

PANJAB UNIVERSITY, CHANDIGARH
INSTRUCTIONS FOR ADMISSION TO VARIOUS COURSES
(SESSION 2010-2011)

1. GENERAL INFORMATION:-

- (i)** The candidates be admitted strictly in accordance with the Regulations/Rules contained in latest University Calendars/ guidelines/ any other Instructions which have been issued/may be issued by the University, from time to time, for the respective Courses/exams. and in order of merit. The instructions given in this circular should in particular be adhered to while making admission for the session 2010-11. The list of all such candidates selected for admission/waiting list be displayed on the Notice Board of the respective College.
- (ii)** The admission forms should have separate columns for father's and Mother's names. The name of mother and father should be mentioned in all records. However, in case some students do not wish to declare the name of both the parents (either of mother or father) they may not be insisted upon and no one be denied admission on this ground.
- (iii)** Where the number of the seats is fixed, the total number of students admitted to a particular class must not exceed the number of seats sanctioned by the University.
- (iv)** The admission be made according to the schedule of dates approved by the University and circulated by the Deputy Registrar (Colleges) from time to time.
- (v)** When an admission notice is given in the Newspapers by the respective college, it should be clearly mentioned that the candidates coming from other Universities/Boards/Councils/Bodies must bring with them, qualifying examination Certificate at the time of admission. Migration Certificate be submitted latest by 15th of October in the University Office. These certificates be verified from the Result Gazette. If Gazette is not available student should submit an affidavit to the effect that if the documents are not found correct his/her admission to the course will liable to be cancelled.
- (vi)** For admission, fraction of marks less than the requisite percentage would not be rounded off to the advantage of the candidates, i.e. 32.9%, 39.9% and 49.9% shall not be rounded off to 33%, 40% and 50% etc.
- (vii)** Permission of the Vice-chancellor is necessary for admission after the expiry of the last date. However, the candidates be admitted provisionally at their own risk and responsibility subject to approval of the late admission by the Vice-Chancellor and conveyed to College/Deptt. by the University.

The Principals of the affiliated Colleges may forward the Late Admission approval forms of eligible students on 10th, 20th and 31st of August i.e., the last date of admission in three lots with late fees of Rs.1500/- collectively on or before the last date prescribed and the fees be transferred to University Account No.10444978333, if College having account with State Bank of India OR colleges having account number other than State Bank of India, then payment is to be made through RTGS mode, for making this transaction, the IFSC code of the University Account is SBIN000742 (Account No. 10444978333). (Circulated vide No. Misc/A-6/6262-6462 dated 29.07.2009)

NOTE: -

- 1. (The original University fee / bank receipt must be attached).**
- 2. The Principal will certify that the candidate is eligible to seek admission in the course applied for.**

(viii) A student whose result of +2 examinations in February/March conducted by a School Board is published late, but not later than 10th August, 2010 may be admitted without late fee within 15 working days of the declaration of the result and his/her attendance shall be counted from the date of admission. This would be applicable to an Open School Board also. After expiry of this period, the late admission approval from the Vice-Chancellor is required. (See Rule 10 at Page No.312 of P.U. Calander Vol-III, 2009)

In the case of Panjab University students who have already appeared in any of its examination and the result is declared late for one reason or the other, the admission cannot be said to be a case of fresh admission. They are already midway of the course/class. In their cases, admissions to the next class/course may be allowed within 10 working days, from the date of despatch of result, without charging any late fee.

(ix) If as a result of re-evaluation a candidate passes at the Exam., he/she shall be eligible to seek admission to the next higher class within ten working days of the communication of re-evaluation result to him/her. His/her attendance shall be counted from the date of his/her admission. However, no candidate would be granted admission on the basis of re-evaluation result after 31st December of the academic session. In the case of admission to a course having Semester Exam, the date will be October, 15.

Similarly, if a candidate becomes eligible for the Supplementary Examination he/she may be permitted to appear at the usual supplementary examination in August or thereafter at the time of the next examination only. Such a candidate will also be eligible to seek provisional admission to the next higher class, without late fee, within ten working days of the communication of the result of re-evaluation to him/her and count attendance from the date of his/her

admission. (See Rule 12 at page 436 of P.U Calendar Volume-III , 2009)

The Syndicate at its meeting dated 30.4.04 (Para-27) has resolved that the examination conducted by the **Bihar Intermediate Education Council, Patna (Bihar)** be recognized for admission to various courses at the Panjab University.

