

Guidelines for application and admission

Admission to the following courses shall be made on the basis of All India Rank of JEE(Main)-2015. **Application for admission shall be submitted only on-line (07.07.2015 to 14.07.2015) as per the admission schedule on GNDU admissions website www.gnduadmissions.org.** The counselling will be held at GNDU Campus by the Coordinator *Dr. M.L. Singh, Prof. & Head, Department of Electronics Technology.* Counselling schedule will be uploaded on GNDU website in due course of time :

[B.Tech Computer Science and Engineering \(GNDU Campus, RC Jalandhar, RC Sathiala, RC Sultanpur Lodhi, RC Gurdaspur.\)](#)

[B.Tech. Electronics and Communication Engineering \(GNDU Campus, RC Jalandhar, RC Sathiala, RC Sultanpur Lodhi, RC Gurdaspur.\)](#)

[B.Tech.\(Civil Engineering\), B.Tech.\(Mechanical Engineering \(GNDU R.C. Sathiala\)](#)

[B.Tech. \(Food Technology\)\(GNDU Campus\)](#)

[Admission to B.Architecture course shall be made on the basis of NATA score and qualifying examination in the ratio of 50:50. Counselling will be held at the Department by the Head of the Department of Architecture, Guru Nanak Dev University, Amritsar.](#)

Admission to the following courses shall be made at the state level. A separate notification will be issued in the media.

[LL.B.\(Three Year\)/\(GNDU Campus & RC Jalandhar\)/B.A. LL.B. \(Hons.\)\(FYIC\) \(GNDU Campus\)/ \(GNDU RC Jalandhar & Gurdaspur\)](#)

2. There will be no entrance test for the following courses where admission is based on 10+2 level. In these courses, admission will be made on the basis of merit of the candidate in the qualifying examination.

M.B.A.(FYIC) GNDU Campus

by HOD University Business School

MBA(FYIC) GNDU College, Jalandhar

by Principal of the College

B.Tech. (Urban & Regional Planning)

by HOD, G.R. D. School of Planning

Bachelor of Tourism & Travel Management

by Head of Department

[B.A\(Hons.\) Social Science](#)

[Sekhon](#)

[B.Sc. \(Hons. School\) Economics](#)

by the Coordinator Dr. Jagrup Singh

Prof. & Head, Dept. of Political Science

B.A. (Hons. School) Punjabi

B.Pharmacy

B.Sc. (Hons. School) Chemistry
Prof.

B.Sc. (Hons. School) Physics

B.Sc.(Hons.School) Human Genetics

Bachelor of Physiotherapy (BPT)

by the Coordinator Dr. Suboodh Kumar,

Department of Chemistry

**B.Com at GNDU RC, Gurdaspur/Fattu
Dhingha & GNDU College, Jalandhar**

**by the Concerned Associate Dean, AA/
OSD/Principal**

**B.C.A. at GNDU RC Sultanpur Lodhi &
of the
GNDU College Jalandhar**

**by OSD of the Regional Campus/Principal
College.**

3. Admission in **M.B.A. (Two Year) (GNDU Campus, RC Sathiala, RC Gurdaspur, University College Jalandhar, ASSM College Mukandpur.) and MBA (Financial Services/ Marketing and Retail Management)**(Self financing courses) at GNDU Campus Amritsar will be made on the basis of Guru Nanak Dev University Management Entrance Test(GMET). The Coordinator of admission shall be Dr. B.S. Mann, Head, University Business School.

4. **There will be no entrance test for the following courses.** Admission will be made by the respective Heads of Departments/Principal of the college/O.S.D. of the Regional Campus, on the basis of merit in the qualifying examination.

M.A. Education

P.G. Diploma in Mental Health Counselling

P.G. Diploma in Translation

M.Com (Regional Campus Gurdaspur/University College Jalandhar)

MBA(Three Year) Evening Shift (University College, Jalandhar)

M.Sc. (Mathematics) (University College, Jalandhar)

P.G.D.C.A. (Regional Campus, Fattu Dhingha(Sultanpur Lodhi)

5. **Admission to all the P.G./M.Phil courses shall be based on merit of the candidate in the Entrance Test to be conducted by the respective Heads of Departments.**

6. Entrance Test for admission to the following courses shall be conducted by **the Coordinator, mentioned against each :**

M.C.A. (Three Year) (GNDU Campus, RC Gurdaspur/Sathiala)

Prof

University College Jalandhar, ASSM College Mukandpur.)

