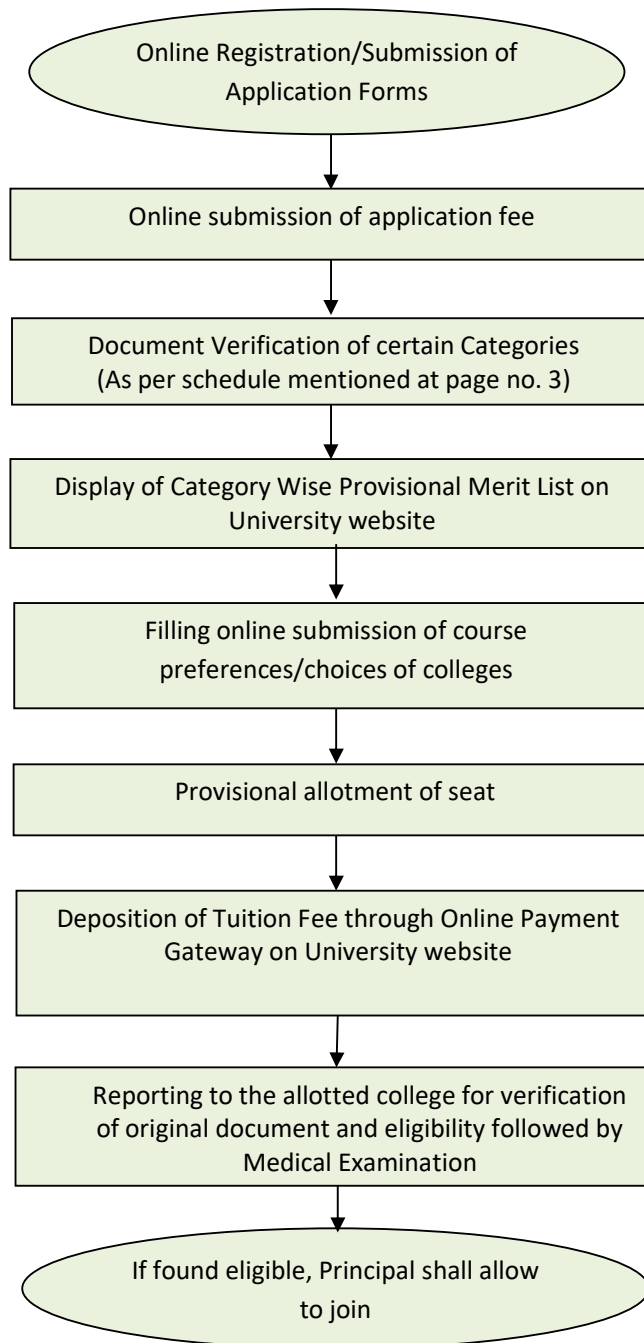


PROCEDURE OF ONLINE COUNSELLING



Step-I SUBMISSION OF ONLINE ADMISSION APPLICATION FORM

1. Candidates should read the Punjab Govt. notification and instructions as contained in the Prospectus carefully on University website i.e. www.bfuhs.ac.in.
2. Only NEET-UG-2023 qualified candidates are eligible to apply for admission to MBBS/BDS Courses.
3. Candidates are required to register themselves for admission to MBBS/BDS Courses through online portal by due date and time.
4. Candidates are advised to fill the online admission application form well in advance to avoid the network congestion in the last days. BFUHS will not be responsible for network congestion/problems. No request for accepting the forms after cut-off date will be entertained.
5. Following documents are required to be uploaded for the online registration:
 - i. Soft copy of Photograph of the candidate (Maximum size 30 KB).
 - ii. Soft copy of the signatures of the candidate (Maximum Size 30 KB).

Specifications for Photograph:-

- I. A colour photograph of minimum 35x45 mm with at least 75% coverage of face & head of the candidate.
- II. A caption indicating name of candidate and date of taking photograph should be there at the bottom of photo.
 - I. Photograph should be taken in a white /very light colored background.
 - II. Photograph should not have cap or goggles. Spectacles are allowed if being used regularly. POLAROID and COMPUTER generated photos are not acceptable.
- V. The photograph needs to display full front view of the face. Please look directly into the camera with a neutral expression.
- VI. Please avoid photograph with reflection or shadow on the face.
- VII. The photograph needs to be printed on a high quality paper with at least 600 dpi resolutions.
- VIII. The colours must possess the natural appearance and skin tone.
- IX. The photograph must not have kinks, scratches and stains.

Note: Applications not complying with these instructions or with unclear photographs are liable to be rejected.