2. GENERAL CONDITIONS REGARDING ELIGIBILITY: -

- (a) It must be ensured that the examination passed by a candidate on the basis of which he/she is seeking admission to the next higher class in the College stands recognized by the Panjab University. For this purpose, the Equivalence Booklet printed in the year 1999 be consulted along with the Consolidated Supplementary List, 2004 to 2007 already sent to all the colleges by the General Branch. However, if any College does not have the printed Equivalence Booklet, 1999, the same may be had from the Printing Store of the University on payment of prescribed cost.
- (b) Only eligible candidates be admitted to the course concerned. Responsibility for making wrong admission or allowing wrong combination of subjects to a student, shall lie entirely with the college/department authorities. **Scheme for opting subject combination for B.A. /B.Sc./General-Ist Year Examination 2010-2011 is attached as Annexure-I.**
- (c) The Eligibility Certificate will be issued by the University only for doubtful cases.

In case of any doubt, the candidate may be advised to obtain Eligibility Certificate from the Panjab University by filling in the priced requisite form, alongwith prescribed fee for first and subsequent copies (only from those coming from the other Universities/Boards/Councils etc. within India) also be remitted with the State Bank of India (Branch Sector-14), Panjab University, Chandigarh. No provisional admission shall be made without ascertaining eligibility. **The eligibility form should be accompanied by a forwarding letter from the Principal of the College/Chairperson of the Teaching Department indicating the reason for denying the admission to the candidate.** After obtaining the Eligibility Certificate, the candidate should submit the same to College/Department where he/she is seeking admission.

- (d) All Foreign Students shall obtain **Eligibility Certificate** from Deputy Registrar (General) Panjab University in all cases and the admission of the foreign students to college/Teaching Departments would be governed by the Guidelines issued by the Dean Foreign Students.
- (e) An affidavit in duplicate from each candidate having gap year seeking admission to the College / Department to the effect that he/she was

not disqualified by any Board/Body/Council/University and he/she was not already registered with the Panjab University (wherever applicable), must be obtained by the concerned College/Department before allowing admission. In case the candidate was disqualified, the period of disqualification and the activities in which the candidate was involved during the period of disqualification, should be indicated by the candidate in the said affidavit. A copy of the affidavit be sent to the University along with Registration Return. No candidate be admitted under any circumstances during the disqualification period. In case of re-admission after a long spell, the candidate must quote his/her old Registration Number of Panjab University.

- (f) **That a candidate who has been placed under compartment/re-appear in one subject only with at least 20% marks in the subject in which he/she has been placed in compartment in the +2 examination conducted by the Open School Board in India shall be eligible to seek admission to the 1st year of B.A./B.Sc.(General)/B.Com./B.B.A./B.C.A. course under 10+2+3 system of education, if otherwise eligible, provided he/she passed all the subjects in one attempt except the one in which he/she was placed under compartment/re-appear and also he/she fulfils the conditions as are applicable in the case of students who have been placed under compartment in the +2 examination conducted by a Board/Body/Council/ University in India. This be given effect to with effect from the academic session 2009-2010. (Vide Syndicate Para-10 dated 18.4.2009).**

**3. ADMISSION TO BACHELOR OF COMPUTER APPLICATIONS (BCA)-
1st YEAR: -**

- (a) A person who has passed the +2 examination in any discipline with at least 50% marks and passed Mathematics as one of the subject at Matriculation examination level shall be eligible to join the first year class of B.C.A. Course.

OR

- (b) Any other examination recognized by the Syndicate as equivalent to (a) above.

OR

- (c) The students who are placed under compartment at +2 examination in the Annual Examination and cleared the compartment examination up to the last date of admission of BCA Course in the College be allowed admission as per merit and other conditions for admission to BCA Course. **(Amended vide Syndicate Para 57, dated 27.6.2008, approved by the Academic Council meeting held on 14.6.2008 vide Paragraph LIX under Regulation 3.1).**

NOTE:

That 5% weightage be given for each of the subject of Mathematics and Computer Science/ Information Technology to the candidate who studied at 10+2 level at the time of admission

in B.C.A.I (vide item no. 34 of the meeting of the Faculty of Science held on 19.01.2010)

4. ADMISSION TO BACHELOR OF BUSINESS ADMINISTRATION (BBA) 1st YEAR: -

(a) A Candidates who has passed 10+2 examination from a recognized Board/University with atleast 50% marks is eligible to seek admission to first year of B.B.A. Course.

OR

(b) Any other examination with 50% marks, recognized by the Syndicate as equivalent to (i).

