

PANJAB UNIVERSITY, CHANDIGARH

INSTRUCTIONS FOR ADMISSION TO VARIOUS COURSES SESSION 2012-2013



PANJAB UNIVERSITY, CHANDIGARH
INSTRUCTIONS FOR ADMISSION TO VARIOUS COURSES
(SESSION 2012-2013)

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/examinations and in order of merit. The instructions given in this circular should in particular be adhered to while making admission for the session 2012-13. 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 are 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.
- (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, 2012 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 these cases, admissions to the next class/course may be allowed within 10 working days, from the date of dispatch of result, without charging any late fee.

- (ix) The re-evaluation results declared after 31st of December declared with intimation to the Vice-Chancellor along with the reasons for the delay. The Vice-Chancellor may sanction admission of such candidates whose results are declared after 31st of December with subsequent ratification by the Syndicate. Each such candidate be informed of his/her right to apply to the Vice-Chancellor for admission to the next higher class. (As per Syndicate decision in its meeting held on 13.03.2004)
- (x) The Syndicate at its meeting dated 30.4.2004 (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.

NOTE :- 1. 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. 1800/- 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 SBIN0000742 (Account No. 10444978333). (Circulated vide No. Misc/A-6/6262-6462 dated 29.07.2009)

2. Late admission forms of B.Ed. Course shall be forwarded to the University for the sanction of the Vice-Chancellor within a fortnight (15 days) from the date of such admission.

3. (The original University fee/bank receipt must be attached).

4. The Principal will certify that the candidate is eligible to seek admission in the course applied for.

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 2012-2013 is attached as Annexure-I.**
- (c) 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. 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) 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.
- (e) **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. RESERVATION OF SEATS: -

- (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. in the subject of compartment.

I. Two Additional Seats for Only (Single) Girl Child

II. Additional seat for Cancer / Aids Patient:

NOTE:- Latest decision for (I) & (II) above to be circulated by the colleges branch to all affiliated colleges/P.U. Teaching Departments after approval of the Syndicate / Senate.

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.**

- 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-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 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 19-08-1996**}.

- 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 students 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 students, 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**}.

4. **ADMISSION TO B.A./B.Sc./B.Com./B.C.A./B.B.A. Course:-**

A candidate who has been placed compartment at +2 level examination through PSEB, Mohali/any other Board/Body/Council/University in India under (Semester System), for first year of B.A./B.Sc./B.Com./BCA/BBA course/s (**Amended vide Syndicate Para 40 (xiii) dated 29.8.2011**) :-

- (i) He/she should has been placed compartment in one subject only i.e. either in first semester or second semester;
- (ii) He/she should have obtained at least 20% marks (Theory + practical + internal assessment) in the subject in which he/she has been placed in compartment;
- (iii) He/she should have obtained the requisite percentage of marks in the aggregate (theory + practical + internal assessment) of examination as laid down in the relevant regulations; and

- (iv) The candidate securing less 20% marks in the subject in which he/she has been placed in compartment at the +2 examination under semester System shall not be eligible to seek admission to the first year of B.A./B.Sc./B.Com./BCA/BBA course/s.

5. ADMISSION TO BACHELOR OF COMPUTER APPLICATIONS (BCA)

1st YEAR: -

- (a) A person who has passed +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.

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. 1st (vide Item No. 34 of the meeting of the Faculty of Science held on 19.01.2010)

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

- (i) 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

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

NOTE:- That 5% weightage be given to the students who have studied Commerce, Economics and Mathematics subjects at 10+2 level for determining merit for admission to B.B.A. 1st year class on the same analogy for admission to B.C.A. Ist year class (amended vide Senate Para XIX dated 20.12.2011).

7. ADMISSION TO B.A./B.Sc./B.Sc.(Bio. Info.)-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/B.Sc. (Info.) 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.