M.Tech(CSE)/ M.Tech (Electronics & Comm. Engg. Specialization)
Science

Communication Systems.) (GNDU Campus, RC Jalandhar, RC Gurdaspur

Dr. K.S. Kahlon,

Department of

Computer

MCA(FYIC) (GNDU Campus/ Sultanpur Lodhi) -

Professor,

Dr. R.S. Virk

Associate

Computer Science

Normalization procedure for merit based admissions

Normalization procedure shall be adopted for UG and PG courses in which there is no Entrance Test.

UG Courses

Normalization of marks will be done on the basis of marks obtained by a candidate in Senior Secondary (+2) examination conducted by C.B.S.E., I.C.S.E., and P.S.E.B. in the state of Punjab and U.T. of Chandigarh. In science stream normalization of marks will be done on the basis of marks obtained in Physics, Chemistry, Mathematics (PCM) or Physics, Chemistry, Biology(PCB). The higher marks obtained in Mathematics or Biology will be considered for normalization. There will be no normalization of marks for students from other States or Boards.

P.G. Courses

Normalization of marks will be done on the basis of marks obtained by the candidate in the qualifying examination for students graduating from the Universities of Punjab. There will be no normalization of marks for students graduating from other Universities or Institutes.

Normalization for admission to U.G. courses will be carried out as follows :

$$\text{Normalized marks} = \frac{\text{Marks obtained by the candidate} \times 100}{\text{Marks obtained by the topper of the Board in the}}$$

stream in which the candidate qualified

Normalization for admission to P.G. Courses will be carried out as follows :

$$\text{Normalized marks} = \frac{\text{Marks obtained by the candidate} \times 100}{\text{Marks obtained by the topper of the University in the stream in which the candidate qualified}}$$

The streams refer to combination of subjects such as Science, Arts, Commerce, etc. For I.C.S.E. and C.B.S.E., the topper at National Level will be treated as the topper.

If a candidate has passed qualifying examination in a year before 2015, the marks obtained by the topper of 2015 will be taken for normalization.

Normalization will be done only for those courses which were offered by concerned Universities of the Punjab State in the session 2014-15.

7. Barring courses where a state level admission will be conducted, all application forms shall be submitted **online (See Instructions)**. For last date for submission of application for different courses, see **admission schedule**.
 - a) For bachelor degree courses, candidates can submit a single form for applying in more than one course within a stream (Sciences/Humanities) giving the names of the courses in the order of priority. **For streams of Science and Humanities separate applications shall be submitted.**
 - b) For postgraduate courses and other courses candidates applying in more than one course shall have to submit separate forms.
 - c) Each application form shall be submitted with an application fee of Rs. 1000/-. For schedule caste candidates the application fee shall be Rs. 500/-. **However for B.Tech./B.Arch. courses (except B.Tech. URP) the one time counselling fee will be Rs. 2000/-(Non-refundable).**
 - d) Candidates seeking admission in various courses of the University, who have passed their lower examination with lateral entry and distance education programme, will have to get equivalency certificate from the University before getting the admission.
8. For making **online application** [click here](#).
9. Each candidate shall bring the following certificates/documents in original and their self attested photocopies along with a hard copy (a printed version of the **online application**) at the time of counselling (see **admission schedule**):
 - i. Matriculation or equivalent examination certificate bearing testimony to date of birth;
 - ii Detailed marks card of the qualifying examination.
 - iii Character certificate from the Principal of the college/school last attended;

- iv Two recent passport size photographs duly attested by the Principal of the College/School last attended/gazetted officer. Photographs must be pasted on the Form with glue (Please do not use staple pins).
- v. Reservation certificate as applicable.(As per format applicable on Annexure-I to VI.)
- vi. Residence certificate wherever applicable. (As per format applicable on Annexure-VII)

Note : Candidates from other than GNDU shall be required to submit migration and eligibility certificate after admission as per University rules.