OR

(c) The students who are placed under compartment at +2 examination in the Annual Examination and cleared the compartment examination up to the last date of admission of BBA Course in the College be allowed admission as per merit and other conditions for admission to BBA Course. **(Amended vide Syndicate Para 50 (xi), dated 18.8.2008 under Regulation 3.1).**

5. ADMISSION TO B.A./B.Sc.-1st Year:-

4.1 A person who has passed one of the following examinations with pass in English as one of the subjects shall be eligible to join the First Year class of B.A. or B.Sc. (General and Honours) degree course in a College affiliated to this University, however, a person who has not qualified English as one of the subject at the +2 examinations, shall be eligible to join B.A./B.Sc.-Ist year provisionally subject to his/her qualifying the deficient subject of English from the parent Board/Body/Council/ University in two consecutive chances subsequent to his admission, failing which his/her admission to B.A./B.Sc. Ist year class and the result for the examination shall automatically stand cancelled.

(i) B.A./B.Sc./B.Com Part-I (Old Scheme)/Pre-Medical/Pre-Engg. Intermediate /Science /Agriculture examination of Panjab University.

(ii) the +2 examination under 10+2+3 system of education of a recognized University/Board/Council.

(iii) any other examination recognized by the University as equivalent to (i) and (ii) above.

Provided that-

(i) a person joining the B.Sc. course must have obtained at least 40 percent marks in the aggregate of the qualifying examination;

(ii) a person joining B.Sc. course must have passed at least 2 Science subjects in the qualifying examination out of the three elective subjects offered by him, excepting Geology, Geography and

Anthropology. He may offer the third elective subject from the Faculty of Science or Faculty of Arts, subject to the restrictions as laid down in Regulation 2.2

Provided further that a student shall be eligible to opt the subject of-

(i) Computer Science at the B.A. /B.Sc. level if he has passed the +2 examination with Science/Commerce/Economics/Mathematics as his subject/s.

(ii) Biochemistry if he/she passed the +2 examination with the following subject:

(a) Physics **(b)** Chemistry **(c)** Mathematics/Biology

(iii) A student may opt for Computer Science in B.Sc. (General) Non-Medical) as one of the elective subjects with the following combination (amended vide Syndicate Paragraph 32, dated 11.7.2005):-

(a) Mathematics **(b)** Physics **(c)** Computer Science

4.2 A candidate who has been placed under compartment in the +2 examination conducted by a Board/Body/Council/University in India shall be eligible to seek admission to the First Year of B.A./B.Sc. course, provided he fulfils the following conditions: -

(i) He should have been placed in compartment in one subject only;

(ii) He should have obtained at least 20%marks in the subject in which he had been placed in compartment and

(iii) He should have obtained the requisite percentage of marks in the aggregate of the examination as laid down in the relevant regulations.

Provided that;-

(i) A candidate joining the B.A. First Year class should have obtained at least 33% marks in the aggregate of all the subject (including the marks obtained by him in the subject of compartment, Theory & Practical/staken together) taken up by him at the +2 examination.

(ii) A candidate joining the B.Sc. First Year class should have obtained at least 40% marks in the aggregate of all the subject (including the marks obtained by him in the subject of compartment, Theory & Practical/s taken together) taken up by him at the +2 examination.

6. ADMISSION TO BACHELOR OF COMMERCE (B.Com.)-1st Year:-

Admission to B.Com. 1st year for the session 2010-11 in the affiliated Colleges situated in Chandigarh, Ludhiana and Hoshiarpur cities will be made through centralized admission.

The counseling for Admission to B.Com. Ist year will be held as under:-

<u>City</u>	<u>Venue of Counseling</u>
Chandigarh	P.U. Campus, Chandigarh.
Ludhiana	S.C.D. Govt. College, Ludhiana.
Hoshiarpur	D.A.V. College, Hoshiarpur.

3.1.

(A) Admission to the first year of B.Com. (General) degree course shall be open a person who has passed one of the following examinations conducted by a recognized Board/Council/University:

(a) +2 examination or B.Com.Part-I (Old Scheme) of Panjab University with three of the following subject securing at least 40 percent marks in the aggregate:-

Commerce (or Theory of Commerce or Foundation Course in Commerce Accountancy (or Book Keeping and Accountancy)
Economics
Mathematics (or Statistics)
Business Organization (or Business Management of Theory and Practice Management).
Insurance (or General Insurance or Life Insurance)
Banking and Trade
Commercial Geography
Office Management and Secretarial Practice (or Office Organization and Management)
Mercantile Law (or any Company Law)
Auditing
Typewriting and Stenography/Computers (for typewriting)

OR

“Any +2 examination under vocational stream from commerce discipline having weightage of three papers”.

(b) +2 Examination of B.A. Part I (Old Scheme) of Panjab University with at least two of the subject mentioned in (a) securing at least 45% marks in aggregate.

(c) +2 examination or B.A. Part I/B.Sc.Part-I/Pre-Engineering/Pre-Medical Examination of the Panjab University under the Old Scheme not covered (b) securing at least 50% marks.

- (d)** Any other examination recognized by the University as equivalent to (a) or (b) or (c) as given above with requisite percentage of marks given under each clause.

