

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:

- By filling the form (OMR) appended with Prospectus purchased from the University Counter.
- By filling the form down-loaded from the website (www.thapar.edu) or photocopy of the downloaded form.
- By applying ONLINE.

Amount to be deposited	BE/BTech/PhD	LEET/ MCA/ MSc/ ME/MTech/ MPhil
a) with the Application form obtained from University Counter/by post	Nil	1000
b) with downloaded Application forms or applied ONLINE	1250	2250

- 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.
- 9.6 Application completed in all respects should reach the INCHARGE ADMISSION CELL, TU, Patiala-147004, by 5 P.M. on or before the last prescribed date of the respective programmes, as given below:

	BE/BTech	For all other programmes except PhD	PhD
Last date for receipt of completed application forms.	20.5.2010 (up to 5.00 PM)	26.5.2010 (up to 5.00 PM)	25.6.2010 (for odd semester) 7.12.2010(for even semester)

- 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 which would have rendered him/her ineligible to take the **Entrance Test**, his/her result of the test and also admission to the University, if granted, shall stand cancelled, and 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 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.

10 GUIDELINES FOR THE VARIOUS ENTRANCE TESTS CONDUCTED BY THAPAR UNIVERSITY

10.1 In addition to application form fee of Rs 1250/-, candidates must deposit an amount of Rs 1000 as mentioned below for various programmes as examination fee.
MCA/LEET/MSc (Biotechnology) Rs 1000/-
MSc (Phy/Chem/Mathematics & Computing)/ME/MTech/MPhil

10.2 Candidates seeking admission in 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.

IF A CANDIDATE DOES NOT RECEIVE THE ADMIT CARD 4 days before the Entrance test, HE/SHE SHOULD CONTACT ADMISSION CELL OR CALL AT 0175-6419164, 6419165.

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 Rs 10,000/- by the prescribed last date** of the respective programmes. Only those PCs, who deposit the Earnest Money (**CEM**), shall be considered merit-wise and subject to availability of seats, in the 2nd/3rd list of selected candidates and applications of remaining candidates in PCs list shall be treated as rejected. **If admitted, earnest money will be adjusted against total 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 Rs 10,000. All of them shall be considered as CEM for publishing of subsequent lists of admission.

11.2.3 In case, the CEM, 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 satisfaction 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, 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 may 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. No candidate shall be admitted after 09 August 2010.

11.2.7 In case, seats remain vacant after offering admission to all PCs. The University may extend the list of PCs by allowing more candidates to deposit the 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 she/he shall be liable to a penalty of Rs 5000/.

ADMISSION SCHEDULE

	BE/BTech	For all other programmes except PhD
Display of first list of selected candidates	17.6.2010	23.6.2010
Deposit of fee by the candidates of first list & entry in the ' <u>Fee Confirmation Slip</u> '	18.6.2010 to 23.6.2010	24.6.2010 to 28.6.2010
Deposit of earnest money by Probable Candidates (PCs) & entry in the '<u>Fee Confirmation Slip</u>'	18.6.2010 to 23.6.2010	Not required
Display of Second list of selected candidates	28.6.2010	3.7.2010
Deposit of fee by the candidates of Second list & entry in the ' <u>Fee Confirmation Slip</u> '	29.6.2010 to 3.7.2010	5.7.2010 to 8.7.2010
Display of third list of selected candidates	8.7.2010	12.7.2010
Deposit of fee by the candidates of third list & entry in the ' <u>Fee Confirmation Slip</u> '	9.7.2010 to 15.7.2010	13.7.2010 to 16.7.2010

- 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.

Documents Checking of Admitted Candidates:

	BE/BTech	LEET, MCA, MSc, MPhil, ME/MTech
Checking of Original Documents	18.7.2010	17.7.2010

- 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
- 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
- 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:**

If a candidate wishes to withdraw the seat, she/he must submit the application to IN-CHARGE, ADMISSION CELL, Thapar University. In case the application is received at least one day before the last round of counseling and the seat so vacated gets filled in the subsequent round(s) of admission, the balance amount after deduction of Rs. 1000/- from the total fee deposited will be refunded. In case the application does not reach IN-CHARGE, ADMISSION CELL, Thapar University a day before the date of last counseling, only university security, caution money and alumni fee will be refunded after adjusting all the outstanding dues, if any.

11.7 If sufficient number of candidates belonging to SC/ST or Physically Handicapped or Backward class or sports category are not available, the unutilized seats will be filled up by candidates belonging to General category as per entrance examination 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. Although the University has taken care for the facilitation of the physically handicapped but the University will not be liable for providing any special facility that is not available at present. Such candidates may seek admission after satisfying themselves with regard to the existing facilities suitable to them. Should such a candidate feels any difficulty in sitting/teaching arrangements made by the University, she/he should request in writing to DoAA.

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 Rs 1250/- in cash at the University Counter.

12.2 THROUGH DEMAND DRAFT /SBOP IN CASE OF DOWNLOADED FORM OR APPLIED ONLINE.

12.2.1 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

For depositing money through Demand Draft (DD), the DD of requisite amount should be made in favour of the Registrar, Thapar University, Patiala and payable at Patiala.

A candidate must write the Journal Number in the downloaded/ONLINE application form .

IMPORTANT NOTE: 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.