



PANJAB UNIVERSITY, CHANDIGARH

HANDBOOK of INFORMATION-2024 MASTER OF BUSINESS ADMINISTRATION (MBA)



UNIVERSITY BUSINESS SCHOOL

Panjab University Regional Centre, Ludhiana – 141001 (INDIA)





Gandhi Bhawan, Panjab University

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MESSAGE



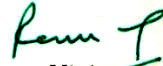
Professor Renu Vig
Vice-Chancellor

I warmly welcome the prospective aspirants seeking admission to the two-year (full-time) Master's in Business Administration (MBA) program at University Business School (UBS), Ludhiana, to an exciting innings of knowledge and learning. A Handbook of Information is not merely a prosaic compilation of rules and regulations; it is the announcement of a new beginning. The "Handbook of Information-2024" of UBS, Ludhiana is an important document containing useful information and forms for the help of aspirants seeking admission to MBA programme in the academic session 2024-25.

The University Business School, Ludhiana, established in 2007, is a foremost department of Panjab University, Chandigarh. It is well-known for providing best quality management education to budding managers. Its industrious and innovative faculty and students have led to the emergence of the B-School as a centre of excellence in management education. Its students are exposed to challenging assignments with an objective to develop their managerial acumen and entrepreneurial skills. The course curriculum and pedagogy are continuously updated to retain cutting-edge quality. UBS has created a niche for itself among the leading B-Schools of the country.

I, once again extend a warm welcome to all the aspirants joining our prestigious institute for pursuing Master's in Business Administration. I am confident that you will enjoy a congenial environment for nurturing your managerial skills and knowledge, while you also have a comfortable stay.

Wishing all the best for your journey into the World of Management!


(Renu Vig)

Telephone: +91 (172) 2541945 (Office), Fax: +91 (172) 2541022, E-mail: vc@pu.ac.in, Website: www.puchd.ac.in

MESSAGE



Professor Aman Amrit Cheema
Director

I feel pleasure to introduce University Business School, Ludhiana as a progressive Business School of Panjab University, Chandigarh. The Institute was established in the year 2007 and is in process of inducting 18th batch for its two-year full-time Management Programme with dual specialization of Marketing, Finance, Human Resource and Operations. The course curriculum is designed to ensure optimum exposure for the students to class based as well as industry-based learning environment.

The institute focuses on developing future business managers, who can successfully manage business operations and bring in productive innovations. Students are carefully trained and thoroughly educated in the essentials of business. The focus is on developing knowledge, sense of commitment and managerial skills. Experienced faculty members with excellent academic credentials ensure the balanced growth of students to enable them to emerge as effective business managers. I welcome all the aspirants seeking admission to MBA Programme at University Business School, Ludhiana and wish them all the very best for their future.

(Aman Amrit Cheema)

Telephone: +91 (161) 2443831 (Office), E-mail: dirpurcldh@pu.ac.in

MESSAGE



Dr. Shashi Kapoor
Coordinator

I am delighted to welcome you all to University Business School, Panjab University Regional Centre, Ludhiana. By the virtue of its focus on quality education, UBS Ludhiana has created milestones in very short span of time. The institute aims at making perfection a habit and transforming bright minds into leaders of tomorrow who uncompromisingly pursue excellence in all spheres. It is constantly striving to upgrade ability of the students through rigorous pedagogy which provides them exposure to outside world through Presentations, Case Studies, Industrial Visits, Live Projects, Guest Lectures, Seminars and Workshops etc.

It provides a collaborative learning environment designed to fuel the curiosity in students. All my faculty colleagues put their best efforts in equipping the students with strong academic concepts, analytical and decision-making skills required to be the leader in the dynamic world of business. I feel pleasure sharing this “Handbook of Information – 2024” which will provide all the necessary information to the aspirants seeking admission to MBA Programme at this Business School.

Welcome you all to UBS, Ludhiana family!!

A handwritten signature in blue ink, appearing to read 'Shashi Kapoor'.

(Shashi Kapoor)

Telephone: +91 (161) 2443831 (Office), E-mail: shashik@pu.ac.in

IMPORTANT DATES

Online Registration starts on:

January 18, 2024 (Thursday)

Last date for submission of information on website to generate login ID & password:

March 11, 2024 (Monday)

Last date for submission of Registration Fee:

March 15, 2024 (Friday)

Last date for submission of fee details and uploading of photographs and signature with rest of information:

March 18, 2024 (Monday)

Last date for submission of hardcopy of application form along with requisite documents in the office of Director, PURC, Ludhiana:

March 25, 2024 upto 4.00 PM (Monday)

Registration Fee:

Rs. 1000/- for (SC/ ST/ PwD category candidates)

Rs. 2000/- for (other than SC/ ST/ PwD category candidates)

NOTE: Candidates must submit the self-attested photocopy of CAT-2023 Admit Card and Result Card along with printout of Admission Form and other requisite documents.

UNIVERSITY BUSINESS SCHOOL

Panjab University Regional Centre, Ludhiana

University Business School (UBS), Panjab University Regional Centre, Ludhiana was established in the year 2007. The B-school is situated at Panjab University Regional Centre (PURC) Ludhiana, a city known as the Manchester of India. The MBA program offered by UBS Ludhiana, aims at providing quality management education. The specific objectives of the programme are to create comprehensive understanding of management concepts, familiarize the participants to the competitive business environment, inter-relate management concepts to the real-life situations, enhance analytical and decision-making skills and develop responsive managers. It lays equal emphasis on personality development and inculcates business ethics amongst the students. The institute's faculty is a rich blend of academic and practical experience. It has diverse pool of intellectual capital drawn from various fields, endowed with research, industry, and teaching experience. Guest faculty from premier institutions and corporate sector, having high academic credentials and industrial experience visit the department to support the efforts of core faculty.

Students at UBS, Ludhiana are empowered to conduct various activities on their own. Various committees and clubs have been formed by the students which make a significant contribution towards their overall development. Pedagogy followed here focuses on exposing the students to optimum blend of class based and industry-based learning environment.

PLACEMENT FACILITY

Placement Cell of the institute is involved in promoting industry-students interface and to facilitate the recruitment process by managing the various stages of interaction between students of the institute and prospective employers. A team of students manage all the placement activities under the guidance and coordination of a faculty member as Placement Co-ordinator. The students of previous batches have secured placements with the companies of repute like Tata Power, The Federal Bank, HDFC Bank, ITC Limited, Aviva Life Insurance, SEL, CTI Ship Broker, Mahindra & Mahindra Financial Services Ltd, Airtel, Vardhman Textile Ltd, Jaro Education, Mrs. Bector food specialists (Cremica), Kotak Mahindra Bank, Axis Bank, HDFC Life, APL Apollo Tubes, Step Up Placements, IIFL, Wazabe, Go2o Technologies and Eastman Group etc. through Campus Placements. For the Summer Placements, the companies like Nestle, Vardhman, Encore Shipping, Airtel, ONGC, NTPC, Sawraj Mazda, NASSCOM and DLF etc. have selected our students.



ELIGIBILITY CONDITIONS FOR ADMISSION

Master of Business Administration (MBA)

THE MINIMUM ELIGIBILITY CRITERIA FOR ADMISSION WOULD BE AS FOLLOWS:

- a) i) A Bachelor's Degree in any discipline of the University or a degree of any other University which has been recognised by the Syndicate as equivalent thereto with not less than 50% marks (45% for SC/ST/BC/PwD) in the aggregate. Provided that in the case of candidates having Bachelor's degree of the University through Modern Indian Languages [Hindi/Urdu/Punjabi (Gurmukhi script)] and/or in a Classical Language (Sanskrit/Persian/ Arabic) or degree of any other University obtained in the same manner recognised by the Syndicate, 50% marks in the aggregate shall be calculated by taking into account full percentage of marks in all the papers in Language excluding the additional optional paper, English and the elective subject taken together.
OR
- ii) A pass in the final examination conducted by the (a) Institute of Chartered Accountants of India or England, (b) Institute of Cost and Works Accountants of India or England, or (c) Institute of Company Secretaries of India.
OR
- iii) AMIE Examination with 50% marks or more after having passed the diploma examination with 60% marks or above and have at least 5 years research/teaching or professional experience.
AND
- b) Candidate must have appeared in CAT-2023, followed by appearance in Group Discussion and Personal Interview.