ADMISSION CRITERIA FOR B.Sc.-I (Agri.) (Semester System):-

The Semester System be implemented in B.Sc.-Agriculture (4-Year Course) w.e.f. 2009-10 (Vide Syndicate Para 60 dated 31.05.2009).

- (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, except 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/she has passed the +2 examination with Science/ Commerce/Economics/Mathematics and Computer related subject like Computer/Information technology etc. as one of the elective subjects or optional subjects.
- (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

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/s taken 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.
- (iii) The candidates, who have passed computer related subject like Computer science/ Information Technology, etc. as one of the Elective subjects or optional subject at +2 level, be allowed to opt the subject of Computer Science at B.A./B.Sc. level w.e.f. the

academic session 2012-13 (Syndicate Para 18 dated 27.09.2011).

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

Admission to B.Com. 1st year for the session 2012-13 centralized online admission will be conducted in the colleges of Chandigarh, Department of Evening Studies, P.U., Chandigarh and districts of Hoshiarpur & Ludhiana.

See Regulation 3.1 at Page 324-325 of P.U. Calendar, Vol-II, 2007.

AND

+2 examination under Vocational stream having at least three commerce papers

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 Regulation 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.

NOTE:-

- (i) The candidates securing less than 20% marks in the subject of compartment at the +2 examination be made eligible to join B.A./B.Sc./B.Com. part-I courses, if they cleared their compartment subject/s in the Supplementary Examination in July/ August, on or before the last date for admission with late fee with the permission of the Vice-Chancellor, provided the seat/s is are available (Syndicate meeting held on 31-08-2010).
- (ii) According to Syndicate Para 40 dated 29.8.2011 the eligibility of the candidate to be determined on the basis of DMC of March examination (i.e. 20% marks in compartment in one subject only). As the examination of the 1st semester conduct by the PSEB in September every year and those candidates who placed under compartment appear in the March examination alongwith 2nd semester and according to March DMC, candidate to be declared according to Regulation 4.2.
- (iii) Special chance benefit given only those candidates whose earlier eligible for admission i.e. he/she obtained the 20% marks in the compartment subject & he/she placed under compartment in one subject only according to DMC of March examination.

9. **Admission to B.Sc.-I (Fashion Design), B.Sc.-I (Bio-Tech.),
B.Sc.-I (Home Science) & C.P.Ed.**

Sr. No.	Class	Eligibility Criteria
1.	B.Sc. I (Fashion Design)	Passed +2 with 50% marks from recognized board

2.	C.P.Ed.	<p>(a) Candidate with at least 50% marks in the Senior Secondary examination (+2) or its equivalent are eligible for admission. For those who are position holders (1st, 2nd & 3rd) in State Level Sports/games and those who have participated in the national level sports/games competitions which are recognized by the India Olympic Association, the minimum percentage of marks in the Senior secondary examination (+2) shall be at least 45%.</p> <p>(b) Senior Secondary certificate of any other Board recognized by the Syndicate as equivalent to (a).</p> <p>Provided that a candidate admitted either under clause (a) or (b) Qualified in the Standard Efficiency Test at the time of admission to this course</p>
3.	B.Sc.-I (Home Science)	Passed +2 from recognized board with English as a compulsory subject.
4.	B.Sc.-I (Bio.- Tech.)	Passed +2 with 50% marks in Medical or Non-Medical science Group from recognized board

10. 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:-
Candidates with atleast 50% marks either in Bachelor's degree and/or in the Master's degree or any other qualification declared equivalent thereto, are eligible for admission to the programme. Any candidate with 49.9 or less marks would not be eligible.

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-

The reservation for SC/ST/OBC and other categories shall be as per the rules of the central Government/State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC candidates. Candidate with 44.9% marks or less would not be eligible.

11. ADMISSION TO B.P Ed. (Semester System) COURSE:-

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

- (a) Bachelor's Degree in Physical Education with **fifty percent** marks from Panjab University.
- Or**
- (b) Bachelor's Degree with Physical Education as an elective subject with fifty percent marks of another University recognized by the Panjab University.

