



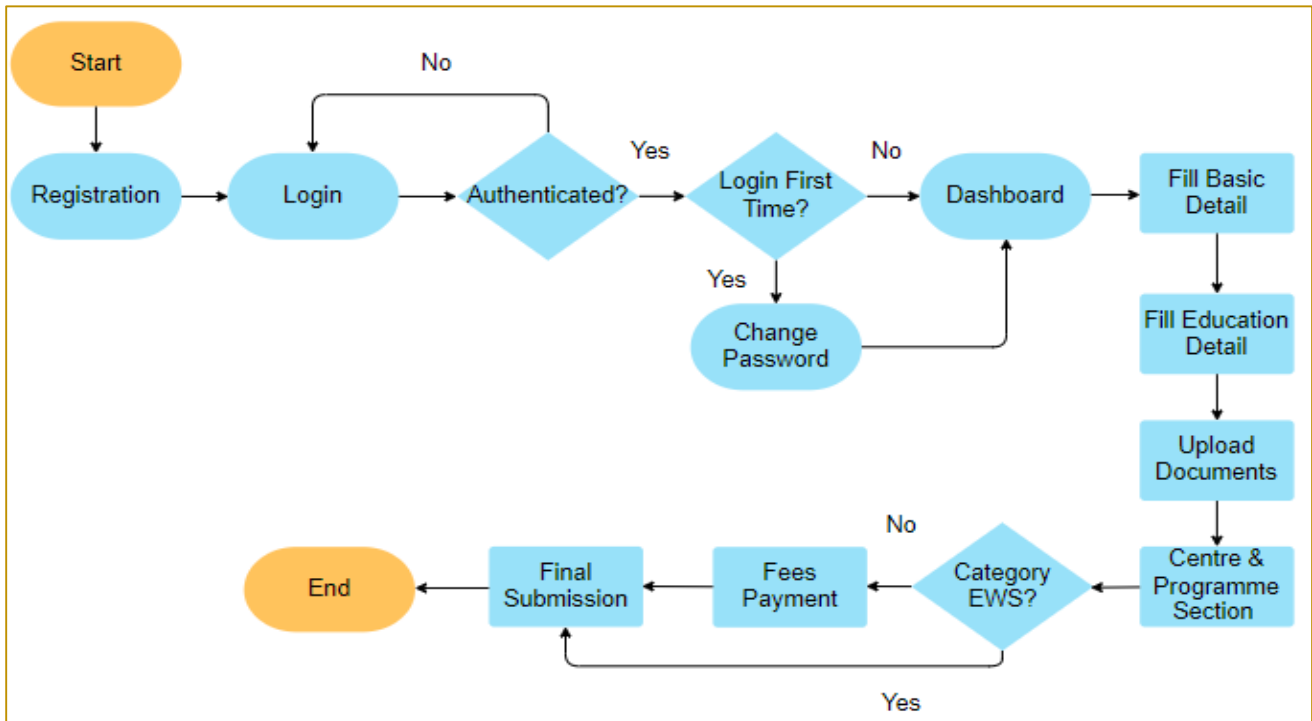
ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ  
ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ  
ਪਟਿਆਲਾ

**JAGAT GURU NANAK DEV**  
**PUNJAB STATE OPEN UNIVERSITY, PATIALA**

A State University Established by Govt. of Punjab vide Act No. 19  
Of 2019 and Approved Under section 2(f) of UGC

**User Manual**  
**Admission for January - 2022 Cycle**

# Methodology (Admission Process)



# Registration cum Admission Steps

(Total Steps - 10)

**Step 1** - First of all, User will have to enter the following details for getting the login credentials as explained below. User need to select the program through the first option (Registration For).



## REGISTRATION FOR ADMISSION (APPLY NOW FOR SESSION JANUARY - 2022)

Registration For \*

Name (as per 10th Certificate / Marksheet)\*

Email Id\*

Confirm Email Id\*

Mobile No\*

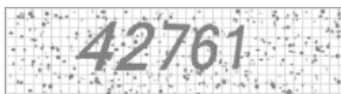
Confirm Mobile No\*

Sex\*

Nationality\*

I have read all the informations and necessary terms & conditions.\*

Captcha:




Refresh

REGISTER

Already Registered? [Sign In](#)

Activate Windows  
Go to Settings to activate Windows

**Step 2** - After getting the login credentials through email, user will go for the login through following window. When you login for the first time, user will have to compulsory **change the password**.



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### LOGIN

Username/Email

Password

27794

Enter Captcha [Refresh](#)

**LOGIN**

[Forgot Password](#)

Don't have an account? [Register here](#)


[Click Here For Centre Login](#)

**Step 3** - After successful login, user will be redirected to their respective dashboard which is shown below. Dashboard consists of various steps (Profile, Education Detail, Document Upload, Program selection & Payment, Final Submission & Allotment Letter).



[Home](#) [Change Password](#) [Logout](#)

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 Robin Singh ▼



Profile ( Step 1 )



Education Detail ( Step 2 )



Document Upload ( Step 3 )



Program selection & Payment ( Step 4 )




Final Submission & Allotment Letter ( Step 5 )

Activate Windows  
Go to Settings to activate Windows.