6. After completion of filling online admission application form, University will issue a unique Registration ID (i.e. Login ID) and password to the candidate at his/her registered Mobile number through SMS/ email
7. Merely submission of online application form & fee does not confer any right to the candidate secure a seat for MBBS/BDS course.
8. No request for submitting online Admission Application Form after due date/time will be entertained on any ground.
9. Candidate shall submit online ADMISSION APPLICATION FORM only once. Applications submitted more than once are liable to be rejected.
10. Candidates are required to fill online Admission Application Form very carefully and should not leave any column blank, fill '0' (zero) in case of Roll Number/Rank/Marks are not available. However, a PDF file pertaining to steps for submission of online Admission Application Form will be uploaded on the University website (if required).
11. After filling of successful online Admission Application Form, candidate has to deposit the fee through online payment gateway of University.
12. Admission Application forms applied without fee will not be accepted.

Step-II Deposition of Fee:- Candidates will have to deposit the fee through online payment gateway of University.

- (a) Registration for admission to MBBS/BDS courses is to be undertaken online at the University website www.bfuhs.ac.in.
- (b) Application form for admission to MBBS/BDS courses submitted offline/printed copy

- shall not be accepted.
- (c) Incomplete application forms shall not be considered and are liable to be rejected. The fee shall not be refunded under any circumstances.
- (d) The allotment of College to the applicants for admission, shall be made as per merit determined on the basis of NEET-UG-2023 and the choice of the station opted by the candidate at the time of online counseling.
13. Candidates must strictly follow the instructions laid out in the Prospectus and University website. Candidates not complying with the instructions shall be disqualified.
14. **Fill category carefully in the online Admission Application Form. Category once claimed will not be changed in any case after submitting the form.**
Those candidates, who do not fill/claim any category code as per prospectus or fill a wrong category code other than mentioned in prospectus, will be treated in Open merit. The candidate may select a category code from the codes given below and fill the category accordingly. More than one category may be filled by a candidate if it is considered applicable in the candidate's particular case. Category codes are exclusively for the purpose of facilitating the candidates to know and understand his/her respective merit placement at the time of counseling in various reserved categories as have been filled by him/her. Reserve category selection on the part of the candidate shall not in any case be construed to give him/her any legitimacy or right or claim on the benefits for reserved seats during admission. Claims to admissions against reserved seats in MBBS/BDS courses will be on the basis of appropriate claims made in the Admission Application Form subject to rules and regulations contained in the Punjab Government Notifications printed in the Part-B of this prospectus and as per the decisions of the Selection Committee constituted for this purpose by the Punjab Government. No benefit of reservation whatsoever shall be given if the claim is not made in Admission Application Form.
15. After successful registration of the applicant, a unique Registration ID (i.e. Login ID) and password will be allotted to the candidate at his/her registered mobile no. or email through SMS or by email. Registration ID and password shall be required from time to time throughout the process of admission, the candidates are therefore advised not to disclose it to any unknown person and to keep it confidential.

Step-III Document Verification after applying Admission Application Form

1. As per schedule at page no. 3, the document verification of only micro-reserved category candidates will be conducted. The certificate of SC/BC Category candidates will be verified at the time of reporting in the Provisionally allotted college. The candidate applying under SC/BC Category shall produce the reserve category certificate to be issued by the Competent Authority of Punjab only which will be verified at the time of reporting in the Provisionally allotted college.

Step-IV The Provisional Merit List

1. The University shall display the State Merit (of registered candidates) on the University website as per schedule. After displaying the state merit list of registered candidates, the University shall open the online portal. Online counselling will be held through website where online counselling form will be available as per schedule specified in Important Dates.

Step-V Filling of choices/preferences of course during online counselling

1. Only registered candidates are eligible for the counselling(s), no candidate shall be allowed to participate in the counselling (online/physical) without registration and deposition of fee before last date as prescribed.
2. The candidates should read the eligibility conditions carefully and just exercising online

option of college / appearing in counselling does not entitle him/her for admission. Eligibility conditions for admissions are as per Punjab Govt. Notification(s). The eligibility shall be determined by the Admission Committee at the time of counseling at the allotted College. Those who are not eligible as per Punjab Govt. notification will not be considered for admission.

