PROCEDURE: HOW TO FILL THE ONLINE APPLICATION FORM

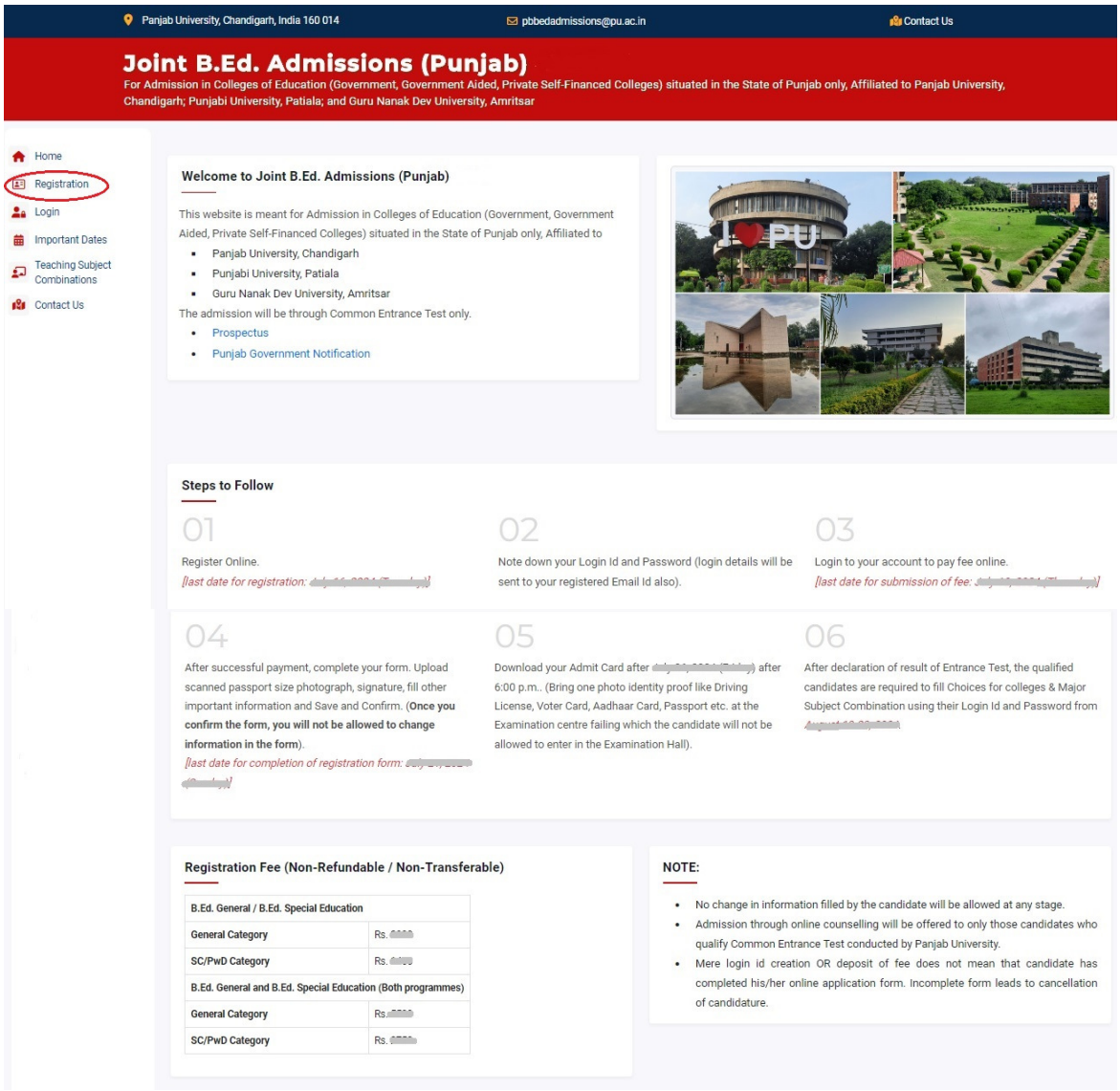
This Help file document is to be used as reference for filling of application form. All the dates and information related to admission are available at website: https://punjabbed.puchd.ac.in. Keep on visiting website for updates and information.