IMPORTANT NOTE: Whether in the General Category or in any of the reserved categories, a candidate must fulfill both the criteria given in (a) and (b) above to be eligible for admission.

FEE STRUCTURE

(Subject to approval of competent authority)

1. Other than NRI

Rs.1,03,285/-* payable through Demand Draft in favour of **The Registrar, Panjab University, Chandigarh, payable at Chandigarh** at the time of admission, towards payment of the tuition fee and other university charges for Ist Semester. Fee installment of Rs.96,740/-*, Rs.1,03,315/-* & Rs.96,740/-* for MBA IInd, IIIrd & IVth Semester respectively is to be deposited on the dates, as and when notified by the University.

Further, candidate will have to deposit Rs. 30,000/- (Rs.15,000/- per year) by Demand Draft in favour of **MBA SFC LDH payable at Ludhiana**, towards placement activities, guest lecturers, industrial visits and other students' related activities and development work.

2. NRI

For NRI candidates, the total fee is US\$ 6,000* per year. This consists of tuition fee US\$ 5,400* and Student Development Fund (Non-refundable) of US\$ 600* per year, Registration fee US\$ 680* (or US\$ 460*) will also be charged from those who have passed the qualifying examination from a university or institution other than Panjab University. Fee is to be paid through Demand Draft in favour of **The Registrar, Panjab University, Chandigarh, payable at Chandigarh**.

Further the candidate will have to deposit Rs. 30,000/- (Rs.15,000/- per year) by Demand Draft in favour of **MBA SFC LDH payable at Ludhiana**, towards placement activities, guest lecturers, industrial visits and other students' related activities and development work.

*** NOTE: Fee Structure for the session 2024 - 2025 has not been finalized by the University as on date and is subject to change. Final fee structure will be put on the website of UBS Ludhiana. The candidate will have to pay the exact amount as per PU fee structure prevailing at the time of admission duly approved by PU authorities. Changes can be made in the existing rules, according to rules as given in the "Handbook of Information & Rules for Admissions 2024" of the Panjab University, Chandigarh.**

NUMBER OF SEATS

57 Seats + 9 Seats (For NRI) + 3 (For Foreign National)

Category wise break up of seats

CATEGORY	NUMBER OF SEATS
GENERAL	30
SCHEDULED CASTES	9
SCHEDULED TRIBES	4
BACKWARD CLASSES	3
PERSONS WITH DISABILITY	3
SPORTS	3
DEFENCE	3
RIOT/TERRORIST VICTIM	1
FREEDOM FIGHTER	1
ADDITIONAL SEATS*	
DEFENCE SPONSORED OFFICER	1
WARDS OF KASHMIRI DISPLACED PERSONS	1
ONE GIRL CHILD OUT OF THE ONLY TWO GIRL CHILDREN (OGC)	2
CANCER/AIDS/THALASEMIA PATIENTS	1 EACH
RURAL AREA STUDENTS	2
BORDER AREA STUDENTS	1
YOUTH FESTIVAL	1
NRI	9
FOREIGN NATIONAL	3

* Additional seats are over and above the total sanctioned seat(s) and Subject to approval of the competent authority

Requirement of 75% attendance subject-wise for theory and practical subjects for academic session 2024-25.

Ragging is strictly prohibited. Guilty will be punished with fine and/or expulsion from the hostel/ university. It is compulsory for each student and parent to submit online undertaking at:

www.antiragging.in

UNIVERSITY IS SMOKE FREE
CAMPUS

SMOKING AND DRUG ABUSE IS
PROHIBITED

ADMISSION PROCESS

- Admission for this course will be made on the basis of merit determined by scores of the candidates in Common Admission Test (CAT) 2023 conducted by IIM, Bangalore followed by Group Discussion and Personal Interview (GD & PI). All candidates aspiring to apply for MBA Programme at UBS, Ludhiana must take Common Admission Test (CAT) - 2023 conducted by the IIM, Lucknow. The candidates are advised to visit UBS, Ludhiana admission website <http://ubsldhadmissions.puchd.ac.in>, for detailed instructions & procedure for participation in the admission process. **The hard copy of the application along with necessary documents should reach Director, University Business School, Panjab University Regional Centre, Civil Lines, Ludhiana - 141001 latest by 25th March, 2024 upto 04:00 p.m.** Thereafter, no application shall be accepted. Panjab University shall not be responsible for any postal delay in delivery or loss in transit of application form.
- The candidates will be called for Group Discussion and Personal Interview on the basis of their score in the CAT-2023.
- The number of candidates to be called for Group Discussion and Personal Interview on the basis of merit in CAT – 2023 will be equal to eight times the total number of seats in each category or the total number of eligible candidate, whichever is lower.
Explanation: While working out the percentage of seats in the reserved category (refer to guidelines for percentage of reserved/open seats), if the number arrived at contains a fraction, the same shall be resolved as follows:-If the fraction is 0.5 or more, it shall be rounded off to 1; if it is less than 0.5, it shall be ignored. This shall, however, not affect the total number of seats in the General Category. To ensure this, if the total number of seats after making this adjustment, exceeds the prescribed number fixed for the course, the necessary additional seats shall be created with the prior permission of the D.U.I./ Vice-Chancellor, such seats, if created, shall be treated as additional only for the year in question. The additional seats, if required to be created, shall be created only for the reserved category and not for the general category. Such additional seat, if remains unfilled, will not be converted to general category.
- The Group Discussion and Personal Interview of the shortlisted candidates will be held at University Business School, Panjab University Regional Centre, Ludhiana. The invitation for attending GD/PI and schedule of GD/PI would be put on <http://ubsldhadmissions.puchd.ac.in> only. Alert about the schedule of GD/PI would be sent to the registered email address of the candidates. No other communication shall be made in this context.
Attendance in Group Discussion and Personal Interview is a must. If any candidate does not attend any one of the components, GD or PI, his/her candidature shall stand cancelled.
- Final Merit List of all the candidates called and appeared or GD& PI will be prepared category-wise on the basis of their combined aggregate score in the CAT-2023, Group Discussion and Personal Interview.
- The weightage for CAT, Group Discussion and Personal Interview for preparing the final Merit List for admission will be as follows:

Written Test (CAT)	85% (of CAT 2023 PERCENTAGE SCORE & NOT PERCENTILE)	
Group Discussion	7.5%	
Personal Interview	7.5%	

In case of a tie, the following rules would apply:

- (i) A candidate getting higher percentage in the qualifying examination shall rank higher in order of merit.
- (ii) That if the marks in the qualifying examination are also the same then the candidate obtaining more marks in the immediate lower examination shall rank higher in order of merit.
- (iii) That if two or more candidates secure equal marks in (i) & (ii) above, the candidate senior in age shall rank higher in order of merit.

Note: When the provisional list of the candidates (based on merit) is displayed on the notice board, the Director shall mention the fact that this list is subject to change on account of improvement of result of the qualifying examination wherever applicable. The new result must be presented at the time of interview/ operationalization of the waiting list.

Admissions shall be made strictly on the basis of merit.

