

## IMPORTANT INSTRUCTIONS FOR CANDIDATES FOR ONLINE COUNSELLING

Some general points for announcement in the online counseling session (at the begin of each session)

- On behalf of Panjab University, Chandigarh, I would like to extend a warm welcome to all the candidates in online counseling session for admission to (name of course) \_\_\_\_\_, Session-2020-21 for (name of institute) \_\_\_\_\_.
- In the present session, counseling will be carried out on the basis of Provisional Merit List of candidates for (name of course) \_\_\_\_\_ as per the schedule given on the website.
- Every candidate is required to make sure that
  - While joining WebEx meeting for online counseling, the candidate is required to type full name (as mentioned in admission form) in First name box. In Last name box, type application number. Then type your email address and Event password provided to you by the University.
  - Your Camera and microphone is functioning properly
  - Your phone (with phone number mentioned in admission form) is available with you to contact, if required
  - Your original documents are with you
- Let me explain you the process of online counseling briefly:
  - The whole process of counseling is being recorded.
  - Currently, your cameras and microphones are in enabled mode in the webex session, you should put your microphones in mute mode.
  - In order of merit, you can unmute your microphones to facilitate interaction with the representative of the admission committee.
  - When your turn comes, you need to mention your name and your order of preference for course.
  - You may be asked about your documents relating to qualifying marks and other weightages (NSS/NCC/Youth festival etc.) as claimed by you. Answer clearly and loudly.
  - Depending upon your merit marks, preference and availability of seat, you will be provisionally allotted a seat.
  - There will be no Counseling after this. The candidates, who present themselves before the admission committee in online counseling, will only be considered for admission. So, do not exit the session before your interaction with admission committee. If the candidate leaves the session due to some reason, he/she can join again as attendee. The candidate can keep logging in as attendee till the end of the session.

- If still you have any relevant query, you can type in the chat box.
- In case of any query during the counseling, the candidate can contact at Whatsapp No. \_\_\_\_\_
- In case the candidate does not have access to the computer system/Phone/Internet connectivity for attending online counseling, he/she can contact at Whatsapp No. \_\_\_\_\_ (9:00 am to 5:00 p.m.).
- WebEx platform will be used for the purpose of online counseling. The candidate is required to install WebEx app on his/her laptop/desktops/phone in advance, to avoid any trouble at the time of actual counseling.
- No Separate Interview/Counseling letter will be issued.

Director