

# PROCEDURE: HOW TO FILL THE ONLINE APPLICATION FORM

This Help file document is to be used as reference for filling of application form. All the dates and information related to admission are available at website: <https://punjabbed.puchd.ac.in>. Keep on visiting website for updates and information.

**NOTE:** *The Online Payment may take 24-48 Hrs. for confirmation therefore, the Candidates are strongly advised to pay Fees (through your Dashboard) 2-3 Days before the Last Date for submission of fee and then complete the Online Application Form.*

**Please read all the information very carefully to complete your application form. No change in information filled by the candidate will be allowed at any stage therefore fill your form very carefully.**

## **Step 1: Registration**

Candidates are required to visit website: <https://punjabbed.puchd.ac.in>. The following page will appear:

**Joint B.Ed. Admissions (Punjab)**  
For Admission in Colleges of Education (Government, Government Aided, Private Self-Financed Colleges) situated in the State of Punjab only, Affiliated to Panjab University, Chandigarh; Punjabi University, Patiala; and Guru Nanak Dev University, Amritsar

**Welcome to Joint B.Ed. Admissions (Punjab)**

This website is meant for Admission in Colleges of Education (Government, Government Aided, Private Self-Financed Colleges) situated in the State of Punjab only, Affiliated to

- Panjab University, Chandigarh
- Punjabi University, Patiala
- Guru Nanak Dev University, Amritsar

The admission will be through Common Entrance Test only.

- Prospectus
- Punjab Government Notification

**Steps to Follow**

- 01**  
Register Online.  
[last date for registration: 20/06/2024 (Till 11:59 AM)]
- 02**  
Note down your Login Id and Password (login details will be sent to your registered Email Id also).
- 03**  
Login to your account to pay fee online.  
[last date for submission of fee: 20/06/2024 (Till 11:59 AM)]
- 04**  
After successful payment, complete your form. Upload scanned passport size photograph, signature, fill other important information and Save and Confirm. (Once you confirm the form, you will not be allowed to change information in the form).  
[last date for completion of registration form: 20/06/2024 (Till 11:59 AM)]
- 05**  
Download your Admit Card after 20/06/2024 (Till 11:59 AM) after 6:00 p.m. (Bring one photo identity proof like Driving License, Voter Card, Aadhaar Card, Passport etc. at the Examination centre failing which the candidate will not be allowed to enter in the Examination Hall).
- 06**  
After declaration of result of Entrance Test, the qualified candidates are required to fill Choices for colleges & Major Subject Combination using their Login Id and Password from 20/06/2024 (Till 11:59 AM)

**Registration Fee (Non-Refundable / Non-Transferable)**

B.Ed. General / B.Ed. Special Education	
General Category	Rs. 2000
SC/PwD Category	Rs. 1000
B.Ed. General and B.Ed. Special Education (Both programmes)	
General Category	Rs. 2000
SC/PwD Category	Rs. 1000

**NOTE:**

- No change in information filled by the candidate will be allowed at any stage.
- Admission through online counselling will be offered to only those candidates who qualify Common Entrance Test conducted by Panjab University.
- Mere login id creation OR deposit of fee does not mean that candidate has completed his/her online application form. Incomplete form leads to cancellation of candidature.

Read the Prospectus and all the Steps. To start the registration process **(for Colleges of Education Situated in Punjab)**, click on the “Registration” link available as shown above. The next screen will appear as follows:

### Registration Form

#### Fill the Registration Form

Read Instructions and Eligibility Criteria given in the prospectus carefully before registration.

*\* Do not prefix the title such as Shri / Smt. / Mr. / Mrs. / Dr. etc. along with the name.*

Name \*

Father's Name \*

Mother's Name \*

Date of Birth

E-mail ID

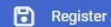
Confirm E-mail ID

Mobile No.

Do you have Domicile of Punjab?

Programme(s) Opted

Reserved Category ?

