

9. HOW TO APPLY

- 9.1 Candidates seeking admission in TU shall fill up the Application form(OMR) appended to this Prospectus and send/submit the completed form to IN-CHARGE, ADMISSION CELL, Thapar University, Patiala-147 004 only and not to any other Officer of the University.

Modes of submission of application:

- a. By filling the form (OMR) appended with Prospectus purchased from the University Counter.
 - b. By filling the form available on our website (www.thapar.edu). Kindly fill the complete details and then take the print out of the form. Attach the required amount of DD (in favour of Thapar University and payable at Patiala) and send it to "Incharge Admission Cell' Thapar University, Patiala (Punjab)-147004.
- 9.2 Application for admission must be on the prescribed application form.
- 9.3 All the particulars required in the form must be filled and no column be left blank.
- 9.4 The original certificates and set of attested copies of the certificates are required to be produced at the time of document checking.

The candidates seeking admission in the first year of UG programme under sports category must attach an attested copy of the sports gradation certificate and other relevant sports participation certificates with the application form.

- 9.5 Every candidate must indicate in his/her application the category of seat for which he/she wants to apply. If no mention is made about the category, the candidate will be considered only for the general category. No candidate will be considered for admission against a reserved category for which he/she has not applied. **A copy of the certificate of the reserved category (if applicable) shall be attached.**
- 9.6 Application completed in all respects should reach the INCHARGE ADMISSION CELL, THAPAR UNIVERSITY, PATIALA -147004, on or before the last prescribed date of the respective programmes.
- 9.7 Incomplete application in any manner and received after the due date/time will be rejected. The University does not take any responsibility for postal delay or loss in transit of the application form.
- 9.8 The specimen of the format of the required certificates are appended in this Prospectus for the guidance of candidates. Each certificate must be submitted on the prescribed format and must be issued by the competent authority as mentioned, under proper seal/stamp of their office on a date prior to or on the last date for submission of application form.

9.9 PENALTY FOR WRONG INFORMATION/SUPPRESSION OF INFORMATION.

If in the application form it is found that a candidate has concealed, suppressed or distorted any information/fact, his/her admission to the University, if granted, shall stand cancelled. He/she will have no claim, whatsoever, against the University.

- 9.10 The provisions in this Prospectus may be changed by the competent authority without any notice.
- 9.11 In case of any dispute, the decision of the Director, TU, Patiala shall be final and binding on the candidates.
- 9.12 For BE/BTech (on the basis of AIEEE-2011)
Candidates due to appear in the qualifying examination are also eligible to apply. Such candidates will be placed provisionally in the merit list. They will not be considered for admission if they fail to submit proof of passing the qualifying examination at the time of document checking.

For LEET/MCA/MSc/ME/MTech/MPhil/PhD

Candidates who are appearing in the final exam of the qualifying degree are eligible to apply. Such candidates have to furnish following undertaking at the time of document checking/ In Person's counselling.

"I am applying on my own risk and responsibility as my final result of the Qualifying exam has not been declared by the University.

I do hereby declare that I do not have any backlog paper in any of the previous semesters (Years) of study of the qualifying exam and also I do not expect any backlog in my final exam.

I assure you that I will produce the proof of passing of my Qualifying examination with the minimum percentage of marks required on or before December 30, 2011, failing which my admission shall stand cancelled and I shall not claim any right on any count whatsoever."

10 GUIDELINES FOR THE VARIOUS ONLINE ENTRANCE TESTS CONDUCTED BY THAPAR UNIVERSITY

- 10.1 In addition to application form fee of Rs 1500/-, candidates must deposit an examination fee of ` 1000 for various programmes as mentioned below.
MCA/LEET/MSc (Biotechnology)/ MSc (Microbiology)/MSc (Phy/Chem/Mathematics & Computing)/ME/MTech/MPhil/PhD
- 10.2 Candidates applying for more than one discipline (whether in same or other department) of ME/MTech/MSc/MPhil programmes are required to fill separate application form for each discipline.
- 10.3 In case of a tie among candidates securing equal marks in the merit list, the same will be broken in accordance with the following criteria:
(a) Candidate senior in age shall rank higher in order of merit.
(b) In the case of a tie in age also, a candidate getting higher percentage of marks in the qualifying examination shall be ranked higher in order of merit.
(c) In the case of a tie in percentage of marks in the qualifying examination also, a candidate securing higher percentage of marks in matriculation/secondary or equivalent examination shall rank higher in order of merit.
- 10.4 **ADMIT CARD**

The admit card must be retained by the candidates for its subsequent use at the time of checking of documents.