However for B.Tech./B.Arch. courses (except B.Tech. URP) the following documents in original need to be produced by the candidate personally :

- i. Hard copy (printed version) of the online application form filled by the candidate in triplicate along with three sets of attested photocopies of the following documents.
 - ii. Detailed marks sheet of +2 or equivalent examination.
 - iii. Matriculation or equivalent examination certificate bearing testimony to date of birth.
 - iv. Reservation certificate as applicable. (As per format applicable on Annexure-I to VI.)
 - iv. Residence certificate. (As per format applicable on Annexure-VII)
 - v. Character certificate from the Principal of the college/school last attended.
 - vi. JEE(Main)-2015 Admit Card.(For B.Tech. Courses)
 - vii. JEE(Main)-2015 Score/Rank Card.(For B.Tech. Courses)
 - viii. Valid NATA Score(for B.Arch. course only)
 - ix. Two recent passport size photographs duly attested by the Principal of the College/School last attended.
 - x. Migration and Eligibility Certificate in case of candidates from other University/Boards.
10. i. Reservation of seats in a course shall be determined as per the [**Reservation Policy**](#) of the University.
- ii. Applications under a reserved category must be accompanied by a certificate from the competent authority (as given in [**Reservation Policy**](#)) stating that the candidate belongs to that particular reserved category for which he/she is claiming a seat.
 - iii. All candidates must declare their claims for reserved categories at the time of filling their online application forms for the entrance test/counselling, otherwise their subsequent claims shall not be accepted after the form has been submitted [**online**](#).
 - iv. All admissions made in the reserved categories will be provisional and liable to cancellation, if at any stage, any information about reserved categories furnished by the candidate is found to be fabricated or false.

- v. 3% seats shall be reserved in the professional courses for the residents of the villages Sathiala, Gagarbhana, Vadadpura at the Regional Campus Sathiala and at Regional Campus Sultanpur Lodhi for the residents of the village Fattudhinga.
 - vi. For SC/ST students, relaxation of 5% marks in eligibility conditions shall be given as per rules.
11. i. Eligibility criteria for each course are available in the profile of respective **departments**. The candidates who are due to appear or have appeared in the qualifying examinations of Guru Nanak Dev University, Amritsar, or any other examination considered as equivalent by Guru Nanak Dev University will also be eligible, provided in such cases the result must be available by the time of **counselling** failing which they will have no claim whatsoever for admission.
- ii. Any degree/diploma from a fake University as notified by the UGC (www.ugc.ac.in) shall not be considered at all as a basic eligibility for any admission to Guru Nanak Dev University.
 - iii. In case of students who have participated in the Inter-University and/or in the National Tournaments as members of University or State team, the requirement of minimum marks for purpose of admission to postgraduate courses shall be reduced by 5%.
12. i. Where required, entrance test shall be conducted by the university/ department as per **admission schedule**.
- ii. The details of syllabi for entrance test, mode of examination, style of questions, etc. is available at the concerned **Department**. In case the syllabus is not specified, contact the concerned Head of the Department.

In case of two candidates securing equal marks in the entrance test, the candidate younger in age shall get priority. However for admission in B.Arch. course see instructions given in the profile of Department of Architecture.

13. **Interview/Counselling**

- i. All candidates whether being admitted on merit in qualifying examination or through an entrance test shall be required to appear for interview/**counselling** before the interview panel/Board of Control/ M.Phil. Committee of the department concerned on a date and time as given in **admission schedule**
- ii. If the number of qualifying candidates is more than the seats available, the Co-ordinator/Head shall have the right to call only a limited number of candidates in order of merit in the Entrance Test.
- iii) Candidates appearing in interview/counselling shall carry with them original degrees/diplomas/ reserved category certificates for verification.
- iv) As per instructions issued by the Punjab Govt., the counselling for General Category will be held first so that the candidates belonging to SC/ST category compete under General Category and will be considered in General Merit. Accordingly, admission will first be made against General categories followed by admission for reserved categories and if

any reserved seat remains unfilled, it will be treated as open for admission from general category candidates. **The claim for a seat in any reserve category will not prejudice the right of a candidate for being considered in open merit.**