Provided that candidate seeking admission to the first year of B.Com. should have passed in the subject of English at the +2 examination and in cases where passing in English is not necessary according to the regulations of certain Boards/Bodies/Councils/Universities in India, the admission of the candidate shall be provisional and will be confirmed only after he has cleared the subject of English as a deficient subject from the parent Board/Body/Council/University in two consecutive chances subsequent to his admission.

Provided further that-

(a) a compartment candidate at the +2 examination shall be eligible to offer in the B.Com. First Year Class the subject in which he has been placed under compartment subject to the provision under regulation 3.1 above.

(b) a candidate who has not passed English as one of the subjects at the +2 examination shall be allowed to offer in the B. Com. First Year class English (as communication skill) but he will have to clear English as deficient subject, subject to the provision under regulation 3.1 above.

(c) in case a candidate does not clear the relevant subject at any of the two consecutive chances allotted to him subsequent to the date of his admission, his provisional admission to the First Year of B.Com. Examination shall stand cancelled.

3.1

(B) Subject to the reservations made by the University, the admission shall be on merit. The merit for this purpose shall be determined on the basis of the score of a candidate to be compute as follows:

- (i)** Percentage of marks in the qualifying examinations;
- (ii)** Add score of 4 for each of the subjects passed from the subjects referred in 3.1 A (a) not exceeding 16 in total.

In case of +2 examination under vocational stream from commerce discipline, weightage may be given keeping in view the scheme and rules of the concerned Board”(Regulation 3.1 (A & B) at Page No.324, P.U. Calendar Vol-II, 2007 amended vide Syndicate Para 3 dated 06.07.2009)

NOTE:-

- (i) Merit is to be determined on the basis of score for which the percentage of marks obtained by the candidate in the qualifying examination is on the basic or starting score. The percentage should be worked out to the advantage of the student. Where a student has appeared in more papers than the number of papers required to qualifying the examination, best marks should be taken.
- (ii) Weightage under 3.1 (B) (ii) should be given for all the papers cleared from the list of papers mentioned in 3.1 (A) (a) restricting the maximum weightage score to 16. The score is to be added even if the papers are an additional paper passed by the candidate.
- (iii) **In case of +2 examination under vocational stream from commerce discipline, weightage of three papers be given i.e., score is to be added = 12.**

EXAMPLE:-

A student from CBSE has appeared in 6 papers instead of 5 with following marks: -

English (Compulsory) 70

ELECTIVE

Economics 75
Business Studies 75
Accounting 80
Mathematics 60
Physical Education 80

Calculation of Basic Score:-

English (Compulsory) 70
Add best four out of electives
Economics 75
Business Studies 75
Accounting 80
Physical Education 80

TOTAL: 380 out of 500

Basic Score- $\frac{380 \times 100}{500} = 76$

Addition of Score under 3.1 B (ii)

Number of papers passed from the said list is 4 (Economics, Business, Studies, Accounting, Mathematics), therefore, Score to be added 16.

The total score for merit is 76 + 16 = 92.

In case of +2 Examination under vocational stream from commerce discipline, score is to be added =12.

- (C)** B.A. /B.Sc. Part-II of Panjab University.
- (D)** Any other examination recognized by the University as equivalent to (A) or (B) with the requisite Group/Subject/s and percentage of marks or (C) above.

Provided that a candidate seeking admission to the First Year of B.Com. should have passed in the subject of English at the +2 examination and in cases where passing in that subject is not necessary according to the Regulations of certain Board/Body/Council/University in India, the admission of the candidate shall be provisional and will be confirmed only after he has cleared the subject of English as a deficient subject from the parent Board/Body/Council/University in two consecutive chances subsequent to his admission.

(E) Provided further that:

(a) A candidate who has been placed under compartment in the +2 examination conducted by a Board/Bodies/Councils/University in India shall be eligible to seek admission to the First Year of B.Com. Course, provided he fulfils the following conditions:

(i) He should have been placed in compartment in one subject only;

(ii) He should have obtained at least 20% marks in the subject in which he had been placed in compartment; and

(iii) He should have obtained the requisite percentage of marks in the aggregate of the examination as laid down in the relevant regulations.

(b) A candidate who has not passed English as one of the subject at the 10+2 examination shall be allowed to offer in the B.Com. First Year English (as communication skill) but he will have to clear English as a deficient subject, subject to the proviso under Regulation 3.1 above.

(c) In case a candidate does not clear the relevant subject at any of the two consecutive chances afforded to him subsequent to the date of his admission his provisional admission to First Year of B.Com. Examination shall stand cancelled.