The admit card shall be generated by the candidate on his/her own by visiting website www.thapar.edu and following the given instructions.

- 10.5 Electronic gadgets such as Mobile Phones, Pagers, etc. are not permitted in the Examination Centre.

11. ADMISSION POLICY

- 11.1 Admission shall be made on the basis of the merit of prescribed Entrance Test of respective programmes and fulfillment of other conditions as per procedure detailed in the Prospectus.

- 11.2 **ADMISSION PROCESS:** The procedure to be followed for the admissions is as under:

11.2.1 The first list of selected candidates as per merit in Entrance Test for various categories shall be displayed on the university website www.thapar.edu. These selected candidates **shall be required to deposit the total fee** by the prescribed last date of the respective programmes failing which his/her candidature shall stand cancelled and shall not be considered for the subsequent lists under any circumstances. Such candidates shall be left with no right on any count whatsoever.

11.2.2 **For UG Programmes:** Along with list of selected candidates at 11.2.1, another list of Probable Candidates (**PCs**) shall be published. These PCs shall express the intent of joining the programme by **depositing the earnest money of `10,000/- by the prescribed last date** of the UG programme. Only those PCs, who deposit the Earnest Money (**CEM**), shall be considered merit-wise and subject to availability of seats, in the subsequent list of selected candidates. Applications of remaining candidates in PCs list shall be rejected. **If admitted, earnest money will be adjusted against the fee. Otherwise entire earnest money will be refunded to the respective candidate.**

For PG Programmes: Candidates other than who have been offered admission in first list at 11.2.1 are not required to deposit earnest money of `10,000..

11.2.3 Once offered admissions do not deposit the full fee by the prescribed date, their candidature will stand cancelled and they will not be considered for admission in the subsequent list(s).

11.2.4 **On Roll Candidates** (ORC) are those who have deposited the full fee and have not withdrawn their seats. **Candidates Not On Roll** (CNOR) are those who have withdrawn their seats after depositing full fee. While allotting branch/discipline in the 2nd and 3rd lists, only ORC and CEM shall be considered in all the subsequent lists. CNOR will not be considered in the subsequent lists. The allotment of discipline will be made on the basis of the seats available in a particular discipline and category, the order of preference for various disciplines given by the candidate, and his/her merit according to rank in the Entrance Test.

FREEZING OF BRANCH: ORC candidates, if satisfied with the discipline allotted, can opt for freezing of discipline. Their candidature shall not be considered in the subsequent lists for upgradation.

11.2.5 The admission given shall be **Provisional only**. The admission will be made regular subject to the fulfillment of all the eligibility conditions mentioned in the Prospectus. In case, a selected candidate fails to deposit the fee as per his allotted time period or fails to satisfy the eligibility criteria on the day of document checking, his/her admission shall stand cancelled.

11.2.6 In case, the seats remain vacant at the expiry of the prescribed last date for deposit of fee by candidates of the third list (2nd list for LEET, PG), the university may publish further list(s) for admission. In eventuality of seats remaining vacant even after the publication of these lists on web, the University will conduct 'in person' counseling to close the admission process. The process, as followed in publishing lists on the web, shall be followed for admission during 'in person' counseling.

Schedule for 'In person' Counselling

BE/BTech- first year (venue: University Auditorium)

Date	Time	Rank
August 6, 2011	9.00 AM -10.00 AM	All reserved categories
August 6, 2011	10.00 AM onwards	All India Rank (AIR) upto 25000
August 7, 2011	9.00 AM onwards	AIR 25001 & onwards

LEET, MCA, MSc, ME/MTech, MPhil programme

Date	Time	Programme	Venue
August 8, 2011	9.00 AM – 10.30 AM	MCA	University Auditorium
August 8, 2011	10.30 AM – 11.30 AM	MSc	University Auditorium
August 8, 2011	11.30 AM – 1.30 PM	LEET	University Auditorium
August 8, 2011	9.00 AM onwards	ME/MTech MPhil	in respective departments/schools

No candidate shall be admitted after 08 August 2011.

11.2.7 After offering admission to all PCs, the University may extend the list of PCs for vacant seats enabling more candidates to deposit earnest money.

11.2.8 In case, a selected candidate or PC submits false information about fee, eligibility, rank of entrance test

or

a candidate who is not offered any seat, deposits the full fee

or

a candidate other than the PCs, deposit the earnest money,

then seat allotted to him/her shall stand cancelled.