\* Next step is Unavailable after your current step is successfully submitted

## Step 4 - In Profile, user will have to fill the following details as shown in below diagram.

[Home](#)   [Change Password](#)   [Logout](#)



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### Basic Details Home

<b>Name (as per 10th certificate / Marksheet) *</b> <input type="text" value="ROBIN SINGH"/>	<b>Date of birth (as per 10th certificate / Marksheet) *</b> <input type="text" value="dd/mm/yyyy"/>	<b>Sex</b> <input type="text" value="Male"/>
<b>Father's Name (as per 10th certificate / Marksheet) *</b> <input type="text" value="FATHER'S NAME"/>	<b>Mother's Name (as per 10th certificate / Marksheet) *</b> <input type="text" value="MOTHER'S NAME"/>	
<b>Place of Birth</b>	<b>Other Country *</b>	<b>City *</b>
<b>Country *</b> <input type="text" value="Other"/>	<input type="text"/>	<input type="text"/>
<b>Contact Information</b>	<b>Mobile (WhatsApp No) *</b>	<b>Email *</b>
<b>Contact Number *</b> <input type="text" value="do not start with 0"/>	<input type="text" value="9888122759"/>	<input type="text" value="robinsingh1275@gmail.com"/>
<b>Alternative Mobile *</b> <input type="text" value="WhatsApp number of the candidate"/>	<b>Alternative Email</b> <input type="text" value="Email of parent"/>	

Activate Win  
Go to Settings to

### Personal Information

<b>Nationality *</b> <input type="text" value="Indian"/>	<b>Religion *</b> <input type="text" value="-Select-"/>	<b>Category</b> <input type="text" value="-Select-"/>
<b>Marital Status *</b> <input type="text" value="-Select-"/>		
<b>Rural/Urban *</b> <input type="text" value="-Select-"/>	<b>Aadhar No *</b> <input type="text" value="Aadhar No"/>	<b>Do you want to take benefit of Post Matric Scholarship *</b> <input type="text" value="-Select-"/>
<b>Are you currently holding any Scholarship? *</b> <input type="text" value="-Select-"/>		
<b>Have you ever been disqualified ?</b> <input type="text" value="-Select-"/>		
<b>Are you studing any other minor/major course form this or any other university ?</b> <input type="text" value="-Select-"/>		
<b>Do you want Printed Study Material ? *</b> <input type="text" value="-Select-"/>		

\* NOTE: e-self-study material will be provided free of cost. Student can get printed self-study material at an additional cost of Rs 1000. This cost will be charged later.

### Contact Details of the Applicant:

#### Address for Correspondence

Name \*

House No. \*

Street / Locality\*

City / Village\*

Pin Code \*

#### Permanent Address

Same as Correspondence address

Name \*

House No. \*

Street \*

City \*

Pin Code \*

Total Annual Income of the Household (Gross) Rs.

Save & Next

You can Download Sample Documents for Upload

Affidavit for SC/ST

Single girl child

Affidavit for gap Period

**Step 5** - In Education detail, user will have to fill all the education details as shown in below diagram.

[Home](#)   [Change Password](#)   [Logout](#)

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### Educational Qualifications (Academic Record) Home

	Name of the Board / University	Passing Year	Obtained Marks	Maximum Marks	% of marks	Division	Subjects studied
Matriculation (10 <sup>th</sup> ) *	<input type="text" value="pseb"/>	<input type="text" value="2020"/>	<input type="text" value="1145.00"/>	<input type="text" value="1300.00"/>	<input type="text" value="88.07"/>	Distinct <span style="font-size: 0.8em;">▼</span>	<input type="text" value="10"/>
Higher Secondary / Intermediate(10+2) / Equivalent * <input type="text" value="10+2"/>	<input type="text" value="pseb"/>	<input type="text" value="2021"/>	<input type="text" value="1145.00"/>	<input type="text" value="1300.00"/>	<input type="text" value="88.07"/>	Distinct <span style="font-size: 0.8em;">▼</span>	<input type="text" value="10+2"/>
Bachelor degree <input type="text"/> <input type="checkbox"/> Result Waiting	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select <span style="font-size: 0.8em;">▼</span>	<input type="text"/>
*If the candidate is awaiting his result of Bachelor Degree, he must fill the column of 'Obtained Marks' with average of his 1st and 2nd year Marks, 'Maximum Marks' with average of his 1st and 2nd year Maximum Marks. Accordingly, he must enter the value at the "% of Marks"							

Any other	Name of the Board / University	Passing Year	Obtained Marks	Maximum Marks	% of marks	Division	Subjects studied
<input type="text" value="Name of degree"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select <span style="font-size: 0.8em;">▼</span>	<input type="text"/>

Add More

\* In case of CGPA, kindly convert it into % and put in relevant columns


Save & Next
Home

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↑



## Step 6 - In Document Upload, user will have to upload scanned copies of their respective documents as shown in below diagram.

