

**ADMISSION BRANCH**

Important instructions for candidates, regarding filling of online choices/preferences during online counseling for admission to MBBS/BDS Courses under NEET UG-2020:

1. Only registered candidates are eligible for the counseling(s). Candidate cannot participate in the online counseling without registration.
2. The candidates should read the eligibility conditions carefully and mere exercising of the online option of college does not entitle him/her for admission. Eligibility conditions for admissions are as per Punjab Govt. Notification(s) issued from time to time. Those who are not eligible as per Punjab Govt. notification will not be considered for admission.
3. **During online counseling, candidates shall submit their choices/preferences of course, college, quota & category. Provisional Seat shall be allocated as per NEET merit and in order of preferences given by the candidate. Therefore, candidates are advised to take proper caution while filling up the order of preferences of course, college, quota & category.**
4. Candidate can submit multiple choices/preferences of course, college, quota & category.
5. Candidate will be considered only in the order of preference of quota & choice of college and course filled. Thus candidate should exercise due caution while exercising the option of college/course and order of preference. Candidate shall not be considered in the quota which has not been submitted as a preference.  
**For instance:** If a candidate fills the Govt. Quota only as the preference and does not fill any other quota of preference, the candidate shall be considered only for seats available at this rank in merit in the Govt. Quota. Similarly, if a candidate fills the Management Quota only, as preference, then candidate will be considered only in Management Quota and not for Govt. Quota irrespective of the situation of the vacancy of seat in Govt. Quota.  
Thus candidates are advised to fill all possible options for Quota/Course/College in the order of their preference.
6. Candidates of reserved categories (who have scored marks equivalent or more than the minimum cut-off of open merit NEET marks) will also be considered in open merit first. If candidate of reserve category is eligible in open merit, then seat of open merit will be allocated.
7. Under reserve category seat shall be allocated only in the category filled at the time of applying online application form.

8. Seats under Sikh minority quota will be allocated as per list of eligible candidates on the basis of NEET UG-2020 merit, as provided by the representatives of SGRD Institute of Medical Sciences & Research, Amritsar & SGRD Institute of Dental Sciences & Research, Amritsar as per physical verification held on 06.11.2020 & 11.11.2020.
9. Seats under Christian Minority Quota will be allocated as per list of eligible candidates (under category 2A to 2G) on the basis of NEET UG-2020 merit, as provided by the representatives of Christian Medical/Dental College, Ludhiana as per the bible test & document verification on 05.11.2020.
10. After provisional allocation of seat, candidates can download provisional allocation letter from the University website after logging into their account and report to the respective college along with all original documents for the checking of documents and their eligibility. Issuing of Provisional Selection Slip alone does not confer any right to claim the allocation of seat in respective college as their provisional selection is subject to verification of documents and checking of eligibility as per guidelines of Punjab Govt. Notification enshrined in the Prospectus.
11. If any candidate is found to violate the process at any stage, his/her allocated seat will be cancelled automatically without any intimation and his/her seat shall be declared as vacant for the subsequent round of counseling.
12. In case any candidate wants to quit the course/seat, he/she will have to submit application to the respective college regarding his/her surrender of seat well in advance before the start of next round of counseling.

**Note: Important steps to follow during filling of online choices**

1. The candidate can Add/Modify (Edit)/Delete choices as below:

- **'Add New Choice'** option is for adding new college.
- **'Remove All choices'** option is for removing all Choice submitted earlier.
- **'Interchange Choices'** option is to interchange the two Colleges selected. The candidate has to select the Colleges to be interchanged by clicking the boxes in Select column.
- **'Edit'** option is to change the option selected earlier.
- After using edit option **'Update'** and **'Cancel'** option will be displayed. **'Update'** option is to update the 'changed College. **'Cancel'** option is used to cancel the change done.
- **'Delete'** option is to delete the College chosen earlier.
- **'Up'** option will shift your college choice up by one serial number.
- **'Down'** option will shift your college choice down by one serial number.
- **'Save'** Button is to save the final choices. It is necessary to save the choices displayed on Computer screen before closing the website otherwise all information will be lost.

2. It is advised to fill maximum number of choices in order of preference.
3. The option to print the data filled by the candidates will be available after midnight of 15.11.2020.

**Sd/-**  
**REGISTRAR**

## Demonstration for filling online choices/preferences of course/college/quota/category during online counseling for admission to MBBS/BDS Courses, session 2020-21

