



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

Step 1 – Register on Portal

	Registration	for Candidate ared User? Sign In
	Course Name *	
Veer Madho Singh Bhandari Uttarakhand	B.Pharm	~
Technical University, Dehradun	O Lateral Entry 2nd Year *	
Online Counselling Portal	Candidate Name	Father's Name
	Mother's Name	Date of Birth DD/MM/YYYY
	Mobile Number	Email ID
	Captcha	Enter Captcha
	3SOXH C	
	Register	Reset

- 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 <i>button.*

बीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगि (उत्तराखण्ड सरकार द्वारा अधिनियम 415/2005 द्वारा स्थापित पूर्ववर्ती उत्त Veer Madho Singh Bhandari Uttarakhand (Formerly Uttarakhand Technical University Established by Act No. Step 3 – Login to Portal	की विश्वविद्यालय, देहरादून, भारत Rराखण्ड तकनीकी विश्वविद्यालय) Technical University, Dehradun, India . 415/2005 by Uttarakhand Government)
<u></u>	Candidate Login Don't have an account? <u>Create account</u>
Veer Madho Singh Bhandari Uttarakhand	User ID
Technical University, Dehradun	•••••
Online Counselling Portal	Password
	Captcha C Enter Captcha

- 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

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-	asin	JUai	u																													Ľ	Ap	plicat	ion Fo	m
	Can	dida	te D	etai	ls																															
	S.No		- 4	Applic	ation	Regi	istrati	tion No	0.						С	andic	date M	lame				1	ather	's Nar	ne			Pr	ess h	ere P	rocee	d fur	ther			
	Reco	rd no	t found	d.																																

• 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

Veer Madho Singh	Bhandari Utta	rakhand Technical Ur	niversity, Dehradun		(? Dasht
ONLINE COUNSELLING PO	RTAL				
Personal Information	Ec	Constant Con	G Upload Docum	ents	₹ Fee Submission
Akash	Kishore	me	Mother Mother		01/05/2008
Candidate Name	Father's Na	me	Mother's Name		Date of Birth
Akash	Kishore		Mother		01/05/2008
Mobile Number	Email ID		Course		
8882839691	akash@ot	pLco.in	B.Pharm Lateral Entry		
B. Personal Details					
Are you a Resident/Domicile of Uttaral	khand State?	Have you completed the qu	alifying exam from Uttarakhand	Year of Admissi	on*
🔿 Yes 🧿 No		State?		Select	
		O Yes O No			
Nationality *		Gender*		Category *	
Indian	~	Select	~	Select	
Sub Category *		Aadhar / Passport / Citizens	hip *	Aadhar Card / P	assport / Citizenship Number *
		Andhar Card O Par	separt O Citizanchin		

- Basic details of the applicant will be fetched from the Registration panel (noneditable) and appear on the screen whereas applicant will have to fill:
 - Are you a Resident/Domicile of Uttarakhand State?
 - Yes
 - No
 - 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
 - Aadhaar No.
 - Passport No.
 - Citizenship Card No.
- 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.



वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय, देहरादून, भारत

(उत्तराखण्ड सरकार द्वारा अधिनियम 415/2005 द्वारा स्थापित पूर्ववर्ती उत्तराखण्ड तकनीकी विश्वविद्यालय) Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun, India (Formerly Uttarakhand Technical University Established by Act No. 415/2005 by Uttarakhand Government)