[Home](#)   [Change Password](#)   [Logout](#)



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### Document Upload Home

#### Upload Photo

Upload Your Passport Size(Max 150KB) Photo:

No file chosen

#### Upload Signature

Upload Your Signature (Max 150KB):

No file chosen

#### Upload Documents (self-attested)

Aadhar card *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Identity Proof *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Address Proof *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Date of Birth Proof *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
10 <sup>th</sup> Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
10+2 or Equivalent *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Graduation Marksheet	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Graduation Degree	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Post Marksheet	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Post Graduation Degree	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Income Certificate (for EWS /PMS / Minority Scholarship)	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Migration Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Gap Certificate (If Any)	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Residence certificate (only Punjab state)	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

Save & Next


Previous

\* Note:- Result awaited candidates must upload the last year/semester marksheet of particular Degree.

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**Step 7** - In Programme & Centre Selection and fees Payment, user can select course type, programme, medium of examination and learning support Centre. After filling these details user will “Save & Make Payment”.

[Home](#) [Change Password](#) [Logout](#)



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Your Payment is Pending

### Centre Selection And fees Payment Home

<b>Registration For</b> <input type="text" value="Regular"/>	<b>Course Type *</b> <input type="text" value="--select--"/>	
<b>Programme *</b> <input type="text" value="--select--"/>	<b>Course Fees</b> <input type="text" value="Course Fees"/>	<b>Department Name</b> <input type="text" value="Department Name"/>
<b>Medium Of Examination *</b> <input type="text" value="--select--"/>	<b>Learning Support Centre (LSC) *</b> <input type="text" value="--select--"/>	

<b>Payment Gateway *</b>	<input checked="" type="radio"/> ICICI
--------------------------	--

Save & Make Payment

Activate Windows  
Go to Settings to activate Windows.

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**Step 8** - User need to pay fee through the online mode via Net Banking, Debit Card, Credit Card and UPI as shown in below diagram.

**eazypay**

Merchant : JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY PATIALA  
18/01/2022 12:01:377

### Payment Mode

Net Banking  
Debit Card  
Credit Card  
UPI

Transaction ID	220118112338490
Amount	Rs. 6000.00
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Amount	<b>Rs. 6000.00</b>

Mobile No :  Email ID :

Payer Name :

*\*Please provide the mobile number for transaction communication & viewing transaction history.*


ICICI Bank (Retail)  Other Bank

Activate Windows  
Go to Settings to activate Windows.

Brought to you by ICICI Bank

## Step 9 - After fee payment, user can preview and print the application form.

[Print Application](#)



### JAGAT GURU NANK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

#### Application Form

Applicant No : PSOU-STUD-21-03		Name : Hardik Darji	
Programme : ARTIFICIAL INTELLIGENCE AND ITS APPLICATION			
Name of the Learner Support Centre (LSC) : GOVERNMENT RAJINDRA COLLEGE, BATHINDA			

  
*Signature*

#### Personal Details

Name : Hardik Darji		Date of birth : 13-09-1993	Marital Status : SINGLE
State : GUJARAT	City : AHMEDABAD	Father's Name : TEST	Mother's Name : TEST

#### Contact No. :

Telephone : 9889989898	Mobile : 8160088346	Email : infhddev@infibnet.ac.in
Alternate Mob. No. : 8181818181	Alternate Email : TEST@TEST.COM	

Nationality : INDIAN	Religion : HINDU	Gender : MALE
Rural Or Urban ? : RURAL	Total Annual Income of the Household (Gross) Rs. : 800000	
Category : OBC/BC <a href="#">View</a>	Alloted Category (EWS/Others) : OTHERS	

## Step 10 - View Provisional Admission letter & Final Submission.



### JAGAT GURU NANK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

#### Provisional Admission Letter

Applicant No : PSOU-STUD-21-03	Name : Hardik Darji	
S/D/o : TEST	Category Applied : OBC/BC	Category Alloted : OTHERS
Address : RR,SD,SD,MAHARASHTRA-121313		
Programme : ARTIFICIAL INTELLIGENCE AND ITS APPLICATION		

Jagat Guru Nanak Dev Punjab State Open University is pleased to inform you that based upon choices opted in the online admission portal '[2020-21]', you have been provisionally allotted the seat as per the details given below

Name of the Learner Support Centre (LSC) : GOVERNMENT RAJINDRA COLLEGE, BATHINDA

Note 1: Confirmation of admission is strictly subject to fulfilling eligibility conditions and verification of certificates.

Note 2: University reserves the right to cancel the admission of the student if certificates/documents uploaded are found to be bogus, forged and tempered with.

Note 3: Learner is requested to check the University website and given email account regularly for latest updates.

Note 4: Your declaration during the online admission process is reproduced below I declare that the information filled by me is correct and I have read all the instructions of JGND PSOU carefully and follow by them. I shall abide by the rules and regulations of JGND PSOU for the admission process.

( Jagat Guru Nanak Dev PSOU )

Date : 8/10/2021

Note: This is computer generated letter and does not require signature of issuing authority

I agree \* Once you submit the data then you will not Edit the Application Data. put a note there e-self learning material (soft copy) will be provided for free and printed self learning material (Hard Copy) will provided at additional cost of Rs 1000 at Later Stage.

Submit Edit

View Allotment Letter Application Preview

Thanks