- 7. The eligibility of a candidate shall be provisional at every stage of the admission process. It will be the responsibility of the candidate to ensure his/her eligibility and fulfillment of various conditions for admission as prescribed in the Rules / Regulations of the University. Admission can be cancelled at any stage in case the candidate is not found to be eligible.
- 8. (a) The final combined category-wise result of the candidates is expected to be notified in June-2024 (tentative). Information about the counselling date(s) for admission shall be displayed on UBS Ludhiana website and the candidates are advised to regularly browse UBS, Panjab University Regional Centre, Ludhiana website **<http://ubsldhadmissions.puchd.ac.in>**.
(b) Candidates shall have to fulfill the eligibility conditions at the time of admission, failing which their candidature shall not be considered for admission even after they have gone through all the stages of the admission process. During the counseling, candidate is required to appear personally for counselling. However, in case a student has to appear in a final examination or is facing an extreme hardship, he/she has to seek permission of the **Director, UBS, Panjab University Regional Centre, Ludhiana** in advance, with documentary evidence. Further, he/she can send an authorized representative carrying a notarized authority from the candidate with authentication of the signature of the authorized representative. Admission to MBA, will be offered strictly according to the combined Merit List. The candidates appearing in their final degree examinations/qualifying examinations whose result is not declared at the time of counseling shall be admitted provisionally subject to submission of the result of the qualifying examination positively by **August 31, 2024 or any such date notified by the P.U. authorities*** for submission of documents.
- 9. (a) Information about the seats falling vacant, if any, after start of the classes and counseling date(s) to fill up these seats shall be displayed on the admission website: **<http://ubsldhadmissions.puchd.ac.in>** **CANDIDATES ARE ADVISED TO BROWSE WEBSITE <http://ubsldhadmissions.puchd.ac.in> REGULARLY FOR UPDATES.**
(b) The seats of those candidates' who are admitted provisionally and fail to submit the result of the qualifying examination by **August 31, 2024 or any such date notified by the authorities*** with the permission of the Vice- Chancellor, by 12.00 noon, shall stand cancelled without any notice. Resultant vacant seat/s, if any, shall be filled strictly according to the merit from those who are present at 04.30 p.m. on that day. Information about the seat/s falling vacant due to the non- submission of the result of the qualifying examination or any other reason on last date **which is likely to be August 31, 2024 or any such date notified by the authorities*** will be displayed on online Notice Board only. It is the candidates' responsibility to be present in University Business School, Panjab University Regional Centre, Ludhiana, during counseling and keep a watch for such vacant seats.

*** Final date yet to be communicated by PU Authorities.**

10. For admission to Sports Category please see the detailed guidelines for admission to reserve category of sport at Page 20-28.
11. In Defence Category, all the applicants fulfilling the eligibility conditions (i.e. the minimum eligibility criterion for admissions) shall be ranked according to the criteria specified at **Clause VI (refer to Guidelines for percentage of Reserved/ General seats at pages 13-19)**. Out of these candidates, the number of candidates to be called for GD & PI shall be eight times the number of seats in this category or the total number of eligible candidates whichever is lower. In case of a tie, the combined score of CAT-2023 and GD & PI would be used for deciding the candidate to be admitted.
12. NRI candidates not in India at the time of the CAT-2023 and thereby unable to avail of the above admission process (subject to the condition that he/she has filled the online application form) shall be required to submit valid scores of GMAT, which will be treated at par with the combined score of online CAT-2023 conducted by IIMs, Group Discussion and Personal Interview conducted by University Business School, Panjab University Regional Centre, Ludhiana.

SUBMISSION OF DOCUMENTS

The candidates under reserved categories must submit the necessary certificate(s) required by the University in the prescribed proforma given in the Handbook of Information 2024 along with their Admission Form (Pages 29-51)

CANCELLATION OF SEATS / ADMISSION

Admission of all such students who fail to attend at least 33% of the total lectures delivered and practicals held in all the papers during the first 10 working days from the start of teaching work in the course concerned shall be cancelled by the Board of Control/Joint Admission Cell after following the procedure given below:

- a. By the 12th day after the start of classes for a particular course, the names of those students who fail to attend at least 33% of the total lectures/tutorials /practicals etc. shall be put up on the Notice Board and Online Notice Board of the Department and also send a copy of the same to the office of the DUI. Within 4 days of the date of such notice, a student who is short of attendance may give in writing the reasons for his/her absence from the classes.
- b. If a student does not submit an application in writing within the prescribed time as stated above, or the reasons adduced by the student in his application are not found to be sufficient and justified in the opinion of the Board of Control his/her admission shall be cancelled.
- c. All the seats thus falling vacant shall be filled strictly in the order of merit from the waiting list or through subsequent counseling before the expiry of the last date fixed for admissions by the University.
- d. When the admission of the student is cancelled as stated above, the Department shall display on the Notice Board and online Notice Board, the list of the person(s) next in the waiting list and make admissions accordingly.
- e. Approval of cancellation of admission and permission to fill up the cancelled seat(s) to be sought from the DUI.

NOTE: It is obligatory on the part of Departments to display vacant seats on the Online Notice Board of the Department. The candidates are advised to regularly browse the website.

MIGRATION

Migration from any other Business School/University/College **shall not be allowed.**

GUIDELINES FOR PERCENTAGE OF GENERAL / RESERVED SEATS*

IMPORTANT NOTE

The number of seats in each course offered in the Teaching Departments, as announced in the Admission Notice/s, shall be strictly adhered to, except for such minor adjustment as may be necessary on account of rounding off fractions to accommodate reservations, as given below:-

- 1) **53.5%** of the seats shall be treated as belonging to the **General Category**.
- 2) **46.5%** seats shall be treated as belonging to the **Reserved Category**, as per details given below:
 - (i) **15%** for candidates belonging to the **Scheduled Castes**.
 - (ii) **7.5%** for candidates belonging to the **Scheduled Tribes**
 - (iii) **5%** for candidates belonging to **Backward Classes**.

The above reservation shall be subject to the following conditions:

- a) The number of students admitted on merit of General Category shall not be included in the number of seats reserved;
- b) Members of Scheduled Castes / Scheduled Tribes and Backward Classes shall be allowed a concession of 5% marks for admission to the course in which a certain percentage of minimum marks has been prescribed provided they have obtained minimum pass marks prescribed by regulations;
- c) In case the seats earmarked of Scheduled Castes/Scheduled Tribes remain unfilled, a further relaxation in marks may be given, in order of merit inter-se amongst the candidates themselves, so that all the reserved seats are filled by candidates belonging to these categories. This, however, will not apply for M.B.B.S admissions: and
- d) A Scheduled Caste/Scheduled Tribe person on migration from the State of his origin will not lose his status as Scheduled Caste / Scheduled Tribe but he/she will be entitled to the concessions/benefits admissible to the Scheduled Castes / Scheduled Tribes from the State of his origin and not from the State where he has migrated. [Regulation 29.1, P.U. Cal. Vol. 1, 2007 (Page 168)].
- (iv) **5%** seats will be horizontally reserved for persons or class of **persons with disability (PwD)**¹ out of which 1% each shall be reserved for persons suffering from the disabilities specified under the RPWD 2016 Act:

1. Physical Disability

- | | |
|-----------------------------------|---|
| A. Locomotor disability: | a) Leprosy cured persons b) Cerebral palsy c) Dwarfism d) Muscular dystrophy e) Acid attack victims |
| B. Visual impairment: | a) Blindness b) Low vision |
| C. Hearing Impairment: | a) Deaf b) Hard of Hearing |
| D. Speech and Language disability | |

¹ Claimant in this category should be capable of pursuing the course for which the admission is sought. The Persons with Benchmark Disability (as per section 2(r) of the Rights of Persons with Disabilities (RPWD) Act 2016 should have a minimum of 40% disability duly certified by the Medical Board of District/State/UT/Medical Institution of National Importance. Such certificate shall be further certified by the Medical Board of the Panjab University Health Centre

***Subject to Change**

5. Son/daughter/spouse of serving Defence Personnel and CAPF who are wholly dependent on them.
6. Ex-Servicemen.
7. Serving Defence personnel and CAPF personnel

Note: Except in the case of admission to evening courses, categories 2, 4 and 5 under 2 (b)(vi) will not be considered, since the term “wholly dependent” will exclude such persons as are 'employed' or 'self-employed'.

- (vii) 2% for Sons/Daughters/Husband/Wife/ Brother/Sisters of persons killed / incapacitated in November 1984 riots and of persons killed/incapacitated in terrorist violence in Punjab and Chandigarh. A Certificate from the District magistrate to this effect must be submitted by the candidate. Migrant Card alone is not enough vide syndicate para dated 17th June, 2018.