7. BACHELOR OF EDUCATION (B.Ed.) (One Year):-

2.1 A person who possesses one of the following qualifications shall be eligible to join the course:-

- (a)** B.A./B.Com./B.B.A./B.C.A./B.Sc./B.Sc.(Hons. School) degree of this University or any other recognized University with atleast 50 percent marks in the aggregate, provided the candidate has offered atleast two school subjects at the first degree level;
- (b)** M.A. or M.Sc. or M.Sc. (Hons. School) or M.Com. degree of this University or any other recognized University with a minimum of 45% marks in the aggregate with combination or at least two School subjects Postgraduate degree level;
- (c)** B.A. degree of the University through Modern Indian Languages and English only examinations, in which case the aggregate of 50 percent marks shall be calculated by taking into account the marks obtained in English and the elective subjects taken together;
- (d)** Any other qualification to (a), (b) or (c) above.

Explanation-

- (i)** A candidate who has been awarded B.Sc. pass degree on the basis of B.Sc. (Hons. School) examination of the University shall be deemed to have passed with 50% marks in the aggregate.
- (ii)** A candidate who passed in additional subject/s subsequent to obtaining B.A. /B.Sc. degree, 50% marks in the aggregate shall be calculated by taking into account the marks obtained in the compulsory subject/s and three elective subjects or additional elective subjects.

Exception:-

In the case of students belonging to Scheduled Castes/Tribes and Backward classes (excluding economically backward class) the requirement of 45 percent marks shall be reduced by 5 percent provided they have obtained minimum pass marks prescribed by the regulations.

8. ADMISSION TO B.P Ed. (ANNUAL) ONE YEAR COURSE:-

Regulation 2.1 at Page 295 of P.U. Calendar, Vol-II, 2007.

A person who has passed any one of the following examinations shall be eligible to join the course:-

(a) A Bachelor's/Post-graduate degree in any discipline of the Panjab University obtaining not less than 45% marks.

(b) A Bachelor's/Post-graduate degree in any discipline of another university, recognized by the Syndicate as equivalent to (a) obtaining not less than 45% marks,

Provided that a candidate admitted either under clause (a) or (b) qualifies in the Standard Efficiency Text, as defined by the Syndicate, at the time of admission to this course.

9. ADMISSION TO POST-GRADUATE COURSES:-

(A) The admission will be made strictly in order of merit. For admission to M.A.-Ist year class/es, in case the College/Departments decide to hold Entrance Tests at their level, the following procedure will be followed besides the rules/Regulations of Panjab University governing eligibility, in a particular subject:-

(i) ACADEMIC WEIGHTAGE: - **60%**

(a) 10 th class	:	10%
(b) +2 class	:	10%
(c) B.A./B.Sc./B.Com.	:	25%
(d) B.A. (Hons.)/B.Sc. (Hons.)/B.Com. (Hons.)	:	15%

(ii) WRITTEN AND ORAL/APTITUDE TEST:- **40%**

(a) Written Test of one hour duration : 25%
Aptitude Test (Wherever Applicable)
In the concerned subject based on the
Syllabus of Bachelor level of Panjab University.

(b) Viva Voce based on the syllabus : 15%
of Graduate level in the concerned
subject/related subject of Panjab University.

(B) ADMISSION TO M.SC. (IT) COURSE.

Regulation 2.1. at Page 127 of P.U. Calendar, Volume-II, 2007:

A person who has passed one of the following examinations shall be eligible to join Part-I (First Year Class) of the course:

(i) B.C.A. examination from the Panjab University.

(ii) B.E./B.Tech. in Computer Science from the Panjab University.

(iii) Any other examination of another University recognized by the Syndicate as equivalent to (i) or (ii) above.

(C) ADMISSION TO ALL DIPLOMA/CERTIFICATE AND OTHER COURSES (FACULTY OF ART/SCIENCE/LANGUAGE ETC.-

Follow the Panjab University Calendar Volume-II, 2007 which is also available at Panjab University (Store) and also on the website www.puchd.ac.in

10. MIGRATION/DEFICIENT SUBJECT/S:

A candidate who has passed his/her Ist year or 2nd year examination of B.A. /B.Sc. (General)/B.Com. /B.B.A./B.C.A. Course conducted by another University/College affiliated to another university in India under specific authorization by the University concerned, be allowed to migrate to a college affiliated to this University/Department of Evening Studies/University School of Open Learning in the 2nd year/3rd Year class of the respective course (as per rules prescribed under Chapter XIV –‘Migration of Students’ Page 247 to 262 of P.U.Calendar Volume-III, 2009) on the condition that such a candidate will have to clear the deficient subject/s if any, within the permissible chances.

