

# Student Counselling / Seat Allocation Instructions

1. Open the University Website and log into to provided Link.
2. Log in using your authenticated user ID and password.
- 3 Upon successful login, student will be directed to the HPTU Counselling Form – 2024 dashboard
4. On the Home Page, you will find two tables. Select "College Allocation" to proceed with college/seat allocation.
5. You will be presented with a list of all colleges allocated by the university on Roster and Merit Basis.
6. From the list of colleges, accept one college for confirmation, after that accept button will disappear for other colleges.
7. After acceptance, a button labelled "Do you want to participate in the next round of counselling?" will appear below the college list.
8. Clicking this button will open a pop-up modal with two options:
  - I want to participate in the next round of counselling.
  - I don't want to participate in the next round of counselling.
9. Select one of the options, then choose and submit. **(Kindly Note:- A candidate can participate in maximum 2 rounds of counselling) .**
10. A payment button will appear. Remit University Fee 3000/- online (only one Time).
11. Complete the payment process successfully.
12. After successful payment, you will receive a PROVISIONAL ADMISSION LETTER, where you can see the allotted seat details.
13. You can save and print.
14. Go to the allotted College **physically** within prescribed time limit, present this letter to the College for admission.

GOOD LUCK !!!