Note: In case there will be any amendment/change in the existing clause, the same shall be notified and communicated to all concerned departments by the Deputy Registrar (Colleges).

- (viii) 2% for the Children/Grand Children of Freedom Fighters who have been sanctioned pension by Central/State Government or awarded Tamra Patra by Government of India (Syndicate Para 15, dated 30-5-1997) or those who have been certified to be Freedom Fighters by the Central/State Govt.
- (ix) Any other statutory reservation as prescribed by the Govt. of India, if any.

Additional Seats including NRI (Non-Convertible):-

(a) Wards of Kashmiri Migrants and Kashmiri Pandit/ Kashmiri Hindhu Families (non-migrants living in Kashmir Valley)

- i. Relaxation in cut-off percentage upto 10% subject to minimum eligibility requirement.
- ii. Increase in intake capacity upto 5% course-work.
- iii. Reservation of at least one seat in merit quota in technical/professional institutions.
- iv. Waving off domicile requirements.

Note: Seats in the above listed course is subject to the norms of Regulatory bodies.

Documents Required:-

- a. A candidate seeking admission against this seat is required to produce a certificate from an authorized Government Officer (i.e. Relief Commissioner/ Deputy Commissioner of the concerned district/area) to the effect that the candidate is a ward of Kashmiri displaced person.
- b. Proof of current residence (such as Ration Card/Photo Identity Card issued by the Election Commissioner /Driving License/Aadhaar Card/Passport etc.)
- c. The admission of a candidate against this category shall be provisional subject to verification of his/her above mentioned certificates by the competent authority (vide syndicate para 4, dated 13.07.2020)

(b) Wards of Martyrs/permanently disabled in Kargil War*

Concession be given for admission to various courses in Educational Institutions up to academic year 2024-2025 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:

1. 1% seats with minimum of 1 seat in the Departments except in partially financed/self-financing courses.
2. Exemption in fee.
3. Exemption in hostel fee.

(c) One Girl Child out of the only two girl Children

- 1.) Two additional seats per unit per course subject to maximum limit of four (4) out of the two girl children from the session 2015-16 are created for admission to a given course in the Panjab University Teaching Departments, Regional Centres provided they are otherwise eligible from all angles. The additional seats will be only for those girl Children who are either a single girl child of her parents or one amongst the only two girl Children with no male Child. The additional seat will be available to only one of the two girl children of a couple.

2.) An undertaking to be obtained from the parents of the girl children declaring therein that the benefit of this scheme is being claimed for only One Girl Child out of the two girl Children and the parent shall not claim the same for the 2nd girl child elsewhere in future. The specimen of the certificate is enclosed.

(d) Cancer, AIDS and Thalassemia

One additional seat each for the student suffers from Cancer, AIDS and Thalassemia has been allowed for admission in each course in the Panjab University Teaching Departments, Regional Centres subject to the condition that the candidate seeking admission under each of these categories if otherwise eligible from all angles. The claimant candidate will have to submit a certificate as a proof from the National Medical Institute like PGI, AIIMS etc. in support of his/her claims.

(e) Two Seats for Rural Area Students

Only those candidates will be considered in this category, who have passed their Matriculation and +2 examination from those rural schools that do not fall in the area of the Municipal Corporation / Municipal Committee / Small Town/Notified Area/Cantonment Area. A candidate claiming such benefits will have to produce a certificate from the D.E.O./Principal of the concerned institute of the area certifying that the school from where the candidate has passed the Matriculation and +2 examinations falls within the aforesaid rural area.

(f) One seat for Border Area Students

The Border area students shall mean those candidates who have passed the matriculation class from a school situated in border area and 12th class from a school situated in any other area. A candidate claiming such benefit will have to produce a certificate from the Tehsildar or the Principal/ Headmaster/Head of the School certifying that the School from where the candidate has passed the matriculation falls within the aforesaid Border area.

(g) One Seat for Youth Festival

In all the teaching courses (except the courses governed by AICTE/NCTE/BCI /MCI/DCI etc.) being run in the Panjab University Campus including constituent colleges / regional centres/affiliated colleges, one additional seat is reserved per unit for those candidates who have excelled and outperformed by their participation in the Youth Festivals. The candidate availing the aforesaid facility must fulfill the eligibility condition for admission to the particular course. For those courses to which the admission is to be done on the basis of entrance test, the candidate must have passed the entrance test. The selection of such candidates for admission to various courses at PU Campus/regional centres /constituent colleges/affiliated colleges, will be made by the respective admission committees. For recommending admission on the basis of youth festival participation, admission criterion will be fixed on the basis of merit as mentioned below and upon the verification of the original certificates of those candidate, who :

- (A) have presented an item in an international cultural festival approved by Punjab Govt./ Govt. of India / Panjab University.
- (B) have got distinction in All India National Inter University Youth Festival organized by AIU / Govt. of India
- (C) have got distinction in North Zone Inter University Youth Festival organized by AIU.
- (D) have secured first/second/third position in Inter University Youth Festival organized by Govt. of Punjab/any State or Central University.
- (E) have secured first/second/third position in Panjab University Inter Zonal Festival.

- (F) have secured first /second/third position in Panjab University Zonal festival
- (G) have secured first/second/ third position in state level competition of State School Education Board of Punjab/Haryana/HP/or CBSE/ICSE or any other recognized board
 - Category A is considered as highest category followed by B, C onwards.
 - Preference will be given to the candidate who represented Panjab University Chandigarh in A, B, C and D Categories.
 - Achievement(s) only during the preceding 3 years of the year of the admission will be considered.
- In case two or more candidate have equal position at equal level then:
 - i. Position secured in an individual item shall be rated higher as compared to as a team.
 - ii. The eligibility of the candidate for participation in university youth festivals, in future, may also be considered.
 - iii. Academic record may be considered in case of tie between two or more candidate.

In case of any ambiguity, the related certificates be got verified from the Department of Youth Welfare through the concerned Chairperson / Principal / Head etc. The candidate admitted on the basis of youth festival additional quota seats shall have to give an assurance to the university authorities that during the duration of the course the candidate will participate in the activities associated with his item and will not create any kind of indiscipline. The admission committee will assess the participation of the candidate and in case the candidate does not fulfill the requirements, his admission may be cancelled. However, exemption can be given because of a special reason like sickness or any other unavoidable reason in Inter Varsity Youth Festivals, National Festivals and International Festivals.

(h) **Categorization of International / NRI Students**

A foreign national may seek admission in any of the courses being offered by the university through the International Students office under any of the following categories:

- (i) Candidates with nomination / sponsorship by any foreign State, Embassy or authority in India under a Study in India / Exchange Programme, etc.
- (ii) Foreign nationals or their wards who are self-financed students (not seeking admission through a mode as mentioned in (i) above).
- (iii) Non- resident Indians or their Wards (not seeking admission through a mode as mentioned in (i) above).

The definition of the terms, "Foreign Nationals, Non-resident Indians and Wards" be considered as under:-

1. **Foreign Nationals:** Foreign Nationals holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries are included as foreign students. Provided any subsequent changes in the definition as may be notified by the Government of India shall have the same latest meaning respectively assigned to them. The other expressions not defined herein shall have the meaning as may be assigned in any subsequent notification of the Government of India.
2. **Non-resident Indians:** A person shall be deemed to be Non-resident Indian for seeking admission in Panjab University if she/he fulfils the criterion (as amended from time to time) for status of NRI under Income Tax Act, 1961, in the year in which he/she seeks admission in Panjab University. As per Income Tax Act, 1961 the present criterion for determination of status of NRI is as follows:-
 'Non-resident Indian' is an individual who is a citizen of India or a person of Indian origin and who is not a resident of India. Thus, in order to determine whether an Individual is a non-resident Indian or not, his residential status is required to be determined under Section 6. As per Section 6 of the Income-tax Act, an individual is said to be non-resident in India if he is not a resident in India and an individual is deemed to be resident in India in any previous year if he satisfies any of the following conditions:-
 - I. If he is in India for a period of 182 days or more during the previous year; or

- II. If he is in India for a period of 60 days or more during the previous year and 365 days or more during 4 years immediately preceding the previous year. However, condition No. 2 does not apply where an individual being citizen of India or a person of Indian origin, who being outside India, comes on a visit to India during the previous year. A person shall be deemed to be of Indian origin if he, or either of his parents or any of his parents or any of his grand-parents, was born in undivided India.