Or

- (c) Bachelor's Degree in Physical education with forty five percent marks or Bachelor's degree with Physical Education as an elective subject with forty five percent marks and participation in national/All India Inter-university/Inter-university competitions in sport recognized by AIU or IOA.

Or

- (d) For deputed (in-service candidates i.e. trained physical education teachers/coaches) Graduate with forty five percent marks, at least three years of teaching experience.

Provided that a candidate admitted either under above clauses qualifies in the Standard Physical Efficiency Test, as defined by the Syndicate, at the time of admission to this course. Admission to this course and participation in atleast one game/sports at inter-college level.

12. **ADMISSION TO M.P Ed. COURSE:-**

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

- (a) Candidates who have obtained at least **fifty five percent** marks in the B.P.Ed. degree/or B.Sc. degree in Physical education, health Education and Sports from Panjab University are eligible for admission.

Or

- (b) Bachelor's Degree of Physical Education (after Graduation)/Post-Graduate Diploma in Physical Education of another University recognized by the Panjab University obtaining not less than 55% marks.

Or

- (c) A Bachelor's Degree of Physical Education(Four Years degree after 10+2) of any other University recognized by Panjab University obtaining not less than 55% marks.

Or

- (d) Any other qualification recognized by the Syndicate as equivalent to (a), (b) or (c).

Provided that a candidate admitted under any of the clauses (a) to (d) qualifies in the Standard Physical Efficiency Test.

13. **ADMISSION TO POST-GRADUATE COURSES:-**

- (A) The admission will be made strictly in order of merit. For admission to M.A.-1st 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%

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) ADMISSION CRITERIA FOR M.A./M.Sc.-I (Semester System):-

The Semester System be implemented in all the courses at Postgraduate level in the University and affiliated Colleges w.e.f. 2011-12 (Amended Syndicate Para 35 dated 30.4.2011).

(C) ADMISSION TO M.SC. (IT) Semester System COURSE.

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

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

OR

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

OR

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

(D). ADMISSION TO M.SC. IN NUCLEAR MEDICINE

A candidate who has passed B.Sc. with 50% marks from a recognized University with Physics, Chemistry or Chemistry & Biology as core subjects. Candidates having B.Sc. in Biophysics, Biochemistry Microbiology, Biotechnology, Pharmacy and Nuclear Medicine shall also be eligible for admission to the course.

(E). ADMISSION TO M.SC. IN MEDICAL PHYSICS:-

A candidate who has passed B.Sc. with 1st class from a recognized University/ Institution with Physics as an elective subject during all the three years of the B.Sc. candidates having recognized B.Sc. degree in Biophysics and Medical Physics will also be eligible.

(F) ADMISSION TO Microbial Biotechnology:-

A candidate must have qualified Microbiology as one of the subject in any of the year during his/her B.Sc./B.Tech./B.E. level. Detail Marks card must mention Microbiology as one of the subjects (Vide Syndicate Para 8 dated 28.2.2009)

(G). ADMISSION TO M.ED. IN EDUCATION TECHNOLOGY/ GUIDANCE & COUNSELING / GENERAL (DEPTT.).

A person who has passed a B.Ed. degree obtaining not less than 55% marks (50% for SC/ST candidates) + OCET shall be eligible to join the course.

(H). Admission to P.G.D.C.A.

- (i) Bachelor's degree of P.U. under 10+2+3 system of examination with at least 50% marks in any discipline.

OR

- (ii) B.E. / B.Tech.

OR

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

(I). 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

14. MIGRATION/DEFICIENT SUBJECT/S:

A candidate who has passed his/her 1st 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.

15. SUBMISSION OF REGISTRATION RETURNS: -

- (a) The last date for receipt of Registration Return of B.Ed./ M.Ed. Classes along with complete documents from the Principals/Chairperson of the Department of Education respectively be fixed within one month of the date of admission. (See Regulation 2 at Page No.148 of P.U. Calendar Vol-I, 2007).
- (b) 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 from the 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 1st year course should be sent in the Continuation Fee Return Performa in **hard copy format only.**

- (c) The Registration Return Performa 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 Performa.