11.3 The procedure for deposit of fee and earnest money will be available on the university website. Selected candidates shall deposit room rent & other dues for hostel accommodation at the time of document checking only. **The allotment of Hostel Rooms will also be done on the day of document checking. Allotment of room in hostel shall be subject to availability and on merit basis.**

IMPORTANT NOTE: Candidates depositing earnest money, total fee through SBOP must enter complete details in '**Fee Confirmation Slip**' (FCS) available at the University website on or before the respective prescribed last date. In case, a candidate fails to enter the details, his/her candidature will be cancelled.

- 11.4 Candidates must bring with them following original certificates and **a set of attested copies of all the certificates** at the dates specified hereunder for various programmes.

10+2 /diploma/graduation/post graduation DMC

- Matriculation/Higher Secondary Certificate showing Date of Birth
- Result Card of Entrance Exam
- Admit Card of Entrance Exam
- GATE score card for ME/MTech admissions
- Character Certificate
- Medical Fitness Certificate
- Reserved Category Certificate on the prescribed proforma and signed from the competent authority (if applicable)
- Affidavit required in case of discontinuity of studies
- Undertaking by candidates not having result of qualifying exam as per prescribed format in case of ME/MTech admissions.
- Migration Certificate
- Income Certificate
- Experience certificate & No objection certificate from employer. (For PhD candidates)
- **Check list proforma**

- 11.5 Candidates must be medically fit and must bring along with them a medical fitness certificate signed by a Gazetted Medical Officer at the time of admission on the prescribed proforma as per Annexure-IV.

11.6 WITHDRAWAL OF SEAT / REFUND OF FEE:

Candidate wishes to withdraw the seat, must submit the application to IN-CHARGE, ADMISSION CELL, Thapar University. The fee will be refunded after adjusting all the outstanding dues, if any.

	Date of Receipt of Application		Amount to be refunded
(i)	One day before the final counselling	:	After deducting Rs. 1000/- of the total fee deposited.
(ii)	From the date of final counselling and upto September 30, 2011	:	50% Tuition Fee + 50% Development Fee + University Security and Alumni Fee + 50% of all Hostel dues (if applicable)
(iii)	After September 30, 2011	:	University Security + Alumni Fee

- 11.7 Seats, if any in the reserve categories remained unfilled, such vacant seats shall be filled by General category candidates on the basis of merit.

- 11.8 ***Candidates from physically handicapped category are required to produce the Medical Certificate from the Chief Medical Officer of the District concerned, which should indicate the extent of permanent disability in support of their claim. Minimum 40% permanent disability is required to be eligible under this category.*** Further, the above provisions will be subject to the decision of the Admission Committee of the University whether such a candidate would be able to pursue the studies at the University with the specific disability. The decision of the Admission Committee in this regard shall be final.

- 11.9 No separate letters for counseling/document checking/deposit of fee shall be issued for any programme.
- 11.10 Admitted candidates will have to submit the migration certificate from the earlier University/Board within a month of their admission.

12. MODES OF PAYMENT OF APPLICATION FEE, EXAMINATION FEE, EARNEST MONEY AND OTHER DUES:

12.1 By cash

Prospectus along with an application form can be purchased by paying ₹1500/- in cash at the University Counter.

12.2 In the form of DD in case applied on website.

12.3 Deposit of earnest money and total fee:

- i) **Receipts in any of State Bank of Patiala Branch (Cash/Account-to-account transfer):** It is available in all the branches of State Bank of Patiala. A sample payment pay-in-slip is enclosed at Annexure-IX. The system generates **Journal Number** which is to be used for linking the payment. The students are instructed to get the 6-10 digit **journal number** from the branch where they have made the payment and feed the same in the web site where the details are captured along with date of payment.

For depositing money through SBOP, a candidate can deposit money in favour of the following account:

State Bank of Patiala
Name of Account: Thapar University
Account Number: 65051004116
Account Type: Savings

- ii) In the form of Demand Draft (DD), the DD of requisite amount should be made in favour of Thapar University, Patiala and payable at Patiala. The DD must reach the University on or before the prescribed date.
- iii) Candidates depositing Earnest money, total fee through SBOP must enter complete details in ' Fee Confirmation Slip' (FCS) available at www.thapar.edu on or before the respective last prescribed date. In case, a candidate fails to enter the details, his/her candidature will not be processed further.