3. Wards of Foreign Nationals and NRIs:

- (a) A student who seeks admission as a ward of Foreign National or Non-resident Indian should be in a first degree / blood relationship with foreign national or Non-resident Indian. The term first degree / blood relationship includes (a) spouse (b) children (natural / adopted / foster) (c) real brother and sister of father i.e. real uncle and real aunt (d) real brother and sister of mother i.e. real maternal uncle and maternal aunt (e) father and mother of father i.e. grand - father and grandmother (f) Father and mother of mother i.e. maternal grand-father and maternal grand-mother (g) first degree-paternal and maternal cousins.

Eligibility and Admission Criterion:

- (i) The students who will be admitted against the NRI quota should have the basic qualification fixed by the respective regulatory body i.e. Medical Council / Dental Council / Bar Council of India / Pharmacy Council of India for admission in Medical / Dental / Law graduate / post graduate courses. The Rules of respective Regulatory Bodies shall apply as amended from time to time.
- (ii) The candidates seeking admission to any course must meet the eligibility criteria of that particular course as mentioned on the website of respective department/ Handbook of Information of Panjab University.
- (iii) The International students from Non-English Speaking Countries are required to submit a certificate of IELTS Academic score (atleast Band 5) or TOEFL score (atleast 60).
- (iv) The candidates seeking admission to Post Graduate courses are required to produce the certificate of Graduate Record Examination (General) or GMAT score. For M. Pharm. Degree, non GPAT candidates with 55% marks in B. Pharm. is also eligible.
- (v) Admission to all Engineering courses against NRI quota in the University Institute of Engineering & Technology (UIET), University Institute of Chemical Engineering & Technology (UICET) and P.U. Regional Centre, Hoshiarpur shall also be admissible through Direct Admissions Students Abroad (DASA) w.e.f. the academic session 2018-2019.
- (vi) For admission University School of open learning USOL: Foreign Nationals working in the foreign missions in India and their dependents residing with them, subject to the condition that before submitting their Admission cum Examination Form, they are required to obtain Eligibility Certificate from the Registrar, Panjab University. Foreign students who have passed B.A./ B. Com Part-I Examination from this University, shall be allowed to complete the remaining parts of these courses through USOL, even while staying in their respective countries, subject to the number of chances available in the respective examinations as provided in the Regulations.
- (vii) The candidates shall compete amongst themselves for admission to various courses. Their inter-se merit shall be determined on the basis of the score obtained in SAT-II, GRE, GMAT.
- (viii) A candidate once admitted as NRI candidate in an undergraduate course shall be covered under the definition of NRI for subsequent admission to any course at Panjab University.
- (ix) Candidates who take admission under the NRI quota and are promoted from Undergraduate to Postgraduate course in the Hons. School framework (ongoing program) shall not be allowed to change their category.
- (x) A candidate admitted under NRI quota may change his/her admission to a vacant seat provided the candidate falls within the merit of admitted candidates in General or Reserve Category and has also applied for the same.
- (xi) NRI candidates shall have to comply with any other requirements prescribed by the Govt. of India and Panjab University from time to time.
- (xii) For admission to B.P.Ed. and M.P.Ed. (Physical Education), a candidate will be required to undergo mandatory Physical Efficiency Test. The scores of Physical Efficiency Test will be counted for determining merit.
- (xiii) Foreign Nationals and NRI candidates shall provide the following certificates/ documents: -
- a) The Foreign Nationals and NRI students wishing to join any of the University Teaching Departments at Panjab University for the first time are required to obtain an eligibility certificate from the Deputy Registrar (General), Panjab University, Chandigarh or Academic certificate of passing there qualifying or equivalent examination approved by the association of India Universities (AIU)/Commonwealth Universities/ International Association of Universities (IAU) as equivalent to the corresponding Indian Degrees/Certificates.

b) Test score of Scholastic Aptitude Test-II (SAT-II)/GRE/GMAT/TOEFL/IELTS ETC. (if the qualifying examination is not passed from India).

c) The Foreign students admitted are required to fill up Foreign Student Information system (FSIS) Form complete in all respects, along with copies of Passport and Visa and submit to the office of Dean International Students, Panjab University, Chandigarh. This form is an urgent requirement of the Foreign Registration Office (FRO), Sector-9, Chandigarh and the candidate has to report to the Foreign Registration Office (FRO) within fourteen days of arrival in Chandigarh, with the number generated after the online submission of this form. Foreign Students Information System (FSIS) is to be submitted by hand by the candidate and the FSIS No. will be issued by this Office personally to the students.

d) Foreign Students Welfare Fee @ Rs.1500/- per student. Each NRI/Foreign Student is required to submit the same in cash, which may be deposited with the Extension counter, State Bank of India, Administrative Block, Panjab University, Chandigarh. Original Receipts of the fee deposited is to be submitted to the office of the Dean International Students along with Registration Form (To be submitted after Confirmation of Admission).

(xiv) The seats of Foreign Nationals and NRI are 'Inter-Changeable'. That is, if sufficient number of eligible candidates are not available to fill up the seats of NRI, seats may be filled up from among the eligible candidates belonging to Foreign Nationals, and vice-versa. The conversion of seats shall be done after second counseling for NRI/Foreign National or after exhausting the waiting list of NRI/ Foreign Nationals. In case, the number of eligible Foreign Nationals seeking admission exceeds the number of seats available, the Vice-Chancellor, Panjab University may be authorized to sanction additional seats to the Foreign Nationals only.

(xv) Candidates belonging to NRI (for all the under mentioned categories taken together) who fall in one of the following categories shall be admitted in the following order of precedence:

1. NRI candidates;
2. Wards of NRI candidates;
3. NRI candidates who have not appeared in the entrance Test. In case of regulatory body, if permitted by the said regulatory body;
4. Wards of NRI candidates who have not appeared in the entrance Test. In case of regulatory body, if permitted by the said regulatory body.

(xvi) Foreign Nationals/NRI candidates seeking admission to the concerned course are required to compete amongst themselves for the seats for them by appearing in the Entrance Test (wherever applicable) if they are in India, i.e., those living abroad at the time of entrance test will be exempted from the entrance test. However, those who have passed the qualifying examination from India, will not be exempted from the entrance test.

Explanation for Calculation of category-wise seats and rounding off of fraction:

While working out the percentage of seats in the Reserved Categories as given above, if the number arrived at contains a fraction, this shall be resolved as follows :-

If the fraction is 0.5 or more, it shall be rounded off to 1; if it is less than 0.5, it shall be ignored. This shall, however, not affect the total number of seats in the General Category. To ensure this, if the total number of seats after making this adjustment, exceeds the prescribed number fixed for the course, the necessary additional seats shall be created with the prior permission of the D.U.I./ Vice-Chancellor. Such seats, if created, shall be treated as additional only for the year in question.'

Illustration: In a course which has 35 seats, the distribution of seats among the various Categories will

General	SC	ST	BC	Sports	Defence	Persons with Disability	Riot/ Terrorist Victim	Freedom Fighter	Total
53.5%	15%	7.5%	5%	5%	5%	5%	2%	2%	100%
19	5	3	2	2	2	2	1	1	37

The total number of seats is increased to 37 (as above), the 36th and 37th seats will be treated as additional seats in the course for that year only. The additional seat, if required to be created, shall be created only for the Reserved Category and not for the General Category. Such additional seat, if remains unfilled, will not be converted to General Category.