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 (of the year following the admission)	: Rs. 2500/-

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 23 dated 29.05.2011).

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 proforma. 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.

NOTE:- 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.

- (d) The particulars of the students who are already registered with Panjab University be sent on Continuation Fee Return Proformae (G-623) after proper checking i.e. number of sanctioned seats and required percentage of marks in the lower examination as required under regulations alongwith prescribed Continuation Fee from each student, except B.A./B.Sc./B.Com. /B.B.A./B.C.A.-1st 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.

- (e) 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.
- (f) 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.
- (g) 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 (**follow Annexure-II**), 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 :-

Tibetan refugee students.

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

- (h) 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.
- (i) The Change in the Student's subject/Medium of Instructions/Option/ faculty is allowed within one month from the commencement 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.
- (j) 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.

16. 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. Course.

17. 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.

18. 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.

19. 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.

20. ENVIRONMENT EDUCATION & ROAD SAFETY:-

Environmental Education & Road Safety 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. The amendments/additions / certain deletion / Rules / Regulations for newly introduced courses which have been sent to the Govt. of India for approval are also available on the University web site.**
- (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 provisions of Calendar shall prevail; if it is rule latest syndicate decision shall prevail.

Sd/-
**Asstt. Registrar (R&S)
for Registrar.**

PANJAB UNIVERSITY, CHANDIGARH

Esttd. Under the Panjab University Act III of 1947 enacted by the Govt. of India

This is with reference to this office memo No. FDO/ 10/ 2056-2059 dated 25-03-2010 issued to the Dean College Development Council to issue necessary circular to all the Colleges affiliated to the Panjab University to make the payments to the University through internet/ RTSG mode. In pursuance of

the above communication most of the colleges have adopted the above payment methodology which has saved a lot of time and paper work.

Due to typographical error in the Account No mentioned against Sr. No. 1-13, one digit was left to be incorporated. The correct Account No is 10444978333.

In this connection, we are hereby again supplying you a fresh list of respective P.U. Current Accounts No. (s) with respective heads of Fees/ Fund as mentioned below:-

Sr. No.	Name of Funds/ Fees	Accounts No.	Concerned Deptt./ Branch	IFCS Code
1.	Examination fee (Annual / Semester System)	10444978333	Fee –Checking Branch (Income Section)	SBIN 0000742
2.	Registration Fee			
3.	Continuation fee			
4.	Late Fee			
5.	World University Service Fund			
6.	Service Tax/ Property Tax			
7.	Campus Cleanliness Charges			
8.	Affiliation Fee			
9.	Duplicate Pupin Card Fee			
10.	Enrolment Fee			
11.	Inter University Migration/ Duplicate Migration Fee			
12.	Inter College Migration/ Duplicate Migration Fee			
13.	Enrolment Fee of M. Phil			
14.	Youth Welfare Fund	10444978796	O.S. (S-IV)	SBIN 0000742
15.	P.U. Alumni House Fee	10444985192	Deptt. of Alumni	
16.	N.S.S. Fee	10444977918	O.S. (G&P)	
17.	Sports Fee	10444978151	Deptt. of Sports	
18.	Multi-Purpose Auditorium Fee	10444980295	O.S. (Income)	
19.	Student Holiday Home Fee	10444978446	O.S. (S-IV)	
20.	Rajiv Gandhi Bhawan Fee	10444985034	DCDC	
21.	Guru Teg Bahadur Bhawan Fee	10444978026	O.S. (S-III)	
22.	Girls Sports Hostel Fee	30994593914	Deptt. of Soprts	
23.	College Development Council Fee	10444985034	DCDC	
24.	University Sports Development Fee	1044498151	Deptt. of Sports	
25.	Foreign Student Welfare fund	10444984154	Dean, FSW	