Deficiencies should be determined by the Principal/Chairperson at the time of admission under intimation to University (i.e. on the Registration Return and examination forms) as well as to the students as per University rule No.6 given at page 261 of P.U.Cal.Vol-III, 2009.

11. SUBMISSION OF REGISTRATION RETURNS: -

(a) The University has decided to computerize the Registration-cum-Roll Number Process w.e.f. 2004-05 for Regular students of the colleges. In this process Registration Card (PUPIN Card) issued to the candidates should work as Registration-cum-Roll Number Card (The students are required to retain this PUPIN Cards till they are attached with the P.U.and no separate Roll Numbers shall be sent to the candidates.

The Registration Return C.D. along with detailed Instructions for using the student’s Registration Software will be prepared and provided to all the affiliated colleges in the form of Compact Disk (CD-

Installer Package) and the **Hard Copies printed through Student's Registration Software** will be sent by the colleges as per the previous practice.

- (i) Separate Registration Return for the Add-on courses be sent to the University by the Colleges from the session 2008-2009 and onwards.
- (ii) PUPIN Number will also be allotted to two courses i.e., B.Sc. (Bio-informatics) (Hons.) and B.Sc. Biotech (Hons.) besides the regular Five Courses i.e., B.A./B.Sc./B.Com./BBA/BCA. The same criteria of PUPIN system is adopted for the current session which has been adopted in the previous session 2009-2010.
- (iii) All the affiliated Colleges are required to provide the Computerized Registration Return for First year students of B.A./B.Sc./B.Com./BBA/BCA and B.Sc. (Hons.) (Bio-informatics) and B.Sc. (Hons.) Bio-Tech and computerized Continuation Return for 2nd and 3rd Year students of the B.A./B.Sc./B.Com./BBA/BCA courses along with the **hard copy duly checked and signed by the Principal.**

The particulars of the failure students who are already registered with this University and are re-admitted in Ist year course should be sent in the Continuation Fee Return Proforma in hard copy format only.

- (b) The Registration Return proforma for other courses shall be made available to the College/Department in sufficient number, which should be prepared as per instructions given on reverse of each proforma.

In the Registration Returns and C.D.'s of Registration Return sent by the Colleges/Departments the spellings of student's name, father's name and mother's name should be the same as written in the certificate of qualifying examination passed by the students. The Registration Cards and PUPIN cards are prepared according to the particulars written in the Registration Returns, the wrong entries in the Registration Return and CD provided by the colleges tend to wrong entries in Registration Cards and PUPIN Cards.

The last date for receipt of Registration Return and C.D's of Registration Returns of various courses along with complete documents from the Principals of the Colleges/Chairpersons of the University Teaching Departments be fixed as 15th October of the year of admission. Thereafter, these shall be accepted with penalty per student as under :-

16 th October to 14 th November	:	Rs. 1000/-
15 th November to 15 th December	:	Rs. 2000/-
16 th December to 28 th February	:	Rs. 5000/-

(of the year following the admission)

The Vice-Chancellor shall have the authority to accept the documents in the case of hardship, beyond 28th February upto 7 working days before the commencement of annual examination as required under Rule 8, Page 261 of P.U. Cal. Vol.-III, 2009. (Amended vide Syndicate Para 12 dated 29.03.2010).

The following documents must be attached with the return: -

- (i)** Original compartment earned certificate of +2 Examination on the basis of which the student is admitted (in case of compartment candidates).
- (ii)** Original lower examination pass and Migration Certificate in the case of the students who came from other Universities/Boards/Bodies/Councils as per rule 12 (b) at Page 248 of P.U. Cal. Vol-III, 2009 (Chapter-XIV).
- (iii)** Certificate from the Principal of the college concerned regarding the students coming from other Universities.
 - (a)** The deficient subject/s to be cleared by the candidate,
 - (b)** No deficiency (in case of no deficient subject).
- (iv)** Late admission approval from the Vice-Chancellor in case of students, admitted, after the normal dates prescribed by the University;
- (v)** Eligibility Certificate (if required) along with other documents required therein;
- (vi)** Entrance Test pass certificate in original, wherever required;
- (vii)** Original SC/ST Certificate where 5% concession has been allowed.
- (viii)** Original Experience Certificate, wherever required;
- (ix)** Any other required document/s.
- (x)** Computerized Registration Return will also be accepted for the courses other than BA/B.Sc./B.Com./BCA/BBA/B.Sc. Bio-informatics(Hons.), and B.Sc.(Bio-Tech) (Hons.), if a different type of paper or sticker is used for red and green type of Registration Return OR with some kind of identification. However, the columns of computerized Registration Return should be the same and in same sequence as provided in the printed proformae. Each page of computerized Registration Return should have the Certificate as mentioned on reverse of Registration Return Proforma duly

stamped and signed by the Principal/Chairperson at the proper place.

xi) The Student's Photo Signature Forms (Pre-Printed) will be provided to all the affiliated Colleges by the University and the same are to be submitted along with the Registration Return. A fine of Rs.1000/- will be imposed by Panjab University for late submission of P.S. Form after one month from the last date of submission of Registration Return.