GUIDELINES FOR ADMISSION TO THE RESERVED CATEGORY OF SPORTS

Five percent seats of the total number of seats in each course are reserved under this category. No benefit on the basis of sports shall be given to candidates who did not apply for the admission under reserved category of sports:

1. Each candidate applying for admission in this category shall, along with the admission form, will submit following documents to the concerned department and photocopy of one complete set of admission form, along with the all relevant documents after paging all the documents, will submit in the office of the campus Sports, (Gymnasium Building), P.U. Chandigarh before the last date of submission of Form. The candidate has to submit the form complete in all respect within stipulated date in the concerned department and in the Campus Sports department.
 - a) Self-attested photocopies of Gradation certificate issued by concerned State Sports Department and Sports Certificates.
 - b) Self-attested photocopies of Class 10th and Class 10+2 and Bachelor's Detailed Marks Certificate
 - c) Undertaking of sports achievements (**Annexure-I**) and attendance in sports grounds (**Annexure - II**)
2. The DUI has the authority to cancel admission at any time, if it is found that the candidate has obtained such admission on the basis of a false certificate or incorrect statement/record.
3. Reservation under Sports Category is meant only for those active sportspersons⁷ who participate in the Campus, University, State, National, International level sports tournaments. Such students will be considered for admission only if:
 - i) Their achievement in sports relates to their activities in any of the four years immediately preceding the year of admission⁸ (relaxable to 5 years in exceptional cases, on merit, for outstanding sportspersons⁹).
 - ii) They are otherwise also eligible for participation in Inter College, Inter University tournaments. Candidates applying for sports quota must also be eligible on the basis of age to participate in Inter University Competitions representing Punjab University for the next one year of their course duration.
 - iii) The Candidate qualifies in the Sports trials in the concerned game. It is essential to qualify the Skill and Game Performance Test to be eligible for verification of original sports certificates for awarding marks. The sports merit will be prepared as per Criteria given in **Annexure-V**.
 - iv) No document will be accepted after the last date of submission of Admission Form by the Campus Sports Department. However, in case any sportsperson achieves any achievement up to **June 30, 2024**, he/she may submit supplementary copy of the document to the Campus Sports Department along with additional Undertaking.
 - v) Sports participation in the same game in two different competitions is essential for the candidates seeking admission under this category within the prescribed period of four years i.e. from **1st July, 2020 to 30th June, 2024**).
 - vi) The games for which Panjab University seeks its claim for award of points for MAKAT Trophy (Maulana Abul Kalam Azad Trophy) to be awarded by Association of Indian Universities for the preceding year of the admission year will be considered as eligible sports disciplines for admission under reserved category of sports.

⁷ Means a person attending the grounds regularly so as to appear himself/herself for participation in the Inter College and Inter University tournaments. However, his/her age fall within the age group which is eligible for participation in Inter College/Inter University Competition.

⁸ Preceding four years means from **1st July 2020 to 30th June, 2024**

⁹ A person getting any of the first three positions of represented India in the Olympic Games/Paralympics Games/World Cups/Championships/Asian Cups/Asian Championships/Common wealth Games/Common wealth Championships/World University Games/ World University Championships for seniors and juniors. A person getting any of the First Three position in the National University Games/ Khelo India University Games in those sports disciplines which are considered for the calculation of marks awarded to each University for the purpose of awarding MAKAT Trophy and recognized by competent authority of the respective game as mentioned in clause 12.

4. A committee constituted by the Vice-Chancellor/DUI shall prepare the sports merit of applicants applying under reserved category of Sports by screening the applications, conducting Skill & Game Performance Test and verifying the original Merit/Participation Sports Certificates of the applicants as per criteria mention in **Annexure-IV**. Only such applicants will be allowed to appear for the actual sports trials, whose application is found in conformity with the requirement/qualifications mentioned in the Guidelines by the Campus Sports Department. Candidates are to appear for sports trials in proper sports kit with all the original sports certificates and required academic certificates.
5. The Campus Sports Department Panjab University, shall take an undertaking (**Annexure-II**) from the candidates that they will attend the grounds regularly and must have 75% attendance in the sports ground and would also participate in the Inter College, Inter University, State, National and International sports tournaments if selected. Their admission would be liable to be cancelled if the terms of the undertaking thus given are not adhered to.
6. The order of precedence in the selection of candidates for admission will be as per achievement of candidate.
 - i) Applicant securing higher achievement in sports will be given higher preference.
 - ii) If there is a tie within the same category, the tie shall be resolved by considering the "academic merit" i.e. as per admission criteria of the concerned department and even then if there is tie, it will be resolved by the seniority in age i.e. date of birth of the candidate and such tie will be resolved by concerned department in which applicant applied for admission.
7. It is mandatory to participate actively in all sports competitions, if selected, and at least 75% attendance in Panjab University sports grounds is required to enable to sit in the examination for all the candidates admitted against reserved category of sports. The attendance certificates shall be issued by the Campus Sports Department in favour of each candidate whose attendance in sports grounds is at least 75% and admit card for examination shall be issued by the Chairperson only on the production of such a certificate.
8. When a Candidate is required to abstain from the Department for participation in Inter College/Inter University/National/International/State sports Tournaments, he/she shall give prior information to the Chairperson of the concerned Department.
9. If a candidate admitted under the reserved category of Sports, remains absent from the grounds for regular practice for a continuous period of seven days without leave, his/her names shall be struck off the rolls by the Chairperson of the concerned Department on the recommendation of the Director Physical Education and Sports, Panjab University, Chandigarh.
10. Deficiency of equal numbers of lectures (theory, practical, seminars and tutorials etc.) shall be condoned for Sportspersons for attending Coaching Camps and participation in various tournaments i.e. Inter Hostel and Inter Department (Conducted by P.U. Campus Sports), Inter College, Inter District, State, Inter State, Inter University, National and International level tournaments and all those tournaments for which gradation is being done.
11. In case a candidate does not attend the grounds for practice or does not participate in the P.U. Campus Sports Activities including Campus Annual Athletic Meet, Inter College competition, Inter University tournaments on medical grounds, the medical certificate issued only by the University Chief Medical Officer will be accepted. **NOTE: In case a student remains present in the concerned Department for classes but is absent in the grounds, for sports then his/her Medical Certificate will not be accepted and his/her admission shall liable to be cancelled.**
12. If any State of India does not have its gradation policy then gradation of sports certificate of the students of the concerned state will be done as Annexure – IV. If any game/tournament which is not graded by the concerned state the certificate of the same game/sports will be graded as per Annexure – IV. In such cases if there is there is one association/federation or more than one association/federation in any game, the sports certificates issued by those concerned game State Associations for State level tournaments will be considered which are recognized by National federation of the concerned game duly affiliated with Indian Olympic Association and duly registered under the concerned Indian Act. For Inter State, National and International level competitions conducted in India, the certificates Issued by only those National Federations of the concerned game will be considered which are duly affiliated with Indian Olympic Association and the recognized National Federation of the concerned game must be recognized and affiliated with International Federation of the concerned game. In case of Cricket, BCCI will be the competent authority. For International level competitions, the certificates issued by those National Federation/International/ Sports Federation of the concerned game(e.g. FIBA, FIFA etc) will be considered Which are duly recognized by concerned Country's Olympic Association and Ministry of sports. Such National Olympic Association should be duly Recognized by International Olympic Committee.

13. Certificate on Letter head will not be considered in normal course. However, if the certificates are not issued in the required format by such sports Organization/Association in a particular game, those cases will be looked after separately by the Screening Committee on the recommendations of Campus Sports Department.
14. The clause 3 (i) and (ii) will not be applicable for Arjuna Awardee /Rajiv Khel Rattan Awardee/Padam Shree Awardee /Olympians in any game/sports with the condition that if such a candidate is successful in getting admission but barred for participation due to age bar then he/she will coach or groom a team of his expertise for atleast five hours a week without seeking any remuneration.
15. The admission of students under reserved category of sports will be provisional until the verification of sports certificates from the concerned issuing authority.
16. Second Round of Sports Trials will be conducted on the request of particular department for the candidates who could not appear in the First Round of Sports Trials due to specific reason, if the seats remain vacant in the concerned department.