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.*

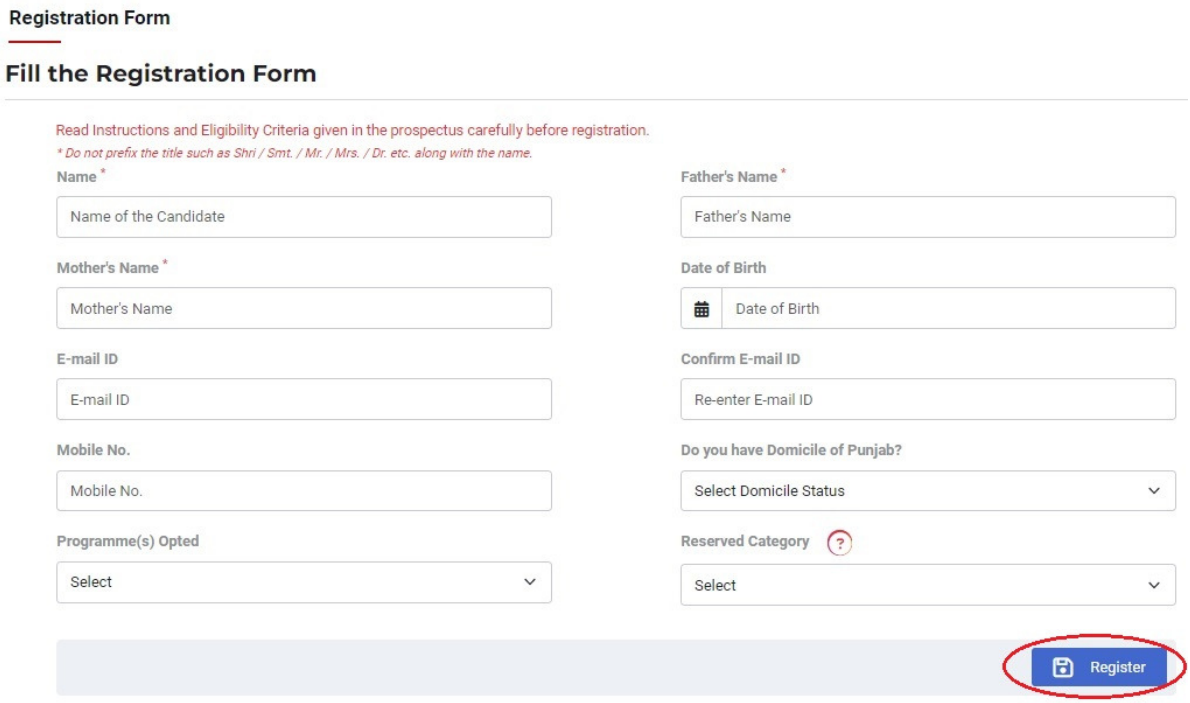
Please read all the information very carefully to complete your application form. No change in information filled by the candidate will be allowed at any stage therefore fill your form very carefully.

Step 1: Registration

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



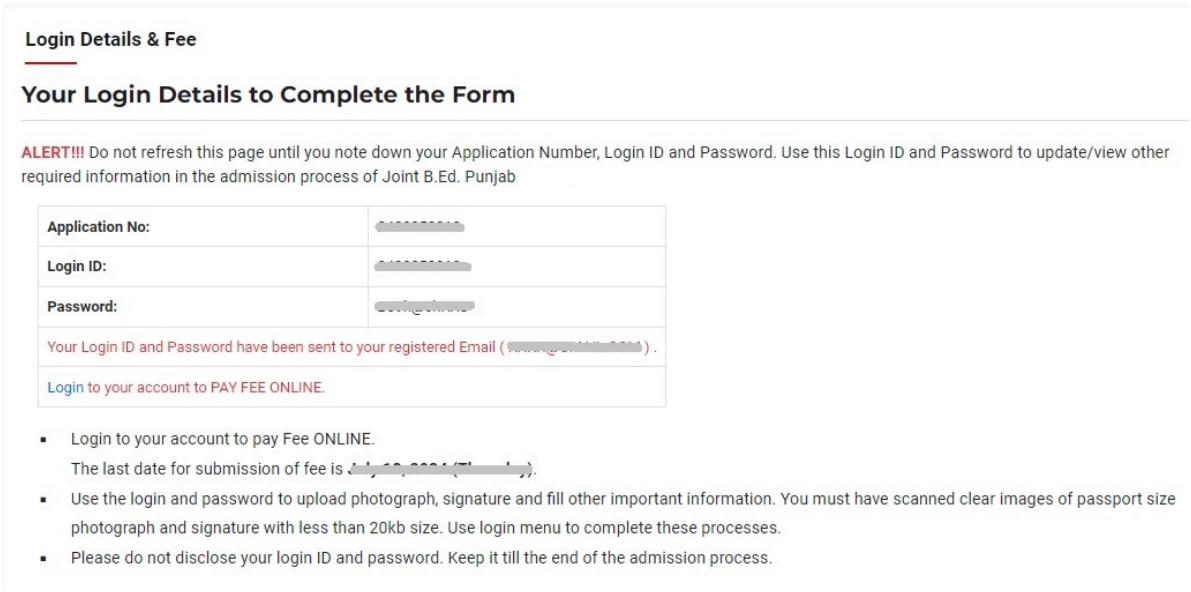
Read the Prospectus and all the Steps. To start the registration process **(for Colleges of Education Situated in Punjab),** click on the "Registration" link available as shown above. The next screen will appear as follows:



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).