3. Counselling for admission to MBBS/BDS, session 2023 will be conducted online followed by Physical reporting of the candidates to allotted colleges. During online counseling, candidates will fill online counselling form. They shall give their preferences of course, college, category, quota. The Provisional Seat will be allocated as per NEET merit and in order of preferences given by the candidate. Therefore, candidates are advised to take proper caution while filling up the order of preferences of course, college, category, quota. Candidates of reserved categories (who scored marks equivalent or more than the minimum cut-off of open merit NEET marks) will also be considered in open merit. If candidate of reserve category is eligible in open merit, then seat of open merit will be allocated.
4. After provisional allocation of seat, candidates can download provisional allocation letter from the University website after logging into their account and will report to the respective college along with all original documents for the checking of documents and their eligibility. If found eligible, he/she has to deposit the tuition fee through online payment gateway. Issuing of Provisional Selection Slip alone does not confer any right to claim the allocation of seat in respective college as their provisional selection is subject to verification of documents and checking of eligibility as per guidelines of Punjab Govt. Notification enshrined in the Prospectus.
5. If any candidate does not follow the said process, his/her allocated seat will be cancelled automatically without any intimation and his/her seat shall be declared as vacant for the subsequent round of counseling.
6. If any candidate is not willing to change/upgrade the seat/college in 2nd round of counseling, he/she is not required to participate in the 2nd round of counselling. In case, candidate wishes/intends to upgrade/change his/her seat he/she will have to participate in the 2nd round of counselling and give his/her preferences afresh for the course/college/category/quota.
7. In case any candidate wants to quit the course/seat, he/she will have to submit application to the respective college regarding his/her surrender of seat well in advance before the start of 2nd round of counselling, otherwise rules of 2nd round will apply and penalty will be imposed as per Gazette Notification No. MCI-34(41)/2018-Med./109835 dated 18/05/2018 (available at page no. 67 to 69)
8. In case candidate seat is upgraded/changed in the 2nd round of counselling and he/she has already deposited the tuition fee, he/she is not required to deposit fee again, only difference in fee, if any, shall need to be deposited.
9. It is pertinent to mention here that the candidates can fill the choices of colleges/quota which are not reflecting in the vacancy position of seats as few seats may arise due to shifting of candidates from one college/quota/category to another college during 2nd round of counseling. In this regard, it is made clear that during 2nd online counseling one can upgrade/shift seat as per his/her choice by vacating the already occupied seat of 1st counseling. This is also made clear that some seats of reserve category, NRI Quota seats etc may remain vacant after exhausting all candidates of respective quota/category as per notification. Therefore, any seat may become vacant in 2nd round due to shifting/conversion of seats. Hence, it is not mandatory to fill only those choices/preference which are reflected in the vacancy position of seats. So candidates are advised to fill the maximum preferences/choices of colleges as per their choice. The seats in 2nd round will be allocated as per availability of seats as per merit cum choice/preference submitted by the candidate.

10. During/After 2nd counseling the following orders dated 16.12.2021 passed by the Hon'ble Supreme Court in SLP (C) No. 10487 of 2021 titled Nihila P.P Vs MCC & Ors will be applicable:

"h) Candidates who have joined the allotted seat in Round 2 and further rounds of counselling will not be allowed to resign and will also be ineligible to take part in further rounds of any type of counselling.

i) Candidates who have not joined the allotted seat in Round 2 will be eligible for further rounds of counselling subject to forfeiture of security deposit and fresh registration in only mop-up round.

j) The provisions with regard to security deposit, option of free exit and eligibility for participation will be as per the Gazette Notification No.MCI-34(41)/2018-Med./109835 dated 18/05/2018."

11. It is clarified that, the candidate who will not submit joining during/after 2nd counseling, then the security amount deposited by him/her will be forfeited as per Gazette Notification dated 18.05.2018.

Step-VI Provisional allotment of seat:-

1. The Provisional seat will be allotted to the candidate as per merit list and institutional preferences submitted by him/her in online counseling form. Allocation of seat is provisional subject to verification of original documents/checking of eligibility by the Principal of concerned Colleges. After provisional allocation of seat, candidate shall deposit the tuition fee through online payment gateway and report to the allocated college for verification of documents and checking of eligibility. It is sole responsibility of the Principal to authenticate the eligibility of the provisionally allocated candidate before their joining/admission.

Step-VII Verification of Documents after provisional allotment of seat:-

1. The Provisional selected candidates desired to join the provisionally allotted seat, shall have to report to the Principal of concerned college and required to produce all of their original documents/credentials for verification. It is sole responsibility of the Principal to authenticate the eligibility of the provisionally allocated candidate before their joining/admission. If the selected candidate is found eligible as per instructions mentioned in Punjab Govt. Notification no. 5/5/2021/-5HB-III/446-dated 10.03.2023 then he/she will be allowed to submit his/her joining report after medical checkup.
2. After the verification of the documents and checking of eligibility, the candidate can pay the online fee after generating allotment letter both at his/her own level or college level.

FOR UPDATES PLEASE VISIT UNIVERSITY WEBSITE: www.bfuhs.ac.in