4.2. Educational Qualification Details

	RTAL				
		X X X X X X			X X X X X X X X
Personal Information	Edu	cation Qualification	Upload Docur	nents	₹ Fee Submission
Candidate Details					
ndidate Name	Eathor's Name		Mothor's Nama	Data	of Rith
Akash	Kishore	10	Mother	01/	05/2008
bile Number	Email ID		Course		
1882839691	akash@otpl.	co.in	B.Pharm Lateral Entry		
Qualification gibility: Passed Diploma examination in	a Program from an PCI	approved Institution, with a	least 45% marks (40% in case of can	ididates belonging to reserv	ed category) in appropriate Program.
Qualification gibility: Passed Diploma examination ir Diploma	n a Program from an PCI	approved Institution, with a	: least 45% marks (40% in case of can	ididates belonging to reserv	ed category) in appropriate Program.
Qualification gibility: Passed Diploma examination in Diploma	n a Program from an PCI	approved Institution, with a	: least 45% marks (40% in case of can	ididates belonging to reserv	ed category) in appropriate Program.
Qualification gibility: Passed Diploma examination in iploma Is Appearing ? oard / Institute *	a Program from an PCI	approved Institution, with at Course *	: least 45% marks (40% in case of can	didates belonging to reserv Subject/ Specialization	ed category) in appropriate Program.
Qualification gibility: Passed Diploma examination in iploma Is Appearing ? oard / Institute * ear *	n a Program from an PCI	approved Institution, with a Course *	: least 45% marks (40% in case of can	didates belonging to reserv Subject/ Specialization Obtain Mark *	ed category) in appropriate Program.
Qualification aibility: Passed Diploma examination in iploma Is Appearing ? oard / Institute * ear * Select	n a Program from an PCI	approved Institution, with a Course *	: least 45% marks (40% in case of can	didates belonging to reserv Subject/ Specialization Obtain Mark *	ed category) in appropriate Program.
Qualification gibility: Passed Diploma examination in tiploma Is Appearing ? oard / Institute * ear * Select lax Mark *	n a Program from an PCI	approved Institution, with at Course * Essential Qualification R Percentage *	least 45% marks (40% in case of can	didates belonging to reserve	ed category) in appropriate Program.
Qualification approximation ap	n a Program from an PCI	approved Institution, with all	: least 45% marks (40% in case of can	Subject/ Specialization Obtain Mark * 0 Grade * Select	ed category) in appropriate Program.

- Basic details of the applicant will be fetched from the Registration panel (noneditable) 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)
- 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.

	115		
Veer Madho Singh	Bhandari Uttarakhand Technical	University, Dehradun	(?) Dashb
ONLINE COUNSELLING POP	TAL		
Personal Information	Education Qualification	Conception of the second secon	₹ Fee Submission
A. Candidate Details			
Candidate Name	Father's Name	Mother's Name	Date of Birth
Akash	Kishore	Mother	01/05/2008
Mobile Number	Email ID	Course	
8882839691	akash@otpl.co.in	B.Pharm Lateral Entry	
B. Upload Documents			
Photograph *	Signature *	Aadhar *	
	Choose File No File d		e dan jega da kas med di

- Basic details of the applicant will be fetched from the Registration panel (noneditable) 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)
- 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

ONLINE COUNSELLIN	NG PORTAL			
Personal Information	Si Education Qualification	Q Upload Do	∂ ocuments	₹ Fee Submission
l Preview - B.Pharm L	ateral Entry			
Personal Information				
andidate Name :	Akash	Date of Birth :	01/05/2008	
ather's Name :	Kishore	Mother's Name :	Mother	
lobile Number :	8882839691	Email ID :	akash@otpl.co.in	
ationality :	Indian	Gender :	Male	
ategory :	GEN (General)	Sub Category :	None	
re you a Resident/Domicile of ttarakhand State :	Yes			
ear of Admission :	2023			
ualification Details				
iploma				
oard :	Test	Course :	Test	
ubject/ Specialization :	Test	Year :	2021	
oll No. :	123			
btain Mark :	100.00	Max Mark :	100.00	
ercentage:	100.00	Grade :	A1	



Year Obta	ined Marks	Max Marks	
Uploaded Documents			
Photograph :			
Signature :			
Aadhar :			
ee Details			
Counselling Registration Fees	₹ 2000/-		
Total	₹ 2000/-		
ote : Your Counselling Registration Fees is s	ubject to verification & payment of aforesaid fee by the In	istitute to the University.	
0			
	Go To Dashboard	Final Submit & Proceed to Payment	

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

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1			E	C23	0000	027							į	Akast						Kish	ore				Ø						-	

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.



ONLINE COUNSELLING PORTAL				
noice Filling				
Student Name :	Akash	Father Name :	Kishore	
Student Mobile No.:	8882839691	Course Name :	B.Pharm Lateral Entry	
nstitute Status *	Institute Name *		Branch Name *	
Select	Select	С. М	Select	→ + Add
Choice Seq No. Choice Order	Institute Status	Institute Name	Branch Name	Action
		No Record Found !		