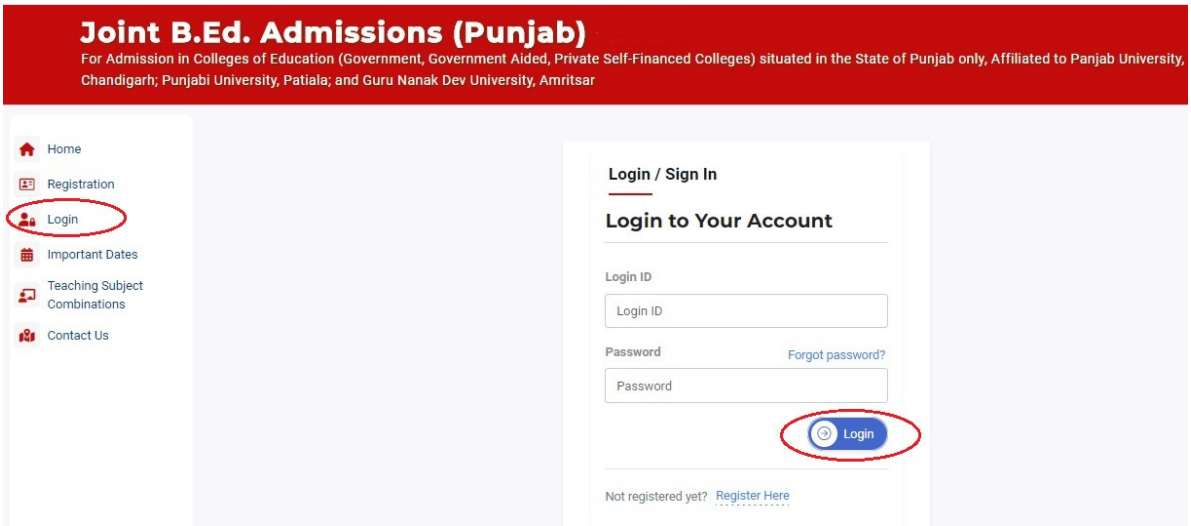
- Note down your Application No., Login ID and Password for next processes. At this stage your form is still incomplete. Do not disclose your login ID and Password and keep it till the end of admission process.
- Use the Login ID and password to pay Fee ONLINE, upload photograph, signature and fill other 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.

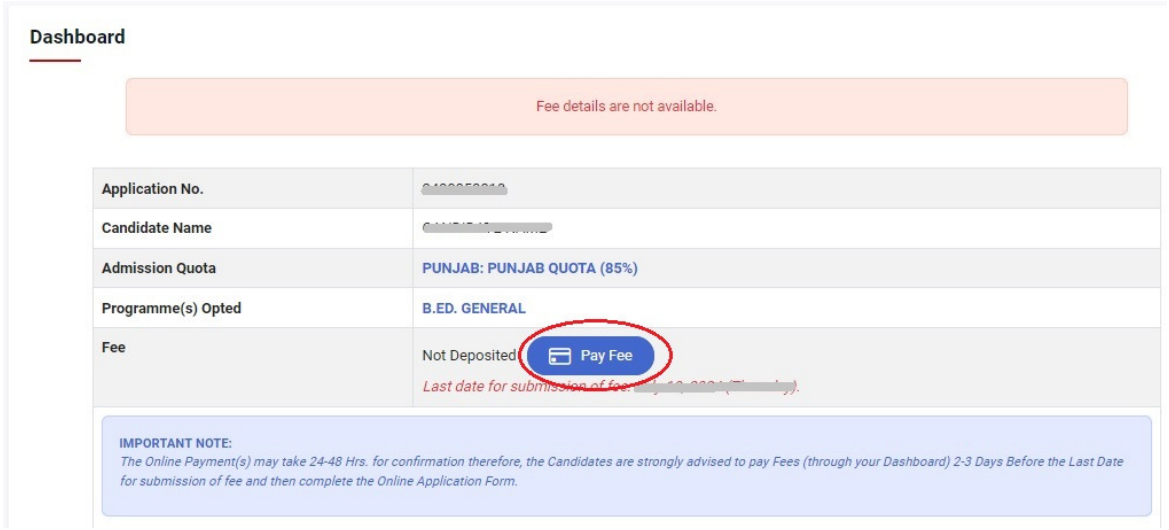
You will not be issued Admit Card if your form is incomplete.