 Register

Fill all the details in the Registration Form such as:

- Name of the Candidate. Do not prefix the title such as Shri / Smt. / Mr. / Mrs. / Dr. etc. along with the name.
- Father's name.
- Mother's name.
- Date of Birth.
- E-mail ID.
- Mobile No.
- Choice of Domicile of Punjab (Yes/No).
- Programme(s) Opted.
- Reserved Category (if any). Only one reserved category can be selected. Categories will be shown according to the status of Domicile of Punjab, selected by the candidate therefore choose the correct status of Domicile of Punjab.

Submit your information to generate the login id and password, by clicking on “Register” button. You will be redirected to the following Login Details page (It may take few seconds so do not close/stop the web page).

## Login Details & Fee

### Your Login Details to Complete the Form

**ALERT!!!** Do not refresh this page until you note down your Application Number, Login ID and Password. Use this Login ID and Password to update/view other required information in the admission process of Joint B.Ed. Punjab

Application No:	XXXXXXXXXX
Login ID:	XXXXXXXXXX
Password:	XXXXXXXXXX
Your Login ID and Password have been sent to your registered Email (XXXXXXXXXX).	
<a href="#">Login to your account to PAY FEE ONLINE.</a>	

- Login to your account to pay Fee ONLINE.  
The last date for submission of fee is XXXXX (XXXXXX).
  - Use the login and password to upload photograph, signature and fill other important information. You must have scanned clear images of passport size photograph and signature with less than 20kb size. Use login menu to complete these processes.
  - Please do not disclose your login ID and password. Keep it till the end of the admission process.
- 
- Note down your Application No., Login ID and Password for next processes. **At this stage your form is still incomplete.** Do not disclose your login ID and Password and keep it till the end of admission process.
  - Use the Login ID and password to pay Fee ONLINE, upload photograph, signature and fill other important information. You must have scanned clear images of passport size photograph and signature with less than 20kb size. Use login menu to complete these processes.

**Mere login ID creation OR deposit of fee does not mean that candidate has completed his/her online application form. Incomplete form leads to cancellation of candidature.**

**You will not be issued Admit Card if your form is incomplete.**

## Step 2: Login / Sign In

Already registered Candidates need to visit the website: [https:// punjabbed.puchd.ac.in](https://punjabbed.puchd.ac.in) and login by clicking “Login” link available in the left side menu. The following page will appear. Enter correct Login ID & Password and complete next processes. Password is case sensitive.

### Joint B.Ed. Admissions (Punjab)

For Admission in Colleges of Education (Government, Government Aided, Private Self-Financed Colleges) situated in the State of Punjab only, Affiliated to Panjab University, Chandigarh; Punjabi University, Patiala; and Guru Nanak Dev University, Amritsar

- Home
- Registration
- Login**
- Important Dates
- Teaching Subject Combinations
- Contact Us

#### Login / Sign In

##### Login to Your Account

Login ID

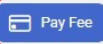
Password [Forgot password?](#)

Not registered yet? [Register Here](#)

After successful Login, the Dashboard will appear as follows:

**Dashboard**

Fee details are not available.

Application No.	01000500010
Candidate Name	CHANDIGARH
Admission Quota	PUNJAB: PUNJAB QUOTA (85%)
Programme(s) Opted	B.ED. GENERAL
Fee	Not Deposited  <i>Last date for submission of fee is 10/08/2020 (10/08/2020).</i>

**IMPORTANT NOTE:**  
The Online Payment(s) may take 24-48 Hrs. for confirmation therefore, the Candidates are strongly advised to pay Fees (through your Dashboard) 2-3 Days Before the Last Date for submission of fee and then complete the Online Application Form.

All the statuses of your application form and activities will be shown here in your Dashboard. You need to pay fee to complete your form. To pay fee click on “Pay Fee” button.

