

AKTU / UPTAC COUNSELING 2026

PHYSICAL REPORTING INSTRUCTIONS

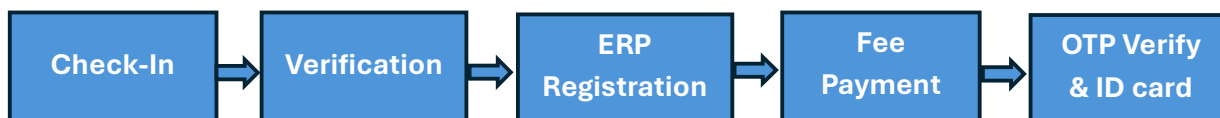
ATTENTION PROVISIONALLY ALLOTTED CANDIDATES

If you have been allotted a seat at our campus and selected the **"FREEZE"** option in UPTAC 2026, please follow the mandatory steps below to complete your admission.

PHYSICAL REPORTING SCHEDULE

B.Tech -1st Year	04-Aug-2026 to 07-Aug-2026
B.Pharm/ MBA/MCA-1st Year, 2nd year Lateral (all)	As per UPTAC schedule

5-STEP ADMISSION PROCESS



1 CHECK-IN

Report to the **Auditorium, Block-D** with your **UPTAC Seat Allotment Letter** and get **admission form**.

2 DOCUMENT VERIFICATION

Submit **1 Original set + 2 Self-Attested Photocopy sets** in the checklist sequence.

3 ERP REGISTRATION

Fill out the ONLINE college ERP registration form at Computer Lab.

4 FEE BALANCE PAYMENT

Clear the remaining college balance (Tuition Fee) after deducting your UPTAC deposit.

Category	Total Fees*	(Less) Seat confirmation fee	Fee Payable
General/EWS/OBC	Rs. 1,15,603/-	Rs. 20,000/-	Rs. 95,603/-
SC / ST	Rs. 1,15,603/-	Rs. 12,000/-	Rs. 1,03,603/-

5 OTP VERIFICATION ⚡ (CRITICAL)

Share the **Physical Reporting OTP** (sent to your UPTAC-registered mobile) with the admission officer to **confirm your physical reporting** and issue **Temporary Identity Card**.

MANDATORY DOCUMENT CHECKLIST

Organize documents in the exact order below (Originals + 2 Self-attested Photocopy Sets):

Academic & Entrance

- ☐ **UPTAC 2026 Seat Allotment Letter** (Freeze Status - downloaded after 4th round)
- ☐ **Entrance Exam Rank Card & Admit Card** (JEE-Main / CUET)
- ☐ **10th Marksheet & Passing Certificate** (Proof of DOB)
- ☐ **12th Marksheet**
- ☐ **Graduation / Diploma Marksheet** (For PG / Lateral Entry)

Personal & Institutional Certificates

- ☐ **Migration Certificate** (Original)
- ☐ **Transfer Certificate** (Original)
- ☐ **Character Certificate** (Original)
- ☐ **Medical Fitness Certificate & Undertaking** (Original, [UPTAC format](#))
- ☐ **Gap Affidavit** (Original - required if you had a break in studies after passing qualifying exam)
- ☐ **Aadhaar Card**
- ☐ **APAAR ID Proof**
- ☐ **4 Passport-size Photographs** (White background)

Category & Reservation (If Applicable)

- ☐ **OBC-NCL / EWS / Income Certificate** (Must be issued **on or after April 1, 2026**)
- ☐ **SC / ST / Sub-Category Certificate** (Armed Forces / FF / PH)
- ☐ **UP Domicile Certificate** (If 12th passed outside UP but a permanent resident of UP)

Mandatory Online Affidavits

- ☐ **Anti-Ragging Undertaking:** Complete online at www.antiragging.in and bring signed hard copies (Candidate & Parent).
- For Online Anti Ragging Undertaking Procedure, please visit admission section on Galgotias college website at www.galgotiacollege.edu

QUICK CHECK & REMINDERS

 Keep Mobile Active	 Payment Modes	 Strict Deadlines
Carry your UPTAC-registered phone! The OTP is mandatory to lock your seat.	Balance fees are accepted via Demand Draft (DD) or online .	Missing the reporting window leads to immediate forfeiture of your seat.

Frequently Asked Questions (Admission Documents & Eligibility):

Q1: What should I do if my original Migration Certificate is unavailable during admission?