- For choice filling, select:
 - o Institute Status (Private/Government)
 - o Institute Name
 - o 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.

noice Fil	ling								
Student M	Name :			Akash	Father Name :		Kishore		
Student M	Mobile No.:			8882839691	Course Name :		B.Pharm Lateral Entry		
nstitute St	tatus *		Institute	Name *		E	Branch Name *		
Pvt		~				~		~	+ Add
Choice Seq No.		Choice Order	Institute S	itatus Inst	tute Name			Branch Name	Action
1	+	Go To	Pvt	ALF	NE COLLEGE OF MGMT. & TECH. DEHRADUN			B.Pharm	
2	↑ ↓	Go To	Pvt	SAM	RAT PRITHVIRAJ CHAUHAN COLLEGE OF PHARM	ACY KASHIPUP	£.7	B.Pharm	
3	↑ ↓	Go To	Pvt	KIN	STON IMPERIAL INSTITUTE FO TECH. & SC. DEHRA	ADUN		B.Pharm	•
4	↑ ↓	Go To	Pvt	MA	A COLLEGE FO PHARMACY DEHRADUN			B.Pharm	8
5	1	Go To	Pvt	GLC	BAL INSTITUTE OF PHARMACEUTICAL EDU. KASH	IPUR		B.Pharm	

- 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.



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Step 6 – Preview and Final Submission

	E COUNCES					
ONLIN	E COUNSELL	ING PORTAL				
l Preview - E	3.Pharm L	ateral Entry				
ersonal Infor	rmation					
andidate Name :		Akash		Date of Birth :	01/05/2008	
ther's Name :		Kishore		Mother's Name :	Mother	
obile Number :		8882839691		Email ID :	akash@otpl.co.in	
itionality :		Indian		Gender :	Male	
tegory :		GEN (General)		Sub Category :	None	
e you a Resident/I tarakhand State :	Domicile of	Yes				
ar of Admission :		2023				
ualification [Details					
ploma						
ard :		Test		Course :	Test	
bject/ Specializatio	on :	Test		Year :	2021	
ayment Deta	ails					
S.No. Challan	No.		Am	ount	Payment Date	
1 ENF000	0000012 at after clicking	g on "Final Submit" button no cha	200 inges will be allowed in the	0.00 submitted data. If you need to (do any change, kindly go back to do it be	fore final submission of the cho
1 ENF000 te: Please note the hereby declare the (a) I have filled all (b) I shall not be a am also aware the	at after clicking hat the details I of my choices making any cla nat my Admiss	g on "Final Submit " button no cha furnished above are true and corre s. im for the allotments made on the ion is subject to the verification of	200 Inges will be allowed in the ct to the best of my knowle e basis of above submission my eligibility for the allottee	submitted data. If you need to a adge. Also, I agree that: s done by me. d seat, and in case if any of the	do any change, kindly go back to do it be information is found to be false, my Adr	fore final submission of the che
1 ENFOOD te: Please note thi hereby declare th (a) I have filled all (b) I shall not be a am also aware th versity and I shall	at after clicking hat the details : I of my choices making any cla hat my Admiss I not make any	on "Final Submit" button no cha furnished above are true and corres s. im for the allotments made on the ion is subject to the verification of claim against the same.	200 anges will be allowed in the cct to the best of my knowle e basis of above submission my eligibility for the allotte	submitted data. If you need to o edge. Also, I agree that: s done by me. d seat, and in case if any of the	do any change, kindly go back to do it be information is found to be false, my Adr	fore final submission of the cho nission will be cancelled by the
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वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय, देहरादून, भारत (उत्तराखण्ड सरकार द्वारा अधिनियम 415/2005 द्वारा स्थापित पूर्ववर्ती उत्तराखण्ड तकनीकी विश्वविद्यालय) Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun, India (Formerly Uttarakhand Technical University Established by Act No. 415/2005 by Uttarakhand Government)



• 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:

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• 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

Veer Madho Singh Bhandari Uttarakhan Technical University, Dehradun	C User ID / Registered Mobile No.	word? we'll send you a link to rord.
Online Counselling Portal	Submit Back to Login	Reset
	Technical Helpline : Mobile:+91-9151988051, Email ID: helputuums@uktech.ac.in	

- 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.