### Step 3: Pay Fee

The Fee must be paid at website <https://punjabbed.puchd.ac.in>, through candidate’s Dashboard only. **Fee paid using any other method/mode/website will not be considered /adjusted at all.** After clicking the “Pay Fee” button on the Dashboard, the next screen will be as follows:

**Pay Fee**

**Pay Fee to Complete the Form**

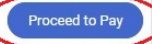
Application No.	01000500010
Candidate Name	CHANDIGARH
Category(s)	GENERAL
Admission Quota	PUNJAB: PUNJAB QUOTA (85%)
Programme(s) Opted	B.ED. GENERAL
Fee to be Deposited	Rs. 2000


Payment Options: Online through Net Banking/Debit Card/Credit Card

You may pay fee online through Net Banking/Debit Card/Credit Card. The payment status will be updated on "Candidate Home". After successful payment, you can complete your form immediately.

**NOTE:**  
After successful payment through Net Banking/Debit Card/Credit Card click on "Click here to return to the PANJAB UNIVERSITY CHANDIGARH site". This ensures redirection to the page from where payment has been initiated, and subsequently updating payment status.  
If any charges are levied by your Net Banking/Debit Card/Credit Card for this purpose, that cost is to be borne by you.

Rs. 2000 [ IN ]



 The last date for submission of fee is 10/08/2020 (10/08/2020)

Click on “Proceed to Pay” button, you will have all the options to pay the fee Online.

After successful payment the following page will appear:

## Dashboard

Application No.	[REDACTED]
Candidate Name	[REDACTED]
Admission Quota	PUNJAB: PUNJAB QUOTA (85%)
Programme(s) Opted	B.ED. GENERAL
Fee	Paid [ Online Payment ]
Application Form	Form is Incomplete <a href="#">Click to Complete</a> <i>Last date for completion of form: [REDACTED]</i>

Click on “Click to Complete” link to complete your form. You have to provide information in all the sections: *Candidate Profile, Academic Qualification and Major Teaching Subjects* and need to confirm the information filled in your form.

## **Step 4: Complete Profile, Academic Qualification and Major Teaching Subjects Sections**

### CANDIDATE PROFILE:

**Profile**

### Update Your Profile

Examination Centres

Preference 1: CHANDIGARH

Preference 2: ROOP NAGAR (ROPAR)

Preference 3: PATIALA

Candidate Name: CANDIDATE NAME

Father's Name: FATHER NAME

Mother's Name: MOTHER NAME

Gender:  MALE  FEMALE  TRANSGENDER

Date of Birth: 01/06/2000

Nationality: Indian

Correspondence Address: CORRESPONDENCE ADDRESS

Permanent Address: PERMANENT ADDRESS

Permanent Address Same as Correspondence Address?  Yes

<p>City (Correspondence Address)</p> <input type="text" value="CHANDIGARH"/>	<p>City (Permanent Address)</p> <input type="text" value="CHANDIGARH"/>
<p>State (Correspondence Address)</p> <input type="text" value="CHANDIGARH"/>	<p>State (Permanent Address)</p> <input type="text" value="CHANDIGARH"/>
<p>E-mail ID</p> <input type="text" value="XXXXXXXXXX@XXXXXX.XX"/>	<p>Mobile Number</p> <input type="text" value="XXXXXXXXXX"/>
<p>Have you passed both Matric (10<sup>th</sup>) &amp; 10+2 from a school situated in rural areas of Punjab?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Have you studied Punjabi in Matric (10<sup>th</sup>) ?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>Do you wish to be considered for Seats up to 70% of sanctioned intake at Malwa Central College of Education for Women, Ludhiana reserved for rural women candidates who are bonafide residents of Punjab State?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
<p>Upload Photograph [ Passport Size ]</p> <input type="text" value="Browse..."/> No file selected.	<p>Upload Signature</p> <input type="text" value="Browse..."/> No file selected.
<input type="button" value="Save &amp; Continue"/>	

In this form fill the following information:

- Select 3 Examination Centres.
- Update your Father's name (if incorrect).
- Update your Mother's name (if incorrect).
- Select Gender.
- Update your Date of Birth (if incorrect).
- Select your Nationality.
- Enter your Correspondence Address, City and State.
- Enter your Permanent Address, City and State.
- Update your E-mail ID (if incorrect).
- Update your Mobile No. (if incorrect).
- Select Yes/No for "Have you passed both Matric(10th) & 10+2 from a school situated in rural areas of Punjab?"
- Select Yes/No for "Have you studied Punjabi in Matric(10th)?"
- Select Yes/No for "Do you wish to be considered for Seats up to 70% of sanctioned intake at Malwa Central College of Education for Women, Ludhiana reserved for rural women candidates who are bonafide residents of Punjab State?"
- Upload your scanned passport size photograph (less than 20kb in size).
- Upload your scanned signature (less than 20kb in size).

Save the information by clicking "Save & Continue" button. The next screen would be as follows:

## ACADEMIC QUALIFICATION:

### Academic Qualification

#### Update Your Academic Details

BACHELOR'S DEGREE	
Course Name	B.A. / B.A. (HONS.) / B.A.LL.B. <span>▼</span>
Roll Number	123
Institute/Board/University	PANJAB UNIVERSITY
Year of Appearing/ Passing	2022 <span>▼</span>
Marks Obtained	2460
Max. Marks	3000

If appearing then you can leave Marks columns blank.

MASTER'S DEGREE	
Course Name	Select Course <span>▼</span>
Roll Number	Roll Number
Institute/Board/University	Institute/Board/University
Year of Appearing/ Passing	Select <span>▼</span>
Marks Obtained	Marks Obtained
Max. Marks	Max. Marks

If appearing then you can leave Marks columns blank.

**NOTE:** Candidates having CGPA score in qualifying examination are required to fill the marks by converting their CGPA score into marks using approved formula of respective University. For example, after converting CGPA score into percentage, candidate has got 78%, then marks obtained will be 78 and maximum marks will be 100.

← Back Save & Continue

In this form, fill the academic qualification details for Bachelor's Degree and Master's Degree by giving following information:

- Course Name.
- Roll Number.
- Institute/Board/University.
- Year of Appearing/Passing.
- Marks Obtained.
- Maximum Marks.

If your result of Bachelor's Degree/Master's Degree is awaited then you can leave Marks columns blank.

Candidates having **CGPA score** in qualifying examination are required to fill the marks by converting their CGPA score into marks using approved formula of respective University. For example, after converting CGPA score into percentage, candidate has got 78%, then marks obtained will be 78 and maximum marks will be 100.

Details for Master's Degree are optional.

Save Academic Qualification by clicking “Save & Continue” button. If you want to change information in previous form then click on “Back” button. After clicking Save & Continue button, the next screen would be as follows:

*MAJOR TEACHING SUBJECTS:*

**Major Teaching Subjects**

**Update Your Major Teaching Subjects**

Major Teaching Subjects	
<input type="checkbox"/> TEACHING OF COMPUTER EDUCATION / COMPUTER	<input type="checkbox"/> TEACHING OF ECONOMICS
<input type="checkbox"/> TEACHING OF FINE ARTS/ART	<input type="checkbox"/> TEACHING OF GEOGRAPHY
<input type="checkbox"/> TEACHING OF HISTORY	<input type="checkbox"/> TEACHING OF HOME SCIENCE
<input type="checkbox"/> TEACHING OF MATHEMATICS	<input type="checkbox"/> TEACHING OF MUSIC
<input type="checkbox"/> TEACHING OF PHYSICAL EDUCATION	<input type="checkbox"/> TEACHING OF POLITICAL SCIENCE
<input type="checkbox"/> TEACHING OF PUBLIC ADMINISTRATION	<input checked="" type="checkbox"/> TEACHING OF SOCIAL STUDIES
<input type="checkbox"/> TEACHING OF SOCIOLOGY	

[List of Subject Combinations According to Qualifying Degree](#)

You need to select **maximum of 6 major teaching subjects**, depending upon your Bachelor's Degree and Master's Degree (if details are given for Master's Degree).