Step 2: Login / Sign In

Already registered Candidates need to visit the website: https:// punjabbed.puchd.ac.in 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.



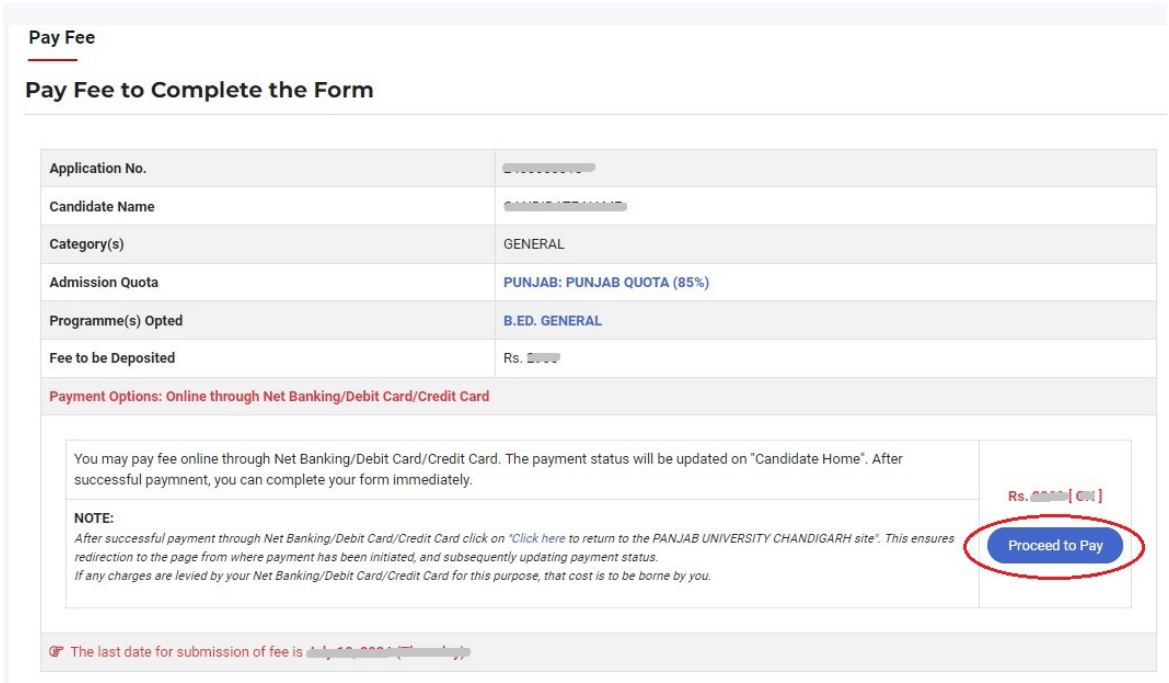
After successful Login, the Dashboard will appear as follows:



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.

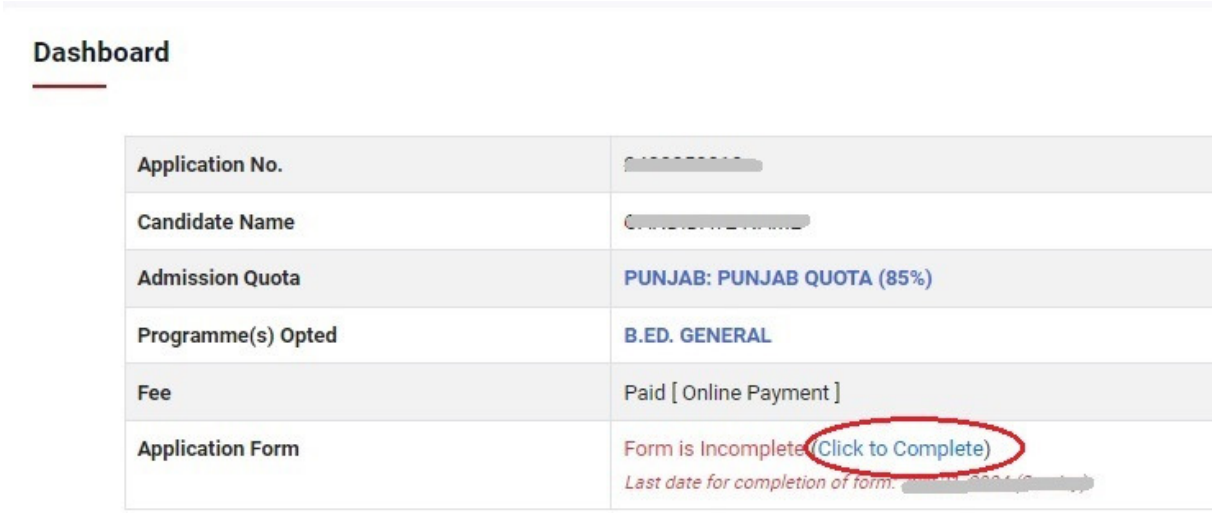
Step 3: Pay Fee

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:



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

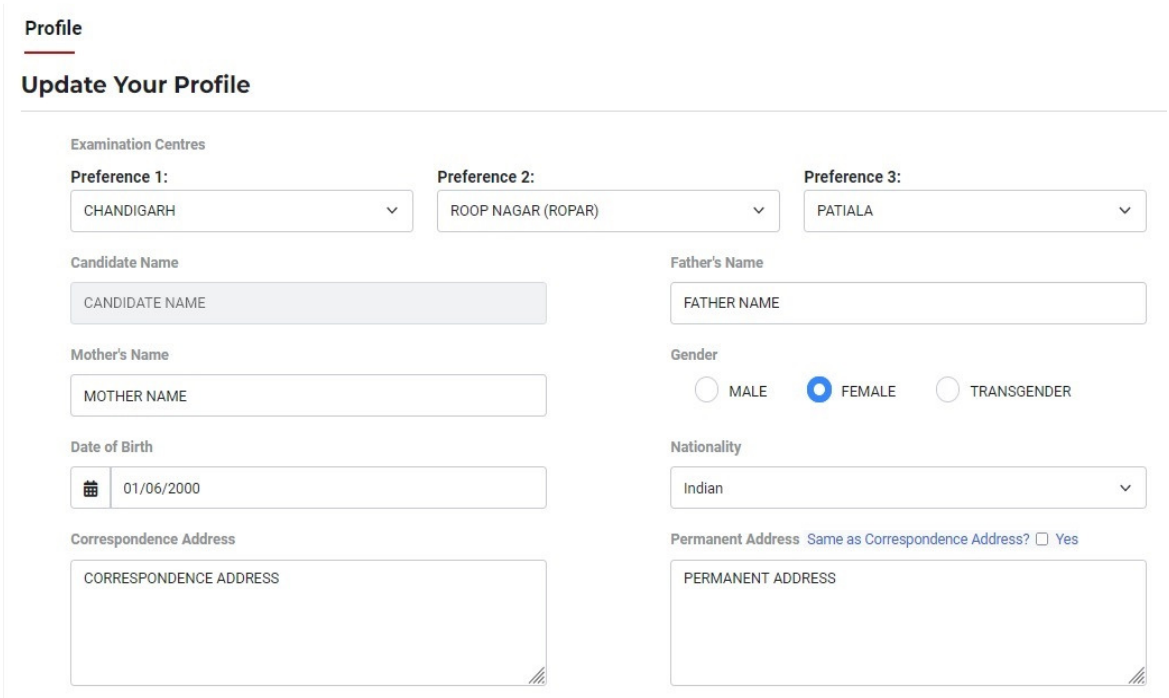
After successful payment the following page will appear:

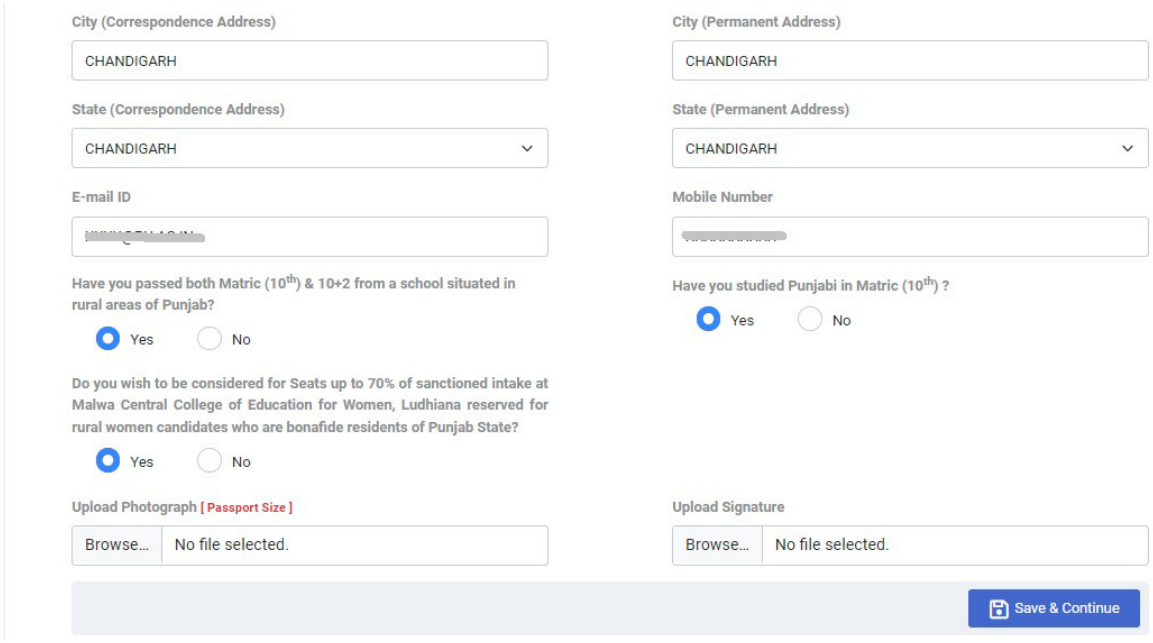


Click on "Click to Complete" link to complete your form. You have to provide information in all the sections: *Candidate Profile, Academic Qualification and Major Teaching Subjects* and need to confirm the information filled in your form.

Step 4: <u>Complete Profile, Academic Qualification and Major Teaching Subjects Sections</u>

CANDIDATE PROFILE:



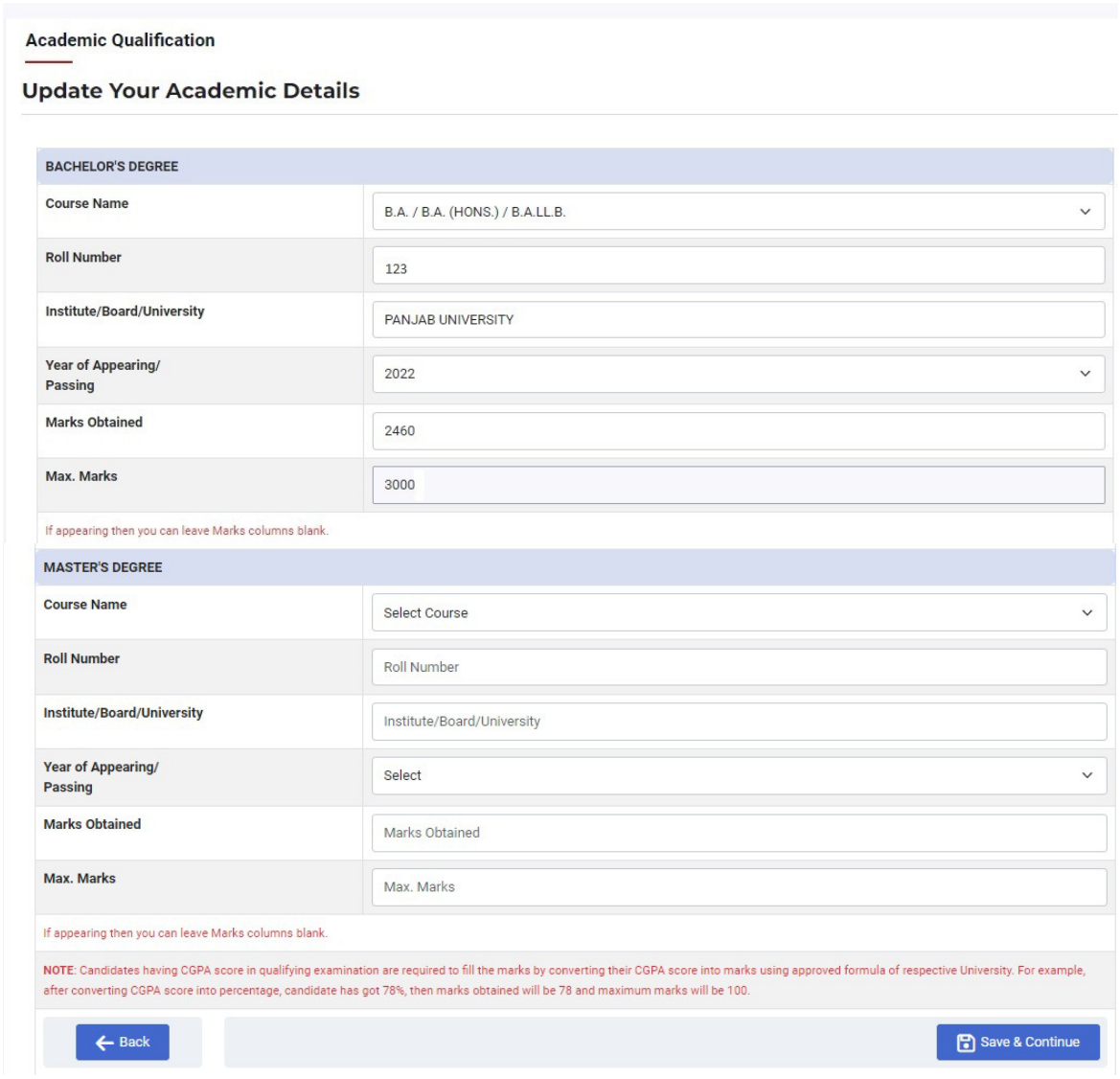


In this form fill the following information:

- 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:



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.

