking on the option Display Filled Choices.



e) **Change Password:** The candidate can change his password by clicking on the option Change Password



f) Generation of Provisional Allotment Letter:

Candidate can print the Provisional seat allotment letter from the website, in case he or she has been allotted a seat, after the allotment result has been announced.

The candidates are required to report to their respective allotted institutions within the specified period (as per the counseling schedule) along with the documents/testimonials/certificates/proof of deposition of Rs. 500/- in the designated bank. If candidate does not report to the institute within the stipulated period, their allotted seats will be cancelled and the candidate will not have any claim of the seat what so ever.



Punjab State Counseling Website
Punjab State Board of Technical Education and Industrial Training
Government of Punjab

Date: 20 - 6 - 2009
Session: 2008-10

Registration Details
Full Registration Details
Available Choices
Filled Choices
Display Filled Choices
Change Password
Prov. Allotment Letter
Fee Refund

Provisional Letter of Seat Allotment

Dear,

VACHITAR SINGH

Delhi:
New Delhi:

Roll No. 11E10028

Rank 3413

Course Diploma in Engineering

Counseling No. 02

Date: 4/6/2008

Subject : Provisional allotment of seat

Punjab State Board of Technical Education is pleased to inform you that based upon the final choice locked by you, following institution/Discipline has been allotted. The allotment of seat is purely provisional and your admission will be subjected to the verification of your documents, orderbooks and eligibility criteria at the allotted institution.

Name and Address of Institute	Branch	Candidate Category	Category under which seat has been allotted
Govt. Poly. College, Batala	Architectural Asss.-Morning	WOP Grade B-12/M	SC/ST, Grade A/M

You may report to the allotted institution between **25/01/2008 to 25/07/2008** along with your all-applicable original testimonials/certificates/proof of deposit of counseling fee of Rs. 500/- in the designated bank and all other related documents. In case you accept the allotted you shall have to deposit remaining total fee of first semester as per the fee notified by the state to complete your admission process and fulfil other formalities.

Note: You are required to bring two sets of attested photocopies of all applicable documents/testimonials/certificates at the time of reporting to the allotted institution.

Punjab State Board of Technical Education

Note: This is computer generated statement and does not require signature of issuing authority.

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