Note: The dates of Sports Trial and Verification of documents will be notified by the Department of Physical Education and Sports, Panjab University, Chandigarh.

ANNEXURE –I

UNDERTAKING FOR ACHIEVEMENTS IN SPORTS

I, _____ (name), son/daughter of Shri _____ (Father's name), born on _____ of _____ (address), hereby, solemnly declare and affirm as under:-

1. That as Sportsman /Sportswoman in _____ (name of discipline), I have represented the team(s) in the competition(s) on date(s) and also of named position(s) as indicated in the table below:-

S.No.	Sports Disciplines	Team Represented	Name of the competition and year	Venue/Date	Position Secured	Grade
1						
2						
3						

2. That the certificate(s) mentioned above are produced by me in support of the above are authentic:
3. I understand that in case the information/documents supplied by me are found to be false, incorrect or forged, my admission will stand cancelled and I shall be liable for criminal action.

(Signature of the applicant)

ANNEXURE II

UNDERTAKING FOR ATTENDANCE IN SPORTS GROUND

I, _____ son/daughter of _____
resident of _____ do hereby declare as under:-

- (i) That I am seeking admission to the Department of _____ under the Sports Category.
- (ii) That in case I am admitted to the above said department I shall regularly attend the grounds for practice and I shall also participate in P.U. Campus Sports Activities including P.U. Campus Annual Athletic Meet/Inter-College/Inter-University/National/International Sports Tournament on behalf of the P.U. Campus and the Panjab University if selected.
- (iii) That in case I fail to regularly attend the Grounds for practice or fail to participate in the tournaments as and when required; my admission to the Department of _____ shall be liable to be cancelled.
- (iv) That in case my admission to the Dept. of _____ is cancelled due to my failure to regularly attend the grounds for practice or to participate in the P.U. Campus Sports Activities (including Annual Athletic Meet)/ Inter- University/National/ International Sports Tournaments as may be required by the Campus Sports Department, Panjab University, Chandigarh. I shall have no claim on any account whatsoever against the Department or against the University.

(Signature of the applicant)

ANNEXURE- III

Skill and Game Performance Test		
It is essential for the candidate to qualify the Skill and Game Performance Test for consideration of admission.		
1	Fundamental Skills in the concerned game	No Change
2	Game Performance in Trials	No Change

Note:- It is essential to qualify the Skill & Game Performance Test for Verification of Original Gradation and Sports Certificates

(Marks Allocation Criteria)	
Maximum 100 Marks for Merit/ Participation Sports Certificates	
Maximum 100 Marks for Merit/Participation Sports Certificate as per the criteria in Annexure – (IV) . Only the Highest Merit/ Participation Sports Certificate will be considered for Marking.	

GRADATION CRITERIA

Marks will be allocated to the gradation certificate of the Candidate issued by the concerned state sports department as per the following criteria. If any State of India does not have its gradation policy then gradation of the sports certificate of the students of the concerned state will be done as per the following criteria (Annexure IV). If any game/tournament is not graded by the concerned state the certificates of the same game/sport will be graded as per following criteria (Annexure IV). Maximum 100 Marks for Merit/Participation Sports Certificate as per the following criteria. Only the Highest Merit/Participation Sports Certificate will be considered for Marking. Sports participation in the same game in two different competitions is essential for the candidates seeking admission under this category within the prescribed period of four years i.e. from 1st July, 2020 to 30th June, 2024.

Marks Allocation Criteria				
GRADE- A Sportspersons of International standing i.e. those who have represented India in the following International Tournaments/Meets/Championships/Competitions	Gold Medal	Silver Medal	Bronze Medal	Participation
1. Olympic Games	100	97	95	91
2. Asian Games.	97	95	93	89
3. Commonwealth Games.	95	93	91	87
4. World Cups/ International Championships, organized by the International Federation of concerned sport	93	91	89	85
GRADE-B Sportspersons who have participated in the following International Tournaments /Meets/Championships /Competitions :	Gold Medal	Silver Medal	Bronze Medal	Participation
1. Word Universities Games/World School Games/ International Tournaments/International Games organized by International Federation of concerned Sports, other than those mentioned under Grade 'A'	91	89	87	83
2. Asian Tournaments/ Championships conducted by OCA (Olympic Council of Asia)/Asian Federation of concerned sport under the aegis of International Federation of concerned sports/SAF Games/ ASEAN School Games organized by ASSC (ASEAN Schools Sports Council)	89	87	85	81
3. First three positions in National Championship for Seniors/Youth/Juniors, organized by the National Sports Federation of concerned sport.	87	85	83	x
4. First three positions in All India Inter-Varsity tournaments organized by the Association of Indian Universities (AIU)	85	83	81	x
5. Participation in International Meets/Championships for Youth/Juniors conducted by the concerned International Sports Federation of concerned sport.	x	x	x	79

6.First three positions achieved by students representing State/U.T., KVS (Kendriya Vidyalaya Sansthan), NVS (Navodaya Vidyalaya Smiti), CBSE , IPSC(Indian Public Schools' Conference) and DAV (DAV Managing committee) in the National School Games organised by School Games Federation of India (SGFI)	75	73	71	x
7. First three positions in the National Games/ Khelo India Games organized by Ministry of Youth Affairs & Sports , Govt. of India	73	71	69	x
8.First three positions in National Zonal University tournaments organized by the Association of Indian Universities (AIU)	71	69	67	x
GRADE-C	Gold Medal	Silver Medal	Bronze Medal	Participation
1.Participation in Senior Nationals/Inter-UniversitiesTournaments, organized by National Sports Federation of concerned sport/ AIU	x	x	x	65
2.Participation in Junior National Championship/ National School Games organized by National Federation of concerned sport/ SGFI	x	x	x	63
3.First three positions in the recognized State Championships for Seniors, organized by concerned state Sport Association of concerned sport/Organized by State/U.T., sports department /Education	61	59	57	x
4. First three positions in the Panjab University Inter College Tournaments (A-Division).	59	57	55	x
5. First three positions in the recognized State Championships for Juniors organized by concerned state sports association of concerned sport/Organized by State/UT.. sports department /Education	57	55	53	x

6.First three positions in National/Inter-Zonal tournament of KVS/NVS/CBSE/DAV affiliated units of SGFI at par with State units of SGFI	55	53	51	x
GRADE –D				
GRADE-C	Gold Medal	Silver Medal	Bronze Medal	Participation
1. Participation in Senior National Championships/National Games without achieving any	x	x	x	53
2. Participation in Junior National Championships without achieving any of the first three positions in the State Championships.	x	x	x	51
3. Participation in National School Games without achieving any of the first three positions in Inter School Championship or nationals/Inter-zonal of KVS/NVS/CBSE/IPSC/DAV.	x	x	x	49
4. Participants in the All-India Inter-University games without achieving any of the first three positions in the Panjab University Inter-College Championships.	x	x	x	45
5. P.U., Campus Championships and tournaments other than mentioned in Grade-C	43	41	39	37
6. Any other recognised tournament other than mentioned in GRADES- A,B,C & D by the recognised sports bodies as mentioned above (Subject to the Clause 12)	41	39	37	35

COPY OF CERTIFICATE OF PERSONS WITH DISABILITY (PWD) CATEGORY FOR APPLYING FOR ADMISSION

(Detailed information is available at Ministry of Social Justice and Empowerment, Government of India website: www.socialjustice.nic.in as per PART-II Section 3, subsection (I) Notification as amended On 30th December, 2009 for persons with disability (Equal Opportunities and full participation rules, 1996) (copies of Form-I form-II, form-III and Form-IV, attached).