You can check list of subject combinations according to various qualifying degrees by clicking the link “[List of Subject Combinations According to Qualifying Degree](#)” available on this form.

Save Major Teaching Subjects by clicking “Save & Continue” button. If you want to change the information in previous form then click on “Back” button. After clicking Save & Continue button, the next screen would be for the confirmation of form.



## Step 5: Confirm Your Form

Read carefully all the information given on the Confirmation screen.

**Confirm**

**Confirm Your Form**

Application No.:	*****
Examination Centres:	1. CHANDIGARH 2. ROOP NAGAR (ROPAR) 3. PATIALA
Candidate Name:	CANDIDATE NAME
Father's Name:	FATHER NAME
Mother's Name:	MOTHER NAME
Gender:	FEMALE
Date of Birth:	1ST JUNE, 2000
Nationality:	INDIAN
Category(s):	GENERAL
Admission Quota:	PUNJAB: PUNJAB QUOTA (85%)
Correspondence Address:	CORRESPONDENCE ADDRESS, CHANDIGARH, CHANDIGARH
Permanent Address:	PERMANENT ADDRESS, CHANDIGARH, CHANDIGARH
E-mail Id:	*****@*****.*****
Mobile No.:	*****
Have you passed both Matric (10th) & 10+2 from a school situated in rural areas of Punjab?:	Yes
Have you studied Punjabi in Matric(10th)?:	Yes
Do you wish to be considered for Seats up to 70% of sanctioned intake at Malwa Central College of Education for Women, Ludhiana reserved for rural women candidates who are bonafide residents of Punjab State?:	Yes
Programme(s) Opted:	B.ED. GENERAL
Major Teaching Subjects:	1. TEACHING OF HISTORY 2. TEACHING OF SOCIAL STUDIES 3. TEACHING OF SOCIOLOGY

**Academic Qualification**

Course	Roll No.	Institute/Board/University	Year of Appearing/ Passing	Marks Obtained	Max. Marks	%age
B.A. / B.A. (HONS.) / B.A.LL.B.	123	PANJAB UNIVERSITY	2022	2460.00	3000.00	82

**DECLARATION :**

I have gone through the rules as given in the Prospectus. I know that I am appearing in the Entrance Test at my own risk and responsibility subject to final eligibility at the time of admission. It is also certified that the information given in this form is correct to the best of my knowledge.

I Agree

**NOTE: Once you confirm the form, you will not be allowed to change the information in the form. So make sure that you have filled the correct information and uploaded clear scanned images of passport size photograph and signature.**

[Edit](#) [Confirm](#)

- If you are satisfied with your information then tick the “I agree” box and click on the “Confirm” button to finally submit your application form.
- If you want to change some information then click on the “Edit” button to edit (modify) your form’s information.

**Note:** - Once you confirm the form, you will not be allowed to change the information in the form. So make sure that you have filled the correct information and uploaded clear scanned images of passport size photograph and signature.

After clicking the Confirm button the following Status screen would appear:

## Dashboard

Confirmation Done.

Application No.	XXXXXXXXXX
Candidate Name	XXXXXXXXXX
Admission Quota	<a href="#">PUNJAB: PUNJAB QUOTA (85%)</a>
Programme(s) Opted	<a href="#">B.ED. GENERAL</a>
Application Form	Successfully Completed
Print/Download	<a href="#">Form in PDF Format</a>
Admit Card	Download Admit Card after XXXXXXXX
Preferences (Choice Filling for colleges & Major Subject Combination)	You need to visit website again (XXXXXXXXXX) to select your Preference(s) for colleges & Major Subject Combination as per schedule given on website in Important Dates Section


- All the statuses related to your form will be available on this screen. Now your form has been successfully submitted.
- Click on the "[Form in PDF Format](#)" link to download your application form in PDF format or to take print out of your application form.

