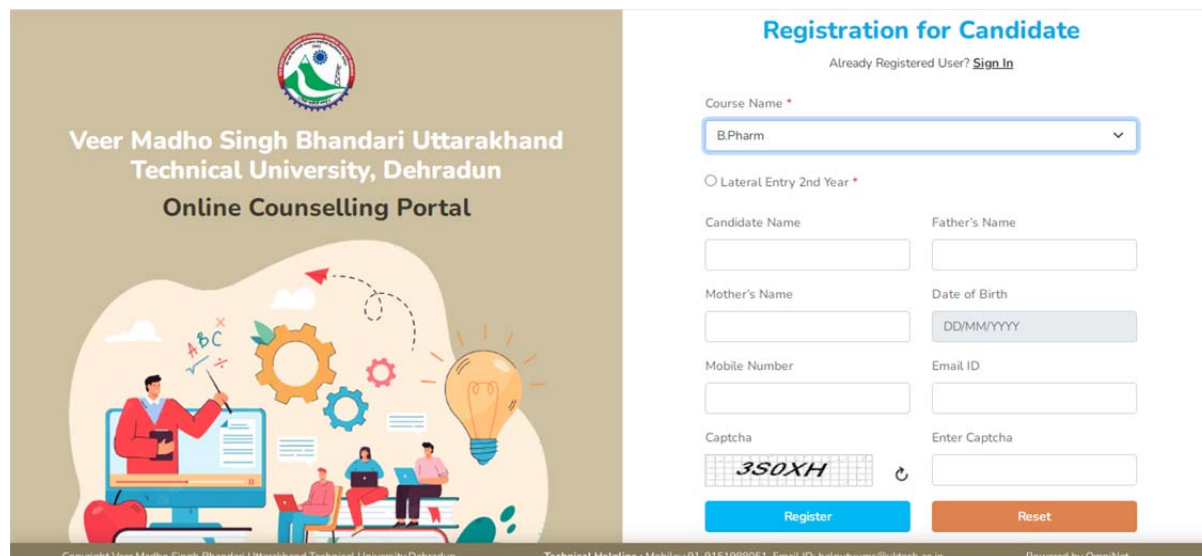## User Manual for Choice Filling through Online Counselling Portal of Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun

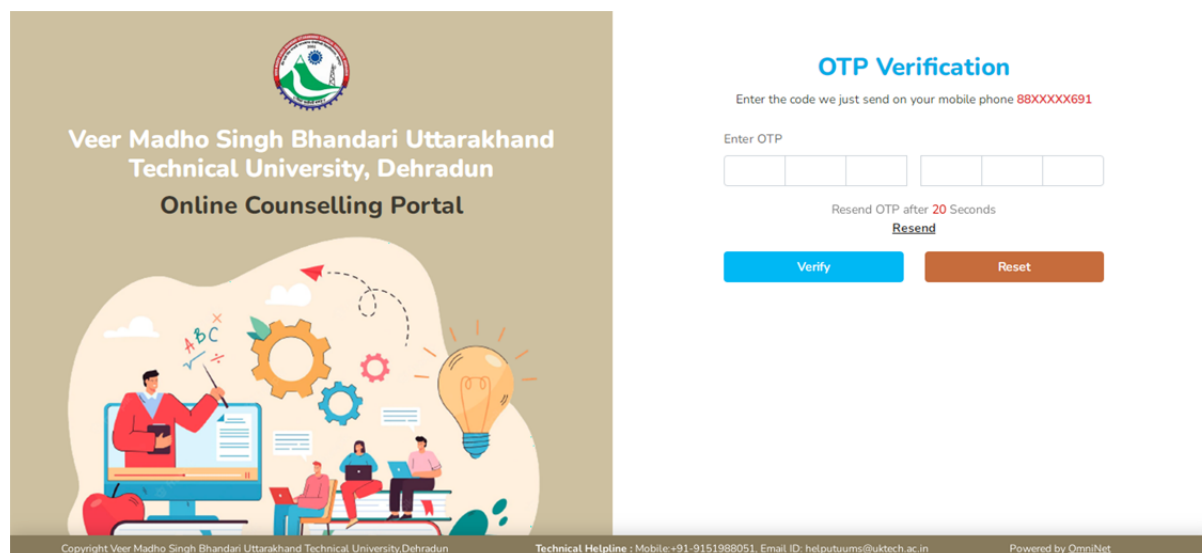### Step 1 – Register on Portal

- Applicants who want to register on Online Counselling Portal will have to select the Course and thereafter select Lateral Entry option (if applicable) and fill Candidate's Name, Father's Name, Mother's Name, Date of Birth, Mobile No., Email ID and Captcha is respective fields and click on **Register** button.
- An OTP will be sent on the entered Mobile No. and Email ID thereafter.

Step 2 – OTP based Mobile No. Verification

- Applicant will have to fill the OTP shared on the entered Mobile No., in respective field, and thereafter click on **Verify** button.
- Once the verification is done, applicant will be registered on the Portal, and authorized to login to the Portal. Login Credentials will be shared with the applicant through SMS & Email.
  *In case the OTP is not received, click on **Resend OTP** button.*

Step 3 – Login to Portal

- To login to the Portal, applicant will have to enter the User ID & Password shared on their registered Mobile No. & Email ID and Captcha in respective fields, and click on **Sign In** button.
- Applicant will be redirected to their respective dashboard thereafter.

Step 4 – Submit Application Form

- After login, applicant will be redirected to their dashboard where they have to submit the Application Form. Click on **Application Form** button appearing on the screen. Subsequently, a form will open on applicant's screen. Submit following details in the form:

4.1. Personal Details

- o Basic details of the applicant will be fetched from the Registration panel (non-editable) and appear on the screen whereas applicant will have to fill:
    - Are you a Resident/Domicile of Uttarakhand State?
        - Yes
        - No
            - o If **NO** then along with below details, answer **Have you completed the qualifying Exam from Uttarakhand State?**
                - Yes
                - No
    - Year of Admission
    - Nationality
    - Gender
    - Category
    - Sub-category
    - ID Proof
        - o Aadhaar Card
        - o Passport
        - o Citizenship Card
    - ID Proof Number
        - o Aadhaar No.
        - o Passport No.
        - o Citizenship Card No.
- o After filling above details in the respective fields, click on **Save and Next** button. Details will be submitted thereafter and applicant will be redirected to the next step.

4.2. Educational Qualification Details

- o Basic details of the applicant will be fetched from the Registration panel (non-editable) and appear on the screen whereas applicant will have to fill:
  - Checkbox of Is Appearing in Diploma (if applicable)
  - Name of Board/Institute
  - Name of Course

  - Name of Subject/Specialization
  - Year
  - Essential Qualification Roll No.
  - Obtained Marks
  - Maximum Marks
  - Percentage (auto-calculated)
  - Grade
  - Course Type (if applicable)
    - 2 Year Course
    - 3 Year Course
    - 4 Year Course
    - 2 Year Lateral Entry Course (for Diploma only)
    - 3 Year Lateral Entry Course (for Degree)
- o After filling above details in the respective fields, click on **Save and Next** button. Details will be submitted thereafter and applicant will be redirected to the next step.

4.3. Upload Documents

- o Basic details of the applicant will be fetched from the Registration panel (non-editable) and appear on the screen whereas applicant will have to Upload:
  - Photograph (File Format: JPEG/JPG ; Max File Size: 100 KB)
  - Signature (File Format: JPEG/JPG ; Max File Size: 100 KB)
  - ID Proof Type (File Format: JPEG/JPG/PDF ; Max File Size: 2 MB)

- o After uploading above documents in the respective fields, click on **Save and Next** button. Details will be submitted thereafter and applicant will be redirected to the next step.

4.4. Preview and Submission of Application, and Fee Submission

- o After submission of details in respective forms, applicant will be redirected to preview the filled details, do the necessary changes (if required), final submission of Application and submit Fee.