Form –I

APPLICATION FOR OBTAINING DISABILITY CERTIFICATE BY PERSONS WITH DISABILITIES

1. Name: (Surname) _____ (First name) _____ (Middle name) _____
2. Father's name: _____ Mother's name: _____
3. Date of Birth: (date) _____ / (month) _____ / (year) _____
4. Age at the time of application: _____ years
5. Sex: _____ Male/Female/Transgender
6. Address:
 - (a) Permanent address _____
 - (b) Current Address (i.e. for communication) _____
 - (c) Period since when residing at current address: _____
7. Educational Status (Pl. tick as applicable)
 - I. Post Graduate
 - II. Graduate
 - III. Diploma
 - IV. Higher Secondary
 - V. High School
 - VI. Middle
 - VII. Primary
 - VIII. Non-Illiterate
8. Occupation _____
9. Identification marks (i) _____ (ii) _____
10. Nature of disability: _____
11. Period since when disabled: From Birth/Since year _____
12. (i) Did you ever apply for issue of a disability certificate in the past _____ YES/NO
(ii) If yes, details:
 - a. Authority to whom and district in which applied: _____
 - b. Result of application _____
13. Have you ever been issued a disability certificate in the past? If yes, please enclose a true copy.
Declaration: I hereby declare that all particulars stated above are true to the best of my knowledge and belief, and no material information has been concealed or misstated.
I further, state that if any inaccuracy is detected in the application, I shall be liable to forfeiture of any benefits derived and other action as per law.

Date:

Place:

(Signature or left thumb impression of person with disability, or of his/her legal guardian in case of persons with mental retardation, autism, cerebral palsy and multiple disabilities)

Encl:

1. Proof of residence (Please tick as applicable)

- a. ration card,
- b. voter identity card,
- c. driving license,
- d. bank passbook,
- e. PAN card,
- f. Passport,
- g. Telephone, electricity, water and any other utility bill indicating the address of the parent /guardian,
- h. A certificate of residence issued by a Panchayat, municipality, cantonment board, any gazette officer, or the concerned Patwari or Head Master of a Govt. school,
- i. In case of an inmate of a residential institution for persons with disabilities, destitute, mentally ill, etc., a certificate of residence from the head of such institution.

2. Two recent passport size photographs

(For office use only)

Date:

Place:

Signature of issuing authority

Stamp

Form- II
Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent pp
size Attested
Photograph
(showing face
only) of the
person with
disability

Certificate No.

Date

This is to certify that I have carefully examined Shri/Smt./Kum. _____ Son/wife/daughter of
Shri _____ Date of Birth (DD/ MM/ YY) _____ Age _____
_____ Years, male/female, Registration No. _____ Permanent resident of
House No. _____ Ward/Village/Street _____ Post Office _____,
District _____, State _____, whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(C) He/She has _____% (in figure) _____ percent (in words) permanent locomotor
disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (..... number and date of
issue of guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document

Date of Issue

Details of authority issuing certificate

Signature/
Thumb
impression of
person in whose
favour disability
certificate is
issued.

Signature and Seal of Authorized Signatory of
Notified Medical Authority

Form-III
Disability Certificate
(In case of multiple disabilities)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent pp size Attested Photograph (showing face only) of the person with disability

Certificate No.

Date:

This is to certify that we have carefully examined Shri/Smt./Kum. _____ Son/wife/daughter of
 Shri _____ Date of Birth (DD/ MM/ YY) _____ Age
 _____ years, male/ female, Registration No. _____ Permanent resident of
 _____ House No. _____ Ward/Village/Street
 _____ Post Office _____, District _____, State _____,

whose photograph is affixed above and are satisfied that:

A) He/she is a case of **Multiple Disability**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (..... number and date of issue of the guidelines to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy Cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low Vision	#		
8.	Blindness Both eyes	#		
9.	Deaf	£		
10.	Hard of hearing	£		
11.	Speech and language disability			
12.	Intellectual disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological condition			

17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (..... number and date of issue of the guidelines to be specified), is as follows:-

In figures:-_____percent In word :-_____percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is

(i) not necessary.

Or

(ii) is recommended/after_____years_____months, and therefore, this certificate shall be valid till (DD / MM /YY)

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye/both eyes

£ - e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document

Date of Issue

Details of authority issuing certificate

5. Signature and seal of the Medical Authority

Nature of Document

Date of Issue

Details of authority issuing certificate

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Form-IV

Certificate of Disability (In cases other than those mentioned in Forms II and III) (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent pp size Attested Photograph (showing face only) of the person with disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Ms. _____ son/wife/daughter of Shri _____ Date of Birth (DD/ MM/ YY) _____ Age _____ years, male/ female, Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____, District _____, State _____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (..... Number and date of issue of guidelines to be specified) and is shown against the relevant disability in the table below:-

Sr. No.	Disability	Affected Part	Diagnosis	Permanent physical Impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low Vision	#		
7.	Deaf	£		
8.	Hard of Hearing			
9.	Speech and language			
10.	Intellectual disability	x		
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness	x		
14.	Chronic Neurological			
15.	Multiple Sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

1. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

2. Reassessment of disability is:

(i) not necessary.

Or

(ii) is recommended/after years months, and therefore, this certificate shall be valid till (DD / MM /YY)

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye/both eyes

£ - e.g. Left/Right/both ears

3. The applicant has submitted the following document as proof of residence:-

Nature of Document

Date of Issue

Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{ Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal) }

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Note: 1. "In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District"

Form V

(Intimation of rejection of Application for Certificate of Disability)

No. _____

Dated _____

To

(Name and address of applicant
For Certificate of Disability)

Sub: Rejection of Application for Certificate of Disability

Sir/Madam

1. Please refer to your application dated _____ for issue of a Certificate of Disability for the following disability:

2. Pursuant to above application, you have been examined by the undersigned/Medical Authority on _____, and I regret to inform that, for the reasons mentioned below, it is not possible to issue a Certificate of disability in your favour:

(i)

(ii)

(iii) (iii)

3. In case you are aggrieved by the rejection of your application, you may represent to _____, requesting for review of this decision.

Yours faithfully,
(Authorised Signatory of the notified Medical Authority)

(Name and Seal)

Certificate for candidates applying under the reserved category for Cancer /Thalassemia /AIDS
DETAILED ADDRESS OF ISSUING PHYSICIAN AND HOSPITAL
(Mention serial number and date with phone number and address)

Photograph
To be attested
by the
Physician

This is to certify that Ms./Mr. _____ (Name of the student), Date of
Birth: _____ C.R./OPDNo. _____ D/o/S/o _____
_____ (Mother's / Father's Name), resident of
_____ (complete address), is a diagnosed case of
_____ (Cancer / Thalassemia / AIDS)*.
She/He is undergoing treatment for the same under my care.

(Signature of the Patient)

Attested

Name and address of the Physician _____

(Signature of the Physician)

Stamp of the Physician

*Strike out whichever is not applicable.

MEDICAL EXAMINATION FORM

(The medical examination will be conducted by any Govt. Gazetted Officer/Medical Officer at BGJIH)

(Items Nos. from 1 to 8 below to be filled in by the candidate)

1. Name of the candidate _____
2. Father's Name _____
3. Mother's Name _____
4. Date of Birth _____
5. Department (in which admission is being sought) _____
6. University Receipt for Medical Examination Fee No
No. _____ Date _____ Rs. _____
7. Roll No. (allotted by the Department): _____
8. History of any previous or existing illness:
 - I. History of illness like Epilepsy, Hypertension, Asthma, Tuberculosis, Arthritis, Diabetes, Rheumatic, Heart Problem etc.
 - II. History of any Surgery/Accident
 - III. History of any medication _____

Photograph
to be
attested by
the
Physician

(Signature of the candidate to be attested by the Chairman)

(Signature of the candidate in the presence of examining Doctor)

(Signature of the Chairman with seal of the
Department)

Medical Examination

A. General Physical Examination

(a) Blood Pressure

(b) Pulse

(c) Vision (without glasses)

Right _____

Left _____

(d) Vision (with glasses)

Right _____

Left _____

B. Laboratory test

Urine: Alb

C. Systemic Examination

D. Any person specific recommendation requiring further tests / examination