Instructions for candidates for online process of B.Ed Counselling

1) Visit the admissions portal at “admissions.hpushimla.in”.
2) Go to “candidate activity” page from the navigation menu.
3) Click on the link “Apply for B.Ed online counselling”.

Click here to apply for Online B.Ed counseling
4) Login in to Candidate portal with your Registration number and password (User ID / Password assigned for entrance test).

Welcome to Online Counseling System for B.Ed candidates

User Id :

Password :

What is ? 13 + 31

Login

Don’t Have a Candidate Account?

Click Here For New Registration
5) Click on **I agree to Accept All above terms & conditions** checkbox and you will be redirected to the Personal Information page –

*Note: No editing is allowed in Personal Information page.*
6) A counselling fee of Rs. 500 will be charged from the students.

Click on “Continue for Payment” button –
You will be redirected to the payment gateway. You can make payment via Net Banking, Credit Card and Debit card –

Billing Information

- **Amount**: Rs. 500.00
- **Order No**: 370245

Other Bank Credit Card

- **Card Number**
- **Name on Card**
- **Month**
- **Year**
- **CVV**

Enter the characters visible in the box below

- **Enter code**

**Note**: In the next step you will be redirected to your bank's website to verify yourself.

PAY NOW
7) **Candidates have to select their colleges.** A district-wise grid list of all colleges will show up and candidates have to select colleges as per their preference. Candidates can select a minimum of 1 or a maximum of 10 colleges only. To add a new college to the list, click on **ADD New College** button.

**Note:** A district-wise grid list of all colleges will show up and candidates have to select colleges as per their preference. Candidates can select minimum of 1 or a maximum of 10 colleges only.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>District</th>
<th>College</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chamba</td>
<td>Chamba Millenium B.Ed. College(Mugla Harc)</td>
<td>✗</td>
</tr>
<tr>
<td>2</td>
<td>Bilaspur</td>
<td>Adarsh College of Education(P.O. Ajburi, Dist)</td>
<td>✗</td>
</tr>
<tr>
<td>3</td>
<td>Chamba</td>
<td>Priyadarshini College of Education(Hardaspur)</td>
<td>✗</td>
</tr>
</tbody>
</table>

**ADD NEW College**
8) Out of the selected colleges, candidates have to enter the preferences from 1 to 10. Candidates can make/select their choices as per the schedule. No changes/modifications will be allowed after the expiration of the given period and the preferences selected by candidates will be considered as final data.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>College Name</th>
<th>Preference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Department of Education, H.P.University</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Govt. College of Teacher Education</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Adarsh College of Education</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Gurukul College of Education</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Shiva College of Education</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Chamba Millennium B.Ed. College</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Priyadarshini College of Education</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Dawarka Das Memorial Sai College of Education</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Deen Dayal Upadhyaya B. Ed. College</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Hamirpur College of Education</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Nalanda College of Education</td>
<td></td>
</tr>
</tbody>
</table>

If a candidate wants to select Hamirpur college of Education as his first preference, he/she needs to enter the value 1 in the corresponding text box.

If a candidate wants to select Nalanda College of Education as his 6th preference, he/she needs to enter the value 6 in the text box corresponding to it.

Similarly, candidates have to mark all the selected colleges as per their preference.
9) Final printout and application summary-

HIMACHAL PRADHESH UNIVERSITY, SHIMLA - 171005.

Online Counseling Application Form of B.Ed for Session 2019-2020

1. Name of the Course: 

2. Name: 

3. Father's Name: 

4. Mother's Name: 

5. Examination Center for Entrance Test: 

6. Address for Correspondence (IN CAPITAL LETTERS): 

7. Mobile No: 

8. Permanent Home Address (IN CAPITAL LETTERS): 

9. Email-Id: 

10. Aadhaar No: 

10) Colleges will be allotted to these candidates based on merit list/rank and preferences selected by the candidate.

11) **Candidates who want to join the allotted college:-**

i) Need to visit the allotted college for verification of their original documents within given time period as per schedule. The candidates are required to take printout of online application form along with allotted college letter (generated on candidate portal) before visiting the allotted college.

ii) Once verified, candidates will be allowed to pay their admission fee through the online fee payment portal of H.P University within given time period as per schedule. The payment receipt is to be submitted at allotted college by the candidate for further necessary action.

12) **If you still need to change the selected colleges and their respective preferences then follow the steps given below :-**

i) Go to College Selection page and remove the particular college.

ii) Then add new college as per your choice and click update button.

iii) Then go to Set College Preference page and enter the preference number for the selected college and click the update button.

iv) Take the Online Application Form Print out for further reference.

Candidates can make/select their choices as per the schedule. No changes/modifications will be allowed after the expiration of the given period and the preferences selected by candidates will be considered as final data.
13) Fee payment portal can be accessed from the “admissions.hpushimla.in” portal, by clicking on the link “Pay admission fees” under “candidate activity” page.
14) If a student has already gone through the process of document verification and online payment of admission fees, **and needs to change/shift to another college**-

i) The Candidate has to login to the counselling portal.

ii) Click on the upgrade button, and the candidate will be allowed to attend the second round of counselling. This process has to be done within the given time as per schedule.

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**Candidate Portal**

- **Name:** ABC
- **Roll No.:** 123444
- **Date of Birth:** 01/01/2000
- **Stream:** Arts
- **Father’s Name:** XYZ
- **Category Name:** General
- **Programme Name:** B.Ed

**College Alloted:** Department of Education, H.P. University, Shimla-5

- **Do you want to join the allotted college?** Yes ☐ No ☐
- **Do you want to appear for the next round of counseling?** Yes ☐ No ☐
- **Do you want to change/upgrade your allotted college?** Yes ☐ No ☐
15) Counselling will be done in three rounds. Candidate will have to select the college preferences again and same process will be repeated for the allotment of colleges.

16) Candidates who have filled their preferences in first and second round of counselling, but did not visited the allocated college for original document verification will be rejected, and not be considered for the third round of counselling.

17) In the Mop Up round the left out candidates will have to visit the university to attend the physical counselling as per schedule.