## Application Form Printout Sample:



### Panjab University, Chandigarh

Application Form - For Admission in Colleges of Education (Govt., Govt. Aided, Private Self-Financed Colleges) situated in the State of Punjab only, Affiliated to PU, Chandigarh; Pbi University, Patiala; and GNDU, Amritsar

Application No.	XXXXXXXXXX					
Examination Centres:	1. CHANDIGARH 2. ROOP NAGAR (ROPAR) 3. PATIALA					
Name of Candidate	CANDIDATE NAME					
Father's Name	FATHER NAME					
Mother's Name	MOTHER NAME					
Gender	FEMALE					
Date of Birth	1ST JUNE, 2000					
Nationality	INDIAN					
Category	GENERAL					
Admission Quota	PUNJAB: PUNJAB QUOTA (85%)					
Correspondence Address	CORRESPONDENCE ADDRESS, CHANDIGARH, CHANDIGARH					
Permanent Address	PERMANENT ADDRESS, CHANDIGARH, CHANDIGARH					
E-mail ID	XXXXXXXXXX@XXXXXX					
Mobile No.	XXXXXXXXXX					
Have you passed both Matric(10th) & 10+2 from a school situated in rural areas of Punjab?						Yes
Have you studied Punjabi in Matric (10th)?						Yes
Do you wish to be considered for Seats up to 70% of sanctioned intake at Malwa Central College of Education for Women, Ludhiana reserved for rural women candidates who are bonafide residents of Punjab State?						Yes
Programme(s) Opted	B.ED. GENERAL					
Major Teaching Subjects	1.TEACHING OF HISTORY 2.TEACHING OF SOCIAL STUDIES 3.TEACHING OF SOCIOLOGY					
Fee Paid	Rs. XXXXX					
Academic Qualification						
Course	Roll No.	Institute/Board/University	Year of Appearing/ Passing	Marks Obtained	Max. Marks	%age
B.A. / B.A. (HONS.) / B.A.LL.B.	123	PANJAB UNIVERSITY	2022	2460.00	3000.00	82

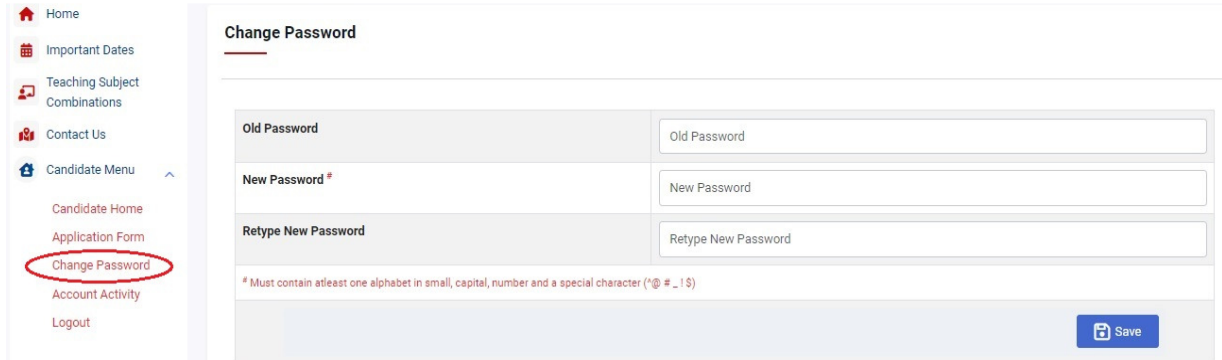
Place:  
Date:

SIGNATURE

Full Signature of Candidate

## Change Password:

Click on the “Change Password” link available in the left side menu, to change your password (if you want to change your password). The following screen would appear:



The screenshot shows a web interface for changing a password. On the left is a navigation menu with items: Home, Important Dates, Teaching Subject Combinations, Contact Us, Candidate Menu (expanded), Candidate Home, Application Form, Change Password (circled in red), Account Activity, and Logout. The main content area is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password #', and 'Retype New Password'. Below the fields is a note: '\* Must contain atleast one alphabet in small, capital, number and a special character (^@ # \_ ! \$)'. A blue 'Save' button is located at the bottom right of the form.