- v) If any candidate is getting seat in general category as to his/her higher rank in merit, but the candidate belongs to reserve category and he/she has filled his /her category as reserve in the on-line application form, he/she shall be given seat in general category and he/she will be eligible for all benefits of reserve category like post matric scholarship schemes of Punjab State.
 - v.) Candidates belonging to General and Reserved Categories other than Scheduled Castes/Scheduled Tribes who secure less than 30% marks in the Department Entrance Test will not be eligible for admission even if seats are available. In the case of Scheduled Castes/Scheduled Tribes candidates, the eligibility condition is a minimum of 20% marks in the Entrance Test.
 - vi). Personal appearance of the candidate in **counselling** is mandatory for admission. **The selected students will have to deposit their fee within two working days after the selection list is placed on the Notice Board failing which their seats will be declared vacant** and will be allotted to the candidates next on the waiting list. **However the students selected for B.Tech./B.Arch. Courses (except B.Tech.URP) will have to deposit their fee on the spot at the time of counselling.**
 - (vii) All admissions made will be provisional and liable to cancellation, if at any stage, any information furnished by the candidate is found to be fabricated or false.
 - (viii) In case of any dispute, the decision of competent authority conducting the counselling/admission shall be final and binding on all.
 - (ix) 10% fee can be increased every year.
14. i. The University may not offer any course, or may increase/decrease the number of seats in a particular course.
- ii. If the number of candidates seeking admission to a course is not adequate (minimum of 5 candidates in case of PG courses and 10 in case of UG courses), the University may discontinue the course.
- iii. Candidates who have passed B.A./B.Sc./B.Com. examination under old regulations (14 years) are also eligible for admission.
15. i. For approximate University tuition fee for various courses see [Fee Structure](#)
- ii. Fee structure and modes of payment for foreign/NRI candidates, in each course are given in [Admission to Foreign/NRI candidates](#)
- iii. 10% of the students admitted, subject to maximum of 5, in each course may be considered for fee exemption under 'fee exemption to poor students' as per University rules.

iv. The University also offers a number of scholarships and awards to its students. For Further details see [***Scholarships and Awards***](#)

16. Refund of fee/security

A. General Course :

- 1) If a candidate does not join the course and surrenders the seat after getting admission slip, the fee and funds deposited by such a candidate will be refunded after deducting processing charges of Rs.1000/-.
- 2) A candidate, who joins the course/class, may be even for one day, and surrenders the seat in writing, will be refunded tuition fee and funds after deducting fee and funds for three months.
- 3) Before the completion of admission process, if a candidate is allowed to shift from one general course/department to another general course/department, for this purpose, fee and funds deposited by him/her will be adjusted after charging Rs. 5000/- (for each shifting) as shifting fee. These rules will be applicable for University Campus, Regional Campuses and constituent colleges.
- 4) The amount of security shall be refunded on receipt of application and No Dues Certificate from the department.

B. Self-Financing Courses:

- i. Refund of fee: The fee and funds deposited against self-financed courses shall not be refunded in any case whether a candidate surrenders his/her seat before or after joining the course.
- ii. Shifting from one course to another course:
In case a candidate who has taken admission in a self-financed course and shifts to a general course as per merit list of the University Campus, its Regional Campuses and constituent colleges, the fee and funds deposited against self-financed course shall be treated as first semester fee and funds for the general course. From Second Semester onwards the candidate will deposit the tuition fee of general course. The balance fee will be adjusted/refunded.

No shifting from self-financed course to general course shall be allowed in the second and subsequent semesters even if the seat in general course is available.

- iii. Refund of Security: The amount of security shall be refunded on receipt of application and No Dues Certificate from the department.

17. i. Ragging of students is strictly prohibited on the campus. Each students must follow the directives given in **Ragging : Prohibition, Prevention and Punishment**
- ii. 75% Attendance in theory and practical separately in each paper is mandatory.
- iii. If a student does not attend the classes continuously for fifteen days without any information to the Head of the Department concerned, his/her name is liable to be struck off the rolls of the Department. He/she may seek re-admission giving valid reason

for his/her absence within next fifteen days failing which he/she will forfeit the right of re-admission.

- iv. A full-time student of a course is not allowed to join a full time job. Any student found doing this at any time shall be liable to lose his/her admission or degree even at a later stage. However, this shall not apply to students who have taken leave for study from their employers.
 - v. Admission to two full time courses is not allowed simultaneously.
 - vi. Candidates who have already passed M.A./M.Sc. examination from this University shall not be eligible for admission to a parallel course in this University.
18. i. In case of Kashmiri migrant students, the guidelines issued by the Ministry of Human Resource Development, Government of India shall be followed.
- ii. In case of outstanding artists, the University shall create 15 additional seats which may be allocated to different departments on the recommendation of a committee constituted for the purpose by the Vice Chancellor.
19. For any discrepancy or dispute, relevant ordinances as given in GNDU Calendar shall prevail.