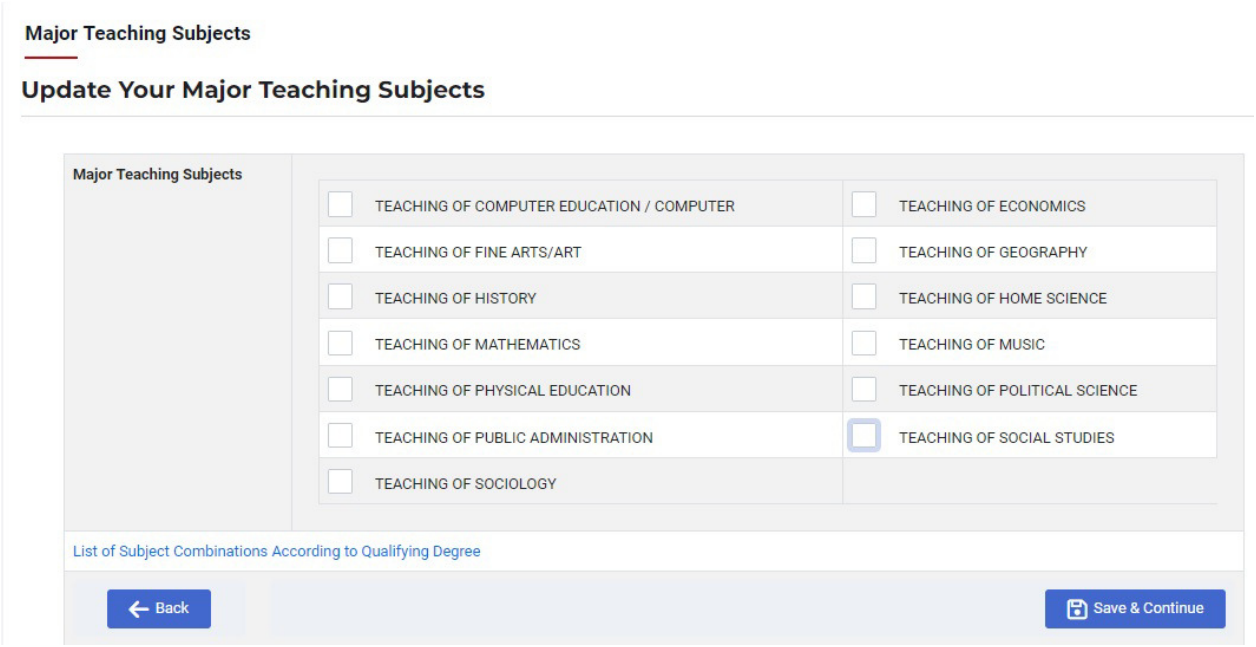
If your result of Bachelor's Degree/Master's Degree is awaited then you can leave Marks columns blank.

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:



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.:	[redacted]
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:	[redacted]
Mobile No.:	[redacted]
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

SIGNATURE

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

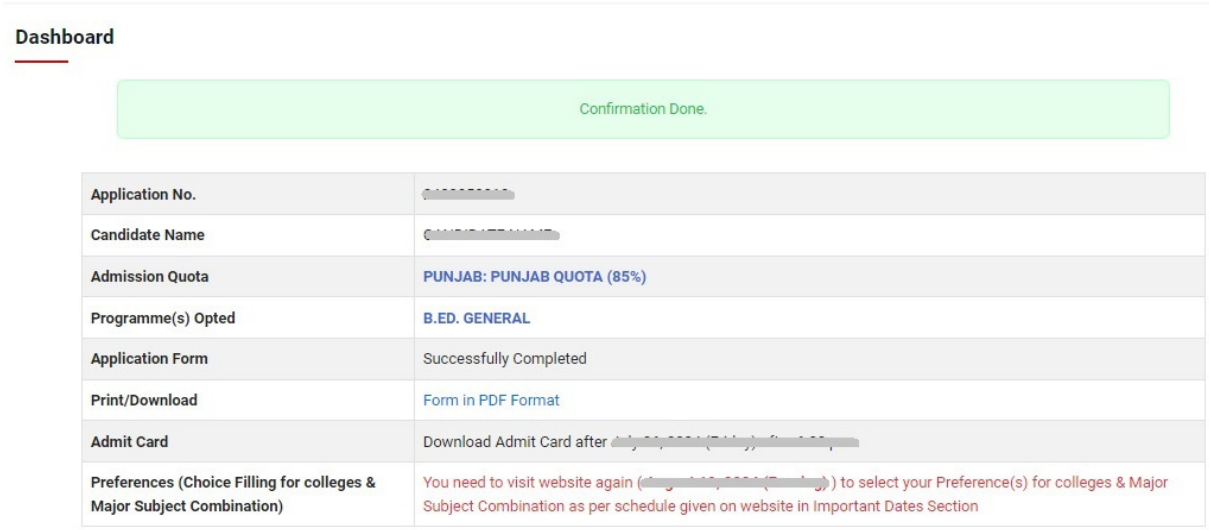
NOTE: Once you confirm the form, you will not be allowed to change the information in the form. So make sure that you have filled the correct information and uploaded clear scanned images of passport size photograph and signature.