A: You can temporarily submit a color copy of your Migration Certificate downloaded from **DigiLocker**. However, you will need to submit the original hard copy to the college later.

Q2: How can I apply if I haven't received my final-year graduation or diploma marksheet yet?

A: You can submit all marksheets up to your pre-final year/semester, along with a signed eligibility undertaking. The final-year marksheet must be submitted later according to the college's guidelines and timeline.

Q3: Do I need to attest my documents before submitting them?

A: Yes, all document copies submitted for admission must be self-attested by the candidate.

Q4: Can I get admission to B.Tech if I have a compartment or Repeat in Theory (RT) in Class 12?

A: No. Students with a compartment or Repeat in Theory (RT) in any of the subject(s) considered for Class 12-based admission are **not eligible** for B.Tech admission.

Q5: Am I eligible for B.Tech/B.Pharm (Lateral Entry) or MBA/MCA if I have an active backlog in my Diploma or Graduation?

A: No. Students with an active backlog in their Diploma or Graduation program are **not eligible** for B.Tech/B.Pharm (Lateral Entry) or MBA/MCA admissions.

Q6: What happens if I do not meet the minimum percentage or subject criteria for eligibility?

A: If you do not meet the required aggregate percentage or mandatory subject criteria specified for your chosen program, **your admission cannot be processed**.

Frequently Asked Questions (Fee Waiver Quota):

Q1: I have been allotted a seat under the Fee Waiver (FW) quota. How much do I need to pay during reporting?

A: Candidates allotted a seat under the Fee Waiver (FW) quota are required to pay **Rs. 6,000/-** at the time of reporting. This payment covers the **security deposit** and the **application fee**.

Q2: Is the seat confirmation fee refundable after AKTU reimburses the amount?

A: Yes. The seat confirmation fee paid by you during UPTAC-2026 counselling will be refunded once the college receives the reimbursement from AKTU for the enrolled FW quota students in due course of time.

Frequently Asked Questions (Hostel Allocation):

Q1: How are hostel seats allocated at the college?

A: Hostel seats for both boys and girls are limited and are allocated strictly on a **first-come, first-served basis**.

Q2: How and when can I reserve a hostel room?

A: Candidates who wish to avail the hostel facility must complete their admission first and then pay the Hostel Fee (which includes mess charges) using any of the available online or offline payment options.

Frequently Asked Questions (Physical Reporting)

Q1: How long does the physical reporting process take on campus?

A: Physical reporting typically takes 2 to 4 hours to complete from start to finish.

Q2: Can physical reporting take longer on certain days?

A: Yes. During peak admission days or heavy rush hours, the overall process can take up to a half-day (4 to 6 hours). Candidates are advised to plan their visit accordingly.

Q3: How can I speed up the physical reporting process on admission day?

A: You can ensure a faster admission process by keeping the following tips in mind:

- **Arrive Early:** Reach the campus right when the admission desk opens (typically 9:00 AM – 10:00 AM) to beat the peak queues.
- **Organize Your Documents:** Arrange all your original documents and photocopies in the exact sequence specified on the college document checklist.
- **Pre-Attest Photocopies:** Self-attest (sign) all required photocopies beforehand to avoid delays or looking for stationery at the venue.
- **Keep Payment Options Ready:**
 - **If paying by Demand Draft (DD),** ensure it is made out to the correct name and amount beforehand.
 - **For online/digital payments,** verify that your bank account has sufficient balance and that your daily UPI or net banking transfer limits are high enough to cover the total fee.

Q4: Is physical reporting mandatory for candidates who selected the 'Freeze' option?

A: Yes. Physical reporting at the allotted institution is strictly mandatory for all candidates who have chosen or auto-frozen their allotted seat. Online acceptance or fee payment alone does not complete the admission process.

Q5. When and where do I need to report physically?

A: You must physically visit the campus of your allotted institution strictly within the timeframe specified in the official UPTAC-2026 Counselling Schedule and your seat allotment letter.

Q6. What happens if I fail to report physically within the given deadline?

A: If you **fail** to report in person within the official schedule:

- Your allotted seat will be deemed automatically cancelled.
- You will forfeit your claim to the seat, and it will be made available in subsequent counselling/special rounds.

Q4. Will I receive a fee refund if my seat is cancelled due to non-reporting?

A: No. Under no circumstances will a refund be issued if your seat is cancelled due to failure to report physically. The seat acceptance/confirmation fees paid during the counselling process will be forfeited.
