

Procedure for registration of newly admitted UG students

1. All newly admitted students will report in the **PEC auditorium on 29th July, 2016** after physical verification of original documents at Panjab University and confirmation of their admission by Joint Admission Committee (JAC).
2. **The students are required to download the following documents from the institute website, complete them, get the affidavits notarized and bring them at the time of registration.**
 - Registration form (in triplicate)
 - Personal Data Form
 - ID card form
 - Library card form
 - E-mail request form
 - Anti-ragging affidavit (by the student)
 - Anti-ragging affidavit (by the parent/guardian)
 - No vehicle affidavit (for hostellers only)
 - Hostel Application Form
3. The process of registration involves the following steps:
 - (a) Report at the “Academic Section Desk”, show the admission letter and fee receipt, get your unique SID No. (Student Identification Number) and sign the registration roll. Submit your personal data form at this desk.
 - (b) Go to the respective “Department Desk” as per your allotted branch, get your registration form signed at three places by the faculty incharge. Retain one copy for your future reference and submit the other two at the desk.
 - (c) Go to the “DSA (Dean Student Affairs) Desk – 1” and submit the ID card form, E-mail request form and the Library card form.
 - (d) Go to the “DSA Desk – 2” and submit the anti-ragging affidavits and the no-vehicle affidavit (if applicable).
 - (e) Go to the “Hostel Allotment Desk” if you wish to stay in the hostel, pay the hostel fees of Rs. 58,500/-, submit photocopies of the required documents and get a room allotted. The hostel fees is to be paid in the form of a Demand Draft in favour of “Director, PEC University of Technology” payable at Chandigarh. Cash will not be accepted under any circumstances.