

ONLINE COUNSELING

for

Admission in 1st Year Diploma Courses in Uttarakhand during 2011-12

"GUIDELINES / INSTRUCTIONS for Candidates for 2nd ROUND"

(FOR ALL THE REMAINING SEATS AFTER 1st ROUND OF ALLOTMENT & REPORTING)

Uttarakhand Board of Technical Education, Roorkee (UBTER) is holding the 2nd round of online counseling for admission to 1st Year Diploma (Full-time) courses in Govt/University/Private Technical Colleges in the state based on JEEP-2011 rankings, as per the Counseling Notice issued on 8th Jul'2011.

IMPORTANT: Following candidates can participate in 2nd round of online counseling:-

- a. All those candidates who had participated earlier in 1st round but **WERE NOT ALLOTTED ANY SEAT.**
- b. All those candidates who were allotted seats in 1st round but **HAD NOT REPORTED** or their seats got cancelled because of non-submission of essential documents or otherwise.
- c. All those candidates who had participated earlier in 1st round and **HAD TAKEN ADMISSIONS IN ALLOTTED COLLEGES BUT INTERESTED IN GETTING THEIR SEAT UPGRADED.**
- d. **ALL OTHER CANDIDATES WHO HAD NOT PARTICIPATED IN 1st ROUND.**

COUNSELING FEE DEPOSIT (DURING 1st to 5th AUGUST-2011)

1. **Counseling Fee:** To participate in 2nd round of online counseling, every candidate irrespective of his/her category have to deposit in cash a non-refundable counseling fee of Rs.500/- in addition to Rs:50/- as bank Commission Charges (Total:Rs:550/-) in any branch of **State bank Of India** in the country during 01/08/2011 to 05/08/2011.

In order to deposit the above-mentioned fee, candidate has to first download the copy of the **Bank-Challan** from the website <http://ukcounseling.nic.in> (from **DIPLOMA MODULE/SECTION**) and has to clearly fill-in his/her JEEP-2011 Roll Number followed by name, father's-name, phone/mobile-number, signature in the respective columns before submitting it (in triplicate) to bank.

At the time of depositing the fee in the bank, please ensure that the "**Transaction-Id**" (which will be of 9 digits) has been properly filled-in by the cashier in each of the copies of the challan. Bank will retain one copy of the challan and give you the remaining two copies. Candidate can retain his/her own copy where as he/she have to deposit the Board's copy at the time of taking admission in allotted college.

Only those candidates will be allowed to participate in the online counseling, who has deposited their Counseling fee timely in SBI. Counseling fee should be deposited up to 5th Aug'2011 to participate in 2nd round of counseling.

ONLINE REGISTRATION FROM 4th to 7th AUGUST-2011

2. **Online Registration:** For 2nd round, the **Online Registration Process** will starts from 4th

August and remains open till 7th August 2011 (till 12.00 midnight). **Candidates are advised to keep the copy of their JEEP-2011 Admit Card and Bank Challan Copy along with them at the time of online registration;** it will help them in submitting the mandatory inputs required for registration.

3. Having paid the counseling fee in bank and after a gap of at least 1 day, the candidates shall open the counseling website with URL <http://ukcounseling.nic.in> and have to select **"New Candidate (Register here)"** option for registration. Here, candidates have to read the instructions given on the "Candidate's Agreement" section and have to click the "I Agree" option following by "click here to Proceed" tab.
4. On Registration Form, after selecting the particular stream (Engineering, Hotel Management, Office Management, Pharmacy, PGDCA or Textile) enter the following mandatory parameters for successful registration i.e., **JEEP Roll No., JEEP Application Form No, Bank-Transaction-Id** (full 9 digits). In case Bank-Transaction ID is less than 9 digits, candidates are advised to enter ZEROS in the start so as to make them full 9 digits, viz, if Bank-Transaction-ID is 4536787 then they must enter as 004536787.
5. **In case there is a problem in registration;** Candidates can call **Help-Desk Numbers** given on the website as well as at the end in this document for assistance. If all the above parameters/inputs are correctly entered and found true, then a new registration screen will appear, where the candidate has to fill-in and confirm the following details, which shall be used later on for filling of choices of branches and allotment of seat using the candidate's **"User ID"** which is his/her **JEEP Roll No.** and **"Password"** generated as under by the candidate:-
 - Gender: Male/Female
 - Category: Gen/SC/ST/OBC
 - Sub-Category: PH / AF / FF / FW
 - Sub-Categories which can be opted are Dependent of Ex-Armed Forces officials (AF), Dependent of Freedom Fighters(FF), Physically Handicapped(PH).
 - **"Candidates having state of domicile as Uttarakhand"** can also apply for **"Tuition Fee Waiver (FW)"** which is only for those candidates whose Parent Annual Income from all sources is below Rs:2.5 Lac. Such Candidates may refer the copy of the Uttarakhand Govt Order available on the website before applying for it.
 - Father's Name:
 - Mobile No: (so as to have their allotment result conveyed through SMS)
 - Security Question: (it will help in case one forgot his/her password)
 - Your security Question Answer:-
 - Choose Password: (Password must be of 6-12 characters, must have at least one special character, one upper case character, one lower case character & one numeric value. Example- **Test\$123**)
 - Confirm password:

Candidate should take utmost care while submitting above-mentioned details; it

can not be changed once submitted and confirmed.