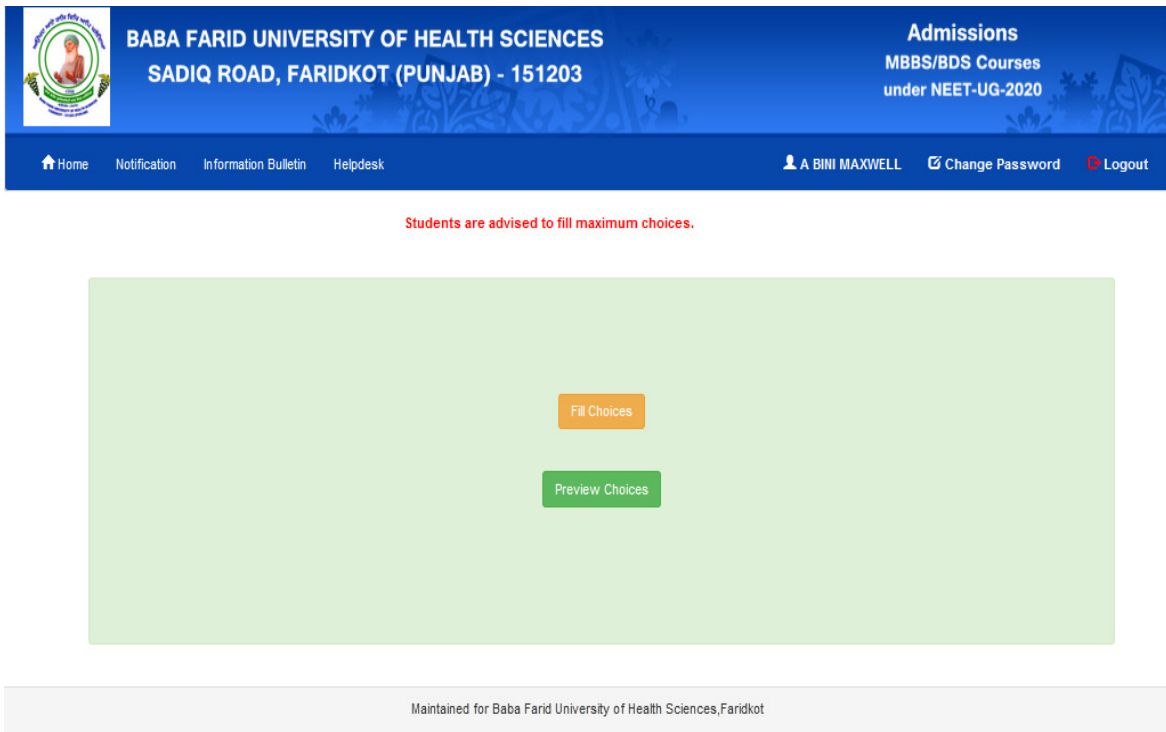
- To participate in the online counseling for filling online choices/preferences, the candidate shall click the link **“Click here to apply for MBBS/BDS online counseling under NEET UG-2020”** and the following window will be displayed:

**Image-I**

- To login to his/her account, the candidate shall click the icon **“Applicant Login”** represented in the **Image-I** as shown in the preceding para and the following window will be displayed:

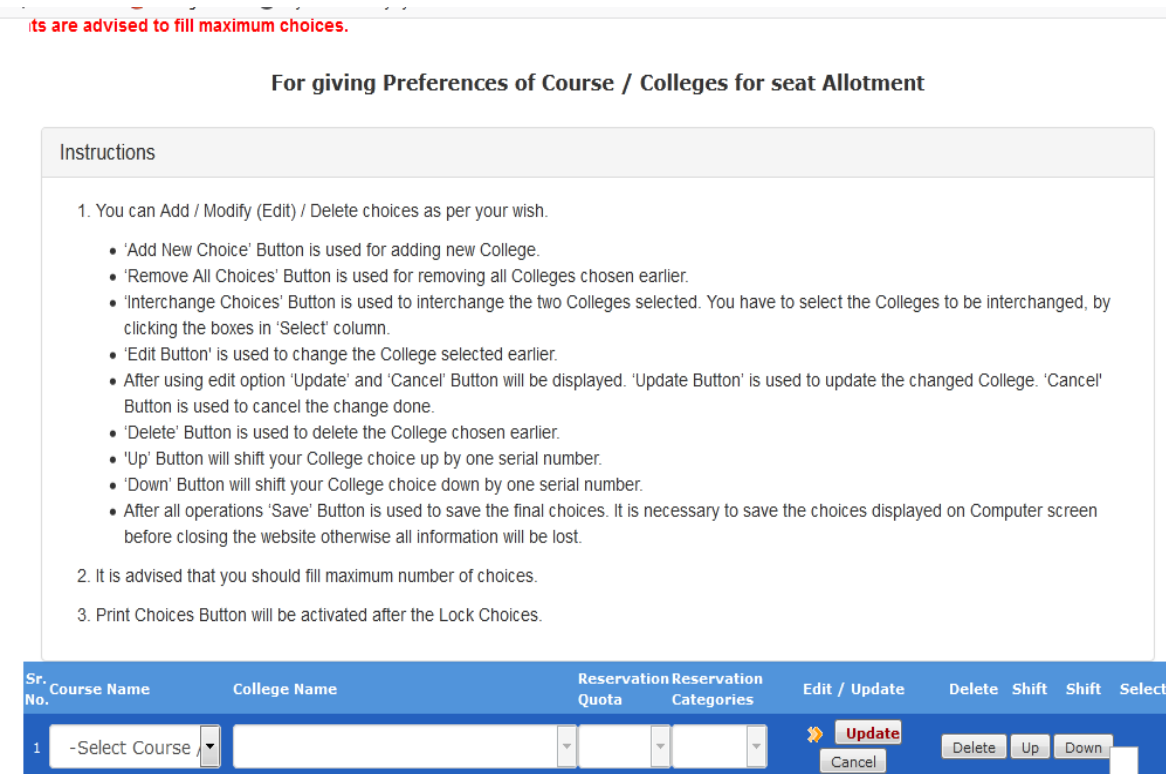
**Image-II**

3. The candidate shall fill the Registration No and password in the image-II above, the following window will be displayed:



**Image-III**

4. To fill choices candidate must click an icon “Fill choices” in the **image-III** and the following window will be displayed:



**Image-IV**

5. On filling the choices of college and course in the order of preference, the candidate shall save the option and submit the final choices and logout from his/her account.