Frequently Asked Questions (FAQs)

Online Application FAQ's

Q 1.   When the online admission portal will start?

Ans. Portal for B.Tech. (4 Years) Course is already open. For rest of the course's portal will be opened very soon.

Q 2.   Where and how can I Register/ Apply for a course offered by Punjabi University, Patiala?

Ans. For Registration/Apply, please visit our website **"www.pupadmissions.ac.in"**.

Q 3.   I have some mistakes in my registration detail. How I can correct that?

Ans. Until Registration is closed, Registration Form can be edited anytime using your User ID and Password. However, for change in Name, Father's Name, Date of Birth, please send your corrected particulars along with authenticated proof like DMC of 10th Class, Driving License or Aadhar Card.

Fee/ Refund FAQ's

Q 1.   What is the procedure to pay Application Processing Fee?

Ans. For details, please visit our website "www.pupadmissions.ac.in".

Q 2.   Mistakenly, I paid fee for SC/ ST category, but I belong to General category. How can I pay my outstanding application processing fee?

Ans.   Apply a fresh and make a request for earlier wrong payment.

Q 3.   I have registered and paid Application Processing Fee before the Last date. But I have not filled the application form till to date. How can I fill my Application Form now? Am I liable to pay any penal fees also?

Ans. You can fill the form using your User ID and Password till last date of editing.

Q 4.   I had paid fee wrongly for some other course? How can I correct my course? How my Application Fees will be adjusted?

Ans.   If the fee paid by you is same for which you applied and you want to apply a fresh then send an e-mail to **"editcourse@pbi.ac.in"**.

Q 5.   If I opt out to withdraw my application for admission, will I get refund of Application Processing Fees?

Ans.   No.

Q 6. What is the Application Fee refund policy?

Ans. Refund of Application fee is made at the end of admission process on the basis of fee deducted twice or more for the same registration.

Q 7. What is the fee refund policy of the University, if I quit after taking admission for a particular course in the University?

Ans. See refund policy in the Handbook of Information available on the website in due course.

Q 8. How I can apply for refund of fees?

Ans. For refund of fee, the necessary form with requisite proof needs to be filled.

Q 9. How I can get refund of Online Application Processing Fee if it is withdrawn from my account for more than once due to some Technical Issues or by Mistake for the same course that I have applied for?

Ans. Please see serial no. 6.

Q 10.   I have paid my fee and payment has been deducted from my account. But the status of fee is still pending. What should I do now?

Ans. Wait for 24 to 48 hours. If the status is same then e-mail to "**pwenquiries@pbi.ac.in".**

Technical/ Helpline FAQ's

Q 1. What are the Helpline Numbers for the redressal of queries related to Fee?

Ans. Wait for 24 to 48 hours. If the status is same then e-mail to **"pwenquiries@pbi.ac.in".** Due to lockdown helpline numbers are not working.

Q 2. Is it mandatory to close the Web Browser after I logout from the website?

Ans. Proper saving procedure for application form is mandatory.

Q 3. How can I recover my password and Username?

Ans. In the website under application form "forget password" link is available to get the password again. For user ID email to **"pwenquiries@pbi.ac.in".**

Q 4. I have registered myself. But when I try to login, system is not accepting my username and password. What shall I do?

Ans. Use distinction between "0 (Zero) and alphabet o". If still facing problem email to **"pwenquiries@pbi.ac.in".**

Q 5. My qualifying class result is not yet declared. Can I Register/ Apply for a Course?

Ans. For Registration/applying even result awaited candidate can apply. However, to get admitted proof of declared result is needed on counseling day.

Q 6. Which documents are required to apply for a course?

Ans. No documents are required for applying, only signature and photograph is required.

Q 7. What is the format and size of photograph and signature to be uploaded in online application form?

Ans. 20 kb for each case.

Q 8. How can I register and apply for multiple courses? Do I have to apply separately for each course?

Ans. For General Courses Candidate can apply for 4 courses in a single form. However, for courses with entrance test candidate will have to fill separate form for each course.

Course FAQ's

1. **What are the various courses offered by Punjabi University Patiala?**

Ans. Please visit our website **"www.pupadmissions.ac.in"** and see Handbook of Information related to course of your choice.

2. **What is the eligibility criterion for admission to a course?**

Ans. Please visit our website **"www.pupadmissions.ac.in"** and see Handbook of Information related to course of your choice and see the eligibility criteria under the relevant Department.

3. **What is the total number of seats available for various courses offered by Punjabi University Patiala?**

Ans. Please visit our website **"www.pupadmissions.ac.in"** and see Handbook of Information related to course of your choice and see the seats of various courses.

4. **I have got compartment/reappear in one/more subjects in qualifying examination. Am I eligible to participate in the counselling/ admission of Punjabi University, Patiala?**

Ans. No.

5. **Can I apply for both Punjab 85 % and All India 15% quota?**

Ans. No.

6. **If I am unable to attend the counselling, what shall I do?**

Ans. It is must to attend the counselling for admission purpose. However if some seats remain vacant even after admission process is over, candidate will be considered on merit.

7. **When is the hostel accommodation provided to the students?**

Ans. Accommodation of Hostel seats is being looked after by Dean, Students Welfare office on the recommendation of concerned Head of the Department. Generally the seats are allotted, when the students attend their classes on the opening of session.

8. **What is the Counselling Schedule or Counselling dates?**

Ans. For Counselling Schedule or Counselling dates, please visit our website **"www.pupadmissions.ac.in"** from time to time.