- (c) The particulars of the students who are already registered with Panjab University be sent on Continuation Fee Return Proformae (G-623) alongwith prescribed Continuation Fee from each student, except B.A./B.Sc./B.Com. /B.B.A./B.C.A.-Ist Year/B.Sc. and (Bio-Tech./Bio-Informatics(Hons.) or any other course, if any.

The students earlier registered with this University, but migrated to some other Board/University and now re-admitted, are not to be included in the Proformae (G-623). Their particulars be sent on the Green Registration Return i.e. G-726 Proformae. Such students are required to intimate their old Registration Number. If they do not do so, a second Registration Number is allotted by university office being unaware of previous Registration Number. For the cancellation of Second Registration Number a penalty of Rs. 100/- shall be imposed. The students be made well aware of it.

- (d) The name/s of the candidate/s admitted under the order of the court, if any, should be sent on a separate Registration Return proforma, giving full details of the case along with a photocopy of the Court Judgement and also late admission approval from the Vice-Chancellor, if required.
- (e) In the case of foreign students, eligibility certificate obtained by the students from this University and the documents required therein (if any), must be attached with the Registration Return. Wherever, necessary, a certificate has also to be given by the Principal/Chairperson to the effect that the student visa was checked at the time of admission and it was found in order.
- (f) The information regarding Foreign National/Foreign students/NRI students who are to be registered with the Panjab University for the first time be provided on the proformae G-726-A.

The Foreign/NRI students registering for the first time are required to pay the prescribed Registration Fee as amended from time to time: -

- (i) Foreign/NRI Students admitted against seats in General Categories

- (ii) Students admitted under Foreign/NRI Category irrespective of lower examination passed by them in foreign/Indian University Board.

The prescribed fee as applicable OR of equivalent amount in Indian Currency out of NRI Account, are to be made through internet / RTGS with details be sent by the Principal to A.R.(Accounts) with a copy to A.R.(R&S). However, the following categories of students have to pay the prescribed fee as Registration Fee **(follow Annexure II)**

Tibetan refugee students.

Foreign students who have been admitted under the ICCR's various scholarship schemes.

- (g) Intimation about the criteria and the category-wise distribution of seats in various courses for admission as also the documents on the basis of which different categories are defined must be sent to the University along with returns.
- (h) The Change in the Student's subject/Medium of Instructions/Option/faculty is allowed within one month from the commence of the session or within one month from the date of joining, whichever is later as per the Rules mentioned in Chapter XXIII Page 309, P.U. Calendar Vol.-III, 2009.
- (i) The list of all eligible candidates along with the PUPIN assigned to them will be sent to each College upto 15th December of the year of admission provided that the relevant documents for confirmation of eligibility for admission be sent to the University by 15th October along with the Registration Return.

12. INFORMATION REGARDING COMPARTMENT CANDIDATES OF OTHER UNIVERSITIES:-

- (a) **A student of any other University who is placed in compartment in 1st year/2nd year of B.A./B.Sc./B.Com./BCA/BBA Course be not allowed to join the 2nd year/3rd year Course of this University.**
- (b) **Compartment Candidates of +2 Examination seeking admission to first degree level running parallel utility oriented certificate/ Diploma/Advances Diploma and add-on Courses Programme along with B.A. /B.Sc./B.Com./BCA/BBA Part-I Course: -**

With a view to vocationalise the education at first-degree level during xth plan period, parallel utility-oriented certificate / Diploma / Advanced Diploma Programs have been introduced. The candidates who are placed in compartment in +2 examination having been admitted provisionally to B.A./B.Sc./B.Com. Part-I Class shall also be considered to have been admitted provisionally in these courses. The eligibility requirements and Regulations / Rules for

certificate/Diploma/Advanced Diploma Courses sanctioned by the U.G.C. under Career Orientation Programme to various affiliated Colleges from the admissions of 2004 as Add-On Courses for B.A./B.Sc./B.Com. (1st, 2nd and 3rd Year) will be same as for admission to B.A./B.Sc./B.Com.

13. ENTRANCE TEST: -

No student be admitted unless he/she had qualified the Entrance Test for the Courses concerned where entrance test is conducted for admission.

14. RESERVATION OF SEATS/ FEE CONCESSION : -

- (a) The reservation of seats shall be governed by the Regulation 29.1 and 29.2 given at page 168 in P.U. Cal. Volume-I, 2007 and any intimation sent by D.R. (Colleges).

