BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT 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 "<u>Click here to apply for MBBS/BDS online counseling</u> <u>under NEET UG-2020</u>" and the following window will be displayed:

| (🕺))* | VERSITY OF HEALTH SCIENCES FARIDKOT (PUNJAB) - 151203 | | Admissions BBS/BDS Courses Ider NEET-UG-2020 |
|--|--|---|--|
| A Home Notification Information Bullet | n Helpósak | | |
| 1. Choice Filling Starts fro | m 12/11/2020 (Thursday) . | | |
| Important Links | IMPORTANT DATES | | Latest News |
| Applicant Login | 1st round of Online Counseling Schedule | | Choice Filling Starts from 12/11/2020 (Thursday). |
| College Login | Online submission of counseiling form and filling of preferences of colleges and course by the eligible candidates for 1st round of counseiling. | 08.11.2020 to 10.11.2020 | |
| | Display of result of 1st round of online counseling | Upto 14.11.2020 | |
| | Date of joining the allotted college/course and deposition of fee through online payment gateway of University | upto 18.11.2020 | |
| | The Schedule for 2nd & subsequent Round of Counseling shall be displayed on the University website. Note-1: COBSE (Counsel of Boards of School Education In India) grants memorahip to boards institutions that are set up by an Act of P orders of the Contralistate Government and toroadly follow the National Currulnum Pramework/CBSE can be downlaak the works of COBSE are acceptable for admissions. A complete list of memore-Roards of COBSE can be download from www.come.org b COBSE setail in the acceptable for admissions. A complete list of memore-Roards of COBSE can be download from www.come.org b COBSE setail in the acceptable for admissions. The Sched of Management In the methicin Reidon (2013) twide are an or 2 seconde bit | issed their qualifying examination from member- cards not in the list of member -Boards of | • • |
| | be considered for admission b higher courses run by the University. Note-2 Candidate shall mandatorily upload the requisite documents of 10+2 DMC and Punjab bonafied resident certificate on University his/her account on University website. | | |
| | Note-3. The Provisional selectionalisationer of east in the counseling will be subject to verification of the original documenta/checking of e It shall be the sole responsibility of the Principal to authenticate the eligibility of the allocated candidate before admitting the candidate to a | | |
| | Note-4: Candidates who are not bonafice resident of Punjab shall be considered ouring 2nd Round of Counseling after exhausting Punjab | o State candidates. Counseling Co-Ordinator | |
| | Maintained for Baba Pand Liniversity of Health Sciences, Pandicot No. of Visitors : 71 | | |

Image-I

2. To login to his/her account, the candidate shall click the icon "<u>Applicant Login</u>" represented in the Image-I as shown in the preceding para and the following window will be displayed:

| BABA FARID UNIVERSITY OF HEALTH SADIQ ROAD, FARIDKOT (PUNJAB) | | 1 | Admissions MBBS/BDS Courses under NEET-UG-2020 |
|--|---|--|--|
| Hone Notification information Bulletin Helpdesk | | | students are advised to fill maximum choices. |
| | Applicant Login | Reset Password? | |
| | 22 Enter Registration No | | |
| | Paseword | | |
| | Enter Security Code | R9 DPG | |
| | Login Box 1. If you forgot your password, please click on the Applicant Login page and regenerate password their after. 2. Candidate are strictly advised to protect | your password. Login with the new | |
| | share the same with anjone. 3. It is aviable to Reset your old password undertailing Choice Filling and Choice L 4. Do not leave any personal data saved on a 5. Do not use any Auto save option at any our | ocking for your safety. ny outside computer / cyber café. | |
| | Maintained for Baba Fank University | | |

Image-II

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

| | | | | HEALTH SCIENCES UNJAB) - 151203 | | МВ | Admissions BS/BDS Courses er NEET-UG-2020 | * |
|--------|--------------|----------------------|----------|---------------------------------------|--------------------------|------------------|---|--------|
| A Home | Notification | Information Bulletin | Helpdesk | | | L A BINI MAXWELL | C Change Password | Cogout |
| | | | Stu | udents are advised to fill maxim | um choices. | | | |
| | | | | | | | | |
| | | | | Fill Choid | es | | | |
| | | | | _ | | | | |
| | | | | Preview Ch | noices | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | М | aintained for Baba Farid University (| of Health Sciences,Fario | dkot | | |

Image-III

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

- .

| For giving Prefer | ences of Course / Colleges for seat Allotment |
|---|---|
| structions | |
| 1. You can Add / Modify (Edit) / Delete choices as | per your wish. |
| 'Add New Choice' Button is used for adding | 0 |
| 'Remove All Choices' Button is used for remove Interchange Choices' Button is used to inter | oving all Colleges chosen earlier. rchange the two Colleges selected. You have to select the Colleges to be interchanged, by |
| Interchange choices buttorn's used to inter clicking the boxes in 'Select' column. | change the two colleges selected. Tou have to select the colleges to be interchanged, by |
| 'Edit Button' is used to change the College s | |
| After using edit option 'Update' and 'Cancel' Button is used to cancel the change done. | Button will be displayed. 'Update Button' is used to update the changed College. 'Cancel' |
| 'Delete' Button is used to delete the College | chosen earlier. |
| 'Up' Button will shift your College choice up to | |
| 'Down' Button will shift your College choice d After all operations 'Save' Button is used to a | town by one serial number. save the final choices. It is necessary to save the choices displayed on Computer screen |
| before closing the website otherwise all infor | |
| 2. It is advised that you should fill maximum numbe | r of choices. |
| 3. Print Choices Button will be activated after the L | .ock Choices. |
| | |
| urse Name College Name | Reservation Reservation Edit / Update Delete Shift Shift Sel Quota Categories |
| -Select Course 🗸 | V V Down |
| | Cancel |

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.