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:



- 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.	[redacted]
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	[redacted]
Mobile No.	[redacted]

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. [redacted]

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

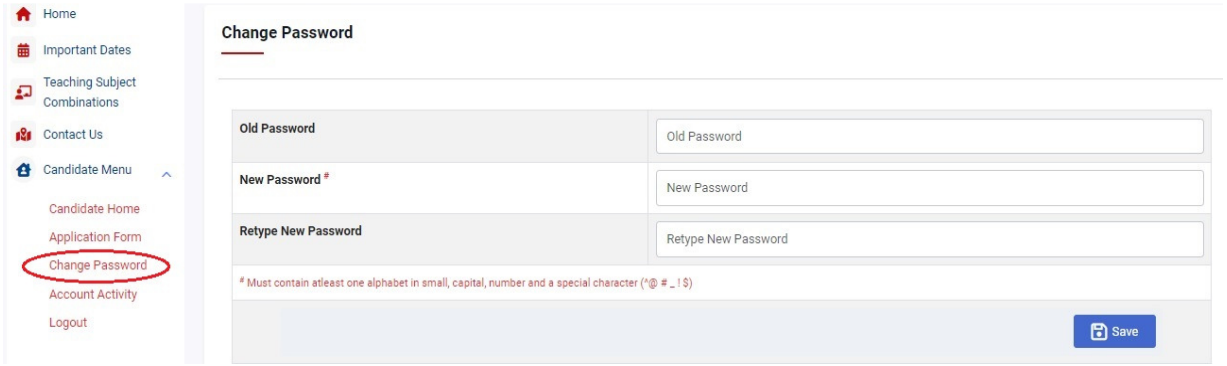
Place:
Date:

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:



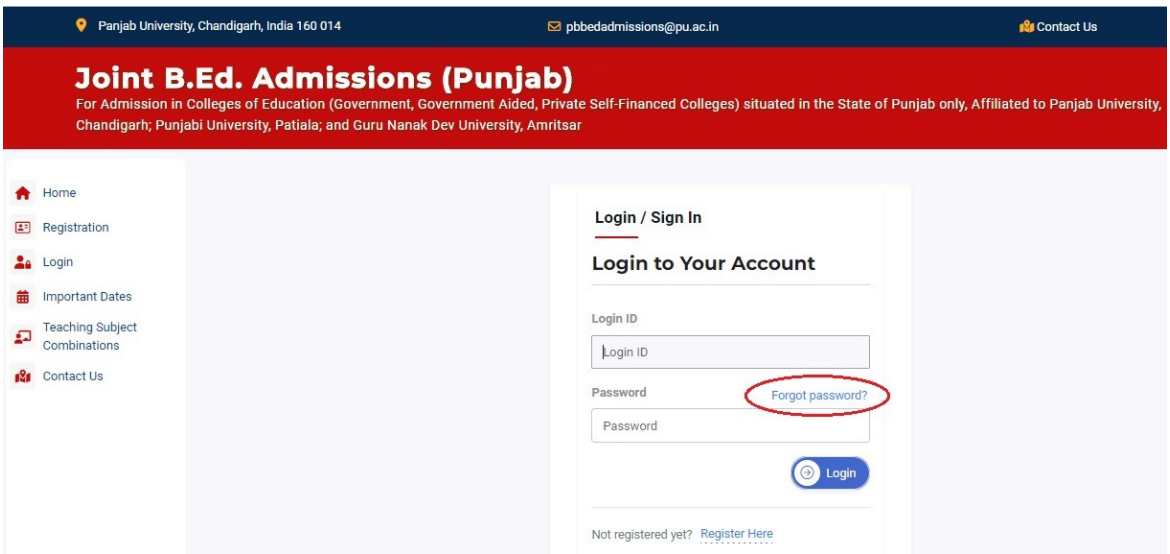
- Enter your old password.
- Enter new password. It must contain at least one alphabet in small, capital, number and a special character (^@ # _ ! $)
- Retype the new password.
- Click on the "Save" button to update your password.

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.



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

following screen would appear:

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.