However, it is clarified that the concession is not available in the case of candidates who are seeking admission to the next higher class on the basis of having earned compartment in +2 Examination i.e. neither in the subject of compartment nor in the aggregate.

I. Additional Seat for Only (Single) Girl Child

- (i) An additional seat for only (single) girl child for admission to a given course has been allowed in the Panjab University Teaching Departments and its affiliated colleges provided she is otherwise eligible from all angles.
- (ii) An affidavit on a stamp paper worth Rs. 20/- duly attested by 1st class Magistrate is to be obtained from the parents of the girl child.

II. Additional seat for Cancer/ Aids Patient:

- (i) An Additional seat for Cancer / Aids Patient for admission to a given course has been allowed in the Panjab University Teaching Departments and its affiliated colleges provided the candidate is otherwise eligible from all angles.
- (ii) The candidate will submit a certificate with proof from the National Medical Institute like PGI, AIIMS etc.

The above concession by way of additional seats is not applicable to the students falling under regulatory agencies such as **MCI, DCI, BCI, and NCTE.**

NOTE:- I & II cited above, have already been circulated to all the Principals / Chairpersons, of the colleges / Department Vide no. Misc./A-6/3564-3767 dated 19-06-2010.

- III.** 5 per cent marks concession shall be given to Physically handicapped persons in the minimum eligibility criteria for a course subject to minimum disability of 40 per cent provided they have obtained minimum pass marks prescribed by Regulations (vide Senate Paragraph XVII dated 29-03-2008 has made addition of Regulation 29.3 of the Chapter VIII (D) “Admission and Migration of Students and Tuition Fees” at page no. 168 of the P.U Cal. Vol No. I, 2007, in anticipation of approval of various University bodies / Government of India /publication in the Government of India Gazette:
- IV.** Institutions up to academic year 2020-21 only to those wards of martyrs/permanent disabled (up to 80%-leading to incapacitation) of KARGIL WAR who have a valid certificate from the Ministry of Defence to this effect and the same be entered in the Pension Book of the family
- (i).** 1% seats with minimum of 1 seat in the Departments and affiliated Colleges except in partially financed/self-financing courses.
- (ii).** Exemption of fee.
- (iii).** Exemption in hostel fee. **(Vide Syndicate Para 30(XI) dated 29.7.08.**
- V.** **(i)** Blind students who join a regular degree/ Post-graduate degree courses at the P.U. would be allowed exemption from payment of tuition fee & would be provided free accommodation in the University Hostels. {Approved vide Syndicate Para (iv) meeting held on 19.08.96}.
- (ii)** The free education to the completely blind student belonging to below poverty line, as described by the relevant Government notification/s, in any course in the University and its affiliated Colleges, Subject to the student being otherwise eligible and on merit, but the candidate has to submit an affidavit to this effect issued by the competent authority. Even the free hostel accommodation may also be considered, if required by the student, but he will have to pay the mess charges, which are already subsidized. A limited number of course books (one per paper) may also be considered which would be returnable after the completion of the course. (Syndicate Para-1 dated 18-04-2009)
- VI.** Free education to children of persons killed in November, 1984 riots and terrorist violence in Punjab State. {Approved vide Syndicate para 5 (Statement A) dated 25-04-1987}.

15. REMITTANCE OF FEE: -

Remittance of the Registration, Enrolment, Continuation, Migration, Continuation of affiliation fee etc, is to be made as per **Annexure-II**. The Colleges concerned shall forward the receipt of the same along with the full details of the amount to the Registrar, Panjab University, Chandigarh.

16. REMITTANCE OF COLLEGE DEVELOPMENT COUNCIL FEE: -

Every student enrolled in the affiliated colleges of Panjab University will make annual contribution to the College Development Council Fee as decided by the Syndicate every year and Principals must remit amount on account of CDC Fee to the Dean, CDC, Panjab University.

17. ENVIRONMENT EDUCATION:

Environmental Education is a compulsory paper, which the candidates are required to pass with at least 33% marks either in the First Year or in Second Year/Third Year of the Course, failing which the Degree will not be issued.

IMPORTANT NOTE: -

- (i) Panjab University Calendar Volume-I, II and III which contains Rules and Regulation are available at the University website www.puchd.ac.in.**
- (ii) The rules incorporated in the instructions are subject to the over-riding effect of the relevant regulations and rules contained in the Panjab University Calendars as also the resolutions adopted by the Syndicate. In case of any inconsistency between what is said in instructions and that in the Calendar (Regulations & Rules etc.), the Syndicate decision, Regulation, shall prevail; if it is rule latest syndicate decision shall prevail.**

**Asstt. Registrar (R&S)
for Registrar.**