- o To **Edit** the filled details, click on **Go to Dashboard** button and then on respective form to edit the required details.
- o After doing the changes, if any, click on **Final Submit & Proceed to Payment** button.
- o Subsequently, Pay the fee specified on the Portal through online mode and download the Fee Payment Receipt for record purpose.

Step 5 – Choice Filling

- After submission of Application and Fee Submission, applicant will be redirected to their dashboard from where they can do the Choice Filling. Click on **Choice Filling** icon appearing in grid after which applicant will be redirected for Choice Filling.

*Applicant can do changes in the submitted Application by clicking on **Edit** icon available in grid.*

- For choice filling, select:
  - Institute Status (Private/Government)
  - Institute Name
  - Branch Name
- After filling details in above fields, click on **+Add** button. Details will be added thereafter. Applicant can fill multiple choices by following the same process.

- Applicant can change sequencing of filled choices by clicking on **Arrow** buttons or entering the Serial Number in the box and then clicking on **Go To** button.
- To delete the filled choice, click on **Delete** icon of respective choice.
- Once the details are submitted, click on **Save Your Choice** button. Choices will be submitted thereafter and applicant will be redirected to next step.

Step 6 – Preview and Final Submission

Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun ⊙ Dashboard

ONLINE COUNSELLING PORTAL

Final Preview - B.Pharm Lateral Entry

Personal Information

Candidate Name :	Akash	Date of Birth :	01/05/2008
Father's Name :	Kishore	Mother's Name :	Mother
Mobile Number :	8882839691	Email ID :	akash@otpl.co.in
Nationality :	Indian	Gender :	Male
Category :	GEN (General)	Sub Category :	None
Are you a Resident/Domicile of Uttarakhand State :	Yes		
Year of Admission :	2023		

Qualification Details

Diploma

Board :	Test	Course :	Test
Subject/ Specialization :	Test	Year :	2021

Payment Details

S.No.	Challan No.	Amount	Payment Date
1	ENF0000000012	2000.00	

Note: Please note that after clicking on "Final Submit" button no changes will be allowed in the submitted data. If you need to do any change, kindly go back to do it before final submission of the choice.

1) I hereby declare that the details furnished above are true and correct to the best of my knowledge. Also, I agree that:

   (a) I have filled all of my choices.

   (b) I shall not be making any claim for the allotments made on the basis of above submissions done by me.

2) I am also aware that my Admission is subject to the verification of my eligibility for the allotted seat, and in case if any of the information is found to be false, my Admission will be cancelled by the University and I shall not make any claim against the same.

☐ I Agree

| Back to Choice Filling | Captcha 710PU ↻ | Enter Captcha | Final Submit |

Aadhar : ⬇

Choice Filling

Choice Seq No.	Institute Name	Branch Name
1	ALPINE COLLEGE OF MGMT. & TECH. DEHRADUN	B.Pharm
2	SAMRAT PRITHVIRAJ CHAUHAN COLLEGE OF PHARMACY KASHIPUR	B.Pharm
3	KINGSTON IMPERIAL INSTITUTE FO TECH. & SC. DEHRADUN	B.Pharm
4	MAYA COLLEGE FO PHARMACY DEHRADUN	B.Pharm
5	GLOBAL INSTITUTE OF PHARMACEUTICAL EDU. KASHIPUR	B.Pharm

- Please note that no changes will be allowed in the Application Form and Filled Choices, once the applicant clicks on **Final Submit** button hence; applicants are advised to do changes in the Application Form and Filled Choices (if required) before clicking on **Final Submit** button.
- To do the final submission, enter the Captcha in respective field and then click on **Final Submit** button. Applicant will be redirected to the screen as shown below:

- Application and Choices will be frozen after clicking on **Final Submit** button and can be seen by the applicant on their dashboard.

** Create Password, if forgotten

- If applicant has forgotten the password then to create new password, click on **Forgot Password?** link available on Login panel and submit User ID/Mobile No. in respective field.
- Thereafter, an OTP will be sent on the registered Mobile No./Email ID. Submit that OTP in respective field of the panel for verification. Once the verification is done, applicant can create their new password.