6. After submitting the above-mentioned details, candidate will get a confirmation message for successful registration. In case the confirmation message is not displayed the candidate has to re-register once again.
7. **It is in the interest of Candidates to remember their Password and keep it highly confidential, to avoid misuse by another candidate, for which UBTER or NIC shall not be held responsible. Candidates are advised not to share their passwords with anyone, particularly with Cyber-cafes/Polytechnic Colleges from where they are doing counseling.**
8. After successful registration, Candidates can take the Print-out of their Registration Details and keep it safe for future reference.
9. User-id or Login-ID for accessing the counseling website would be candidate's JEEP-Roll-Number.
10. Candidates may continue the choices filling work at this stage itself or may Logout/exit from the system and carry out Choices Filling work later on after LOGIN using "**Registered Candidate (LOGIN)**" option available on home page of <http://ukcounseling.nic.in> . Here the candidate has to first select the stream (Engineering, Hotel management, Office Management, Pharmacy, PGDCA or Textile) and type User-ID, Password and has to type the **Green Colored characters/numbers** in the box exactly same as they are appearing on the screen before submitting.

ONLINE CHOICES FILLING FROM 4th to 7th AUGUST-2011

11. **For above-mentioned Para-(a), Para-(b) and Para-(c) candidates:** All the choices filled by them earlier during 1st Round will be deleted and they have to fill their choices a fresh in order of their preferences to participate in 2nd round of counseling. They have to register a fresh into the system by clicking **Registered Candidate (login)** link on the website and submit the new bank transaction-id for registering again.

For Para-(c) candidates i.e. Candidates interested for Seat Up-gradation: An option to "participate in 2nd round of Counseling for Seat Up-gradation" will be appeared after successful login from **Registered Candidate (login)** link on the website. All the interested candidates need to **CONFIRM** and **GIVE ONLINE UNDERTAKING** that "if they are allotted new seat in 2nd round of counseling, their earlier allotted seat in 1st round will automatically be treated as cancelled".

Caution:- All Para-(a), (b) & (c) candidates after Login into the system are requested to re-check and edit their earlier submitted Registration-Details in 1st round, through **EDIT-REGISTRATION** option and confirm the same.

12. ONLINE FILLING OF CHOICES

Now all the Para-(a), (b), (c) & (d) candidates can proceed as under:-

(i) After successful login, candidate's homepage is opened and following options are displayed:

- **Registration Details:** To view Registration Details confirmed at the time of registration.
- **Edit Registration:** Any mistake can be corrected in the above through "Edit Registration" option, if not confirmed earlier.
- **Available Choices:** Shows the **Total Seats Available** in various Institutes/branches based on student's category/sub-category.
- **Fill Choices:** Candidate can fill the branches of their choice in order of preferences. Candidates are advised to fill as many choices as they want and it is in the interest of the candidates to fill maximum available choices so that they can get a seat of their choice in 1st round. Candidates are advised to keep on saving their filled choices on regular intervals so as to avoid the data loss and time. It is not necessary to complete all the choices in one go, they can change or alter their choices as many times as they want but within the time period. They can **Lock their choices** (system will ask password for locking) when they are sure that all their choices are properly filled-in as per their preferences. **Care:** At the time of closing of 1st round, all the un-locked choices will be locked automatically by the system.
- **Filled Choices:** It displays all the choices entered by the Candidate. Candidates can also **Un-lock or Lock** their choices (using password) under this option.
- **Changed Password:** Password can be changed through this option.
- **Allotment Letter:** Through this option, candidate can generate and print his/her Provisional Allotment Letter after the seat allotment.
- **Seat Breakup:** Through this option, candidate can see **category/sub-category wise Seats Available** in various Institutes/branches based on student's own category/sub-category.
- **Logout:** Candidates can logout using this option. Candidates are also advised to close the window/browser after logout.

(ii) Candidates may take the print out of their filled choices and duly signed copy of the same may be submitted at the time of taking admission in the respective Institutes/Colleges.

Processing of Data for Seat Allotment & Result Declaration on 9th AUGUST-2011

13. **Allotment of seat:** After the "online Registration & Choices filling" period is over in the 2nd round, i.e. on 7th August'2011 (till 12.00 midnight), the filled choices of all registered candidates will be considered and the seats will be allotted as per the merit of JEEP Rankings and respective categories/sub-categories of the candidates and availability of seats under various Institutes/Branches on 9th August'2011.

14. **Result Declaration:** On the date of result declaration, candidates can take printout of their **provisional allotment letters** from the website <http://ukcounseling.nic.in>

after Log-in in to system. Allotment of seats is purely provisional and is subject to verification of original certificates and payment of institute fee etc, at the time of reporting at allotted Institutes/Colleges.

15. Allotment results will also be conveyed through SMS to all those candidates who had submitted their mobile numbers correctly at the time of registration.

Reporting at Allotted Institutes/Colleges from 11th to 16th AUGUST-2011

16. Candidates are required to report at allotted Institutes/Colleges with in the specified period i.e. from 11th to 16th Aug'2011 along with necessary admission fees and all the eligibility documents/testimonials/certificates (as listed in their provisional letter or on the basis of which they want to take admission).

17. The Institute/College will verify all the necessary documents of the candidates physically. If any of the documents found missing or invalid, the allotted seat of the candidate will be cancelled.

18. If all the desired documents are o.k., the candidates will have to deposit the necessary admission fee in the Institutes/Colleges and then their admission will be confirmed.

19. If candidates does not report or refuses for admission within the specified period, their allotted seat shall be cancelled and the candidates shall not have any claim on the seat, whatsoever.

20. Candidates must note that the last date of reporting in allotted Institutes/Colleges is 16th August'2011 for 2nd round of Counseling.

For any further details, candidates can use the following Help-Desk Phone numbers of Uttarakhand Board of Technical Education Roorkee (UBTER):

- 1) 0135-2641773 or 09719396201
- 2) 01346-252128 or 09412953336
- 3) 05947-271904 or 09412126447
- 4) 09837707906