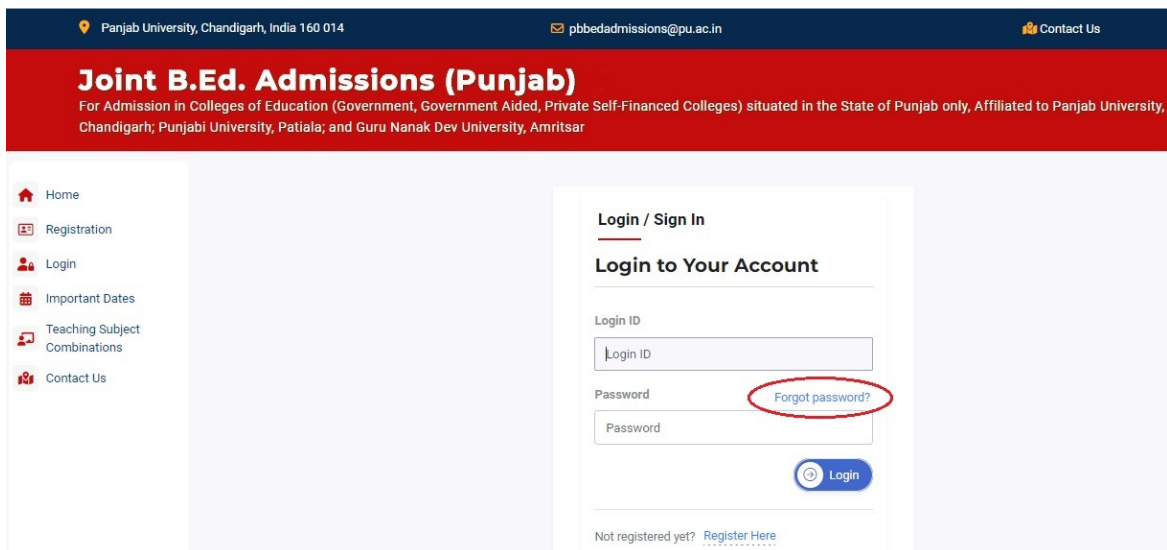
- Enter your old password.
- Enter new password. It must contain at least one alphabet in small, capital, number and a special character (^@ # \_ ! \$)
- Retype the new password.
- Click on the “Save” button to update your password.

After Completing all processes please log out to secure your information. Choose the Candidate Menu and click on the “Logout” menu item to logout successfully.

## Reset Your Password:

You can reset your password (in case you forgot the password).

Click on “Login” menu item available on the Home Page of the website.



The screenshot shows the top of a website with a dark blue header containing contact information and a red banner for 'Joint B.Ed. Admissions (Punjab)'. Below the banner is a navigation menu with items: Home, Registration, Login, Important Dates, Teaching Subject Combinations, and Contact Us. The main content area is titled 'Login / Sign In' and contains a form for logging in. The form has fields for 'Login ID' and 'Password'. A link labeled 'Forgot password?' is circled in red next to the password field. A blue 'Login' button is at the bottom of the form. Below the form is a link for 'Not registered yet? Register Here'.

Click on the “Forgot Password?” link available on the above screen. After clicking this link, the

following screen would appear:

**Password Reset**

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**Reset Your Password**

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Following information is required to recover your password. The information must be same as submitted earlier, any variation in the information provided will not recover the password.

Date of Birth

E-mail ID

Mobile No.

Enter the following information which you filled during registration:

- Select Date of Birth.
- Enter E-mail ID.
- Enter Mobile No.

Click on the “[Reset Password](#)” button to get your new password.

**For all Important Dates, visit <https://punjabbed.puchd.ac.in/importantdates.php>**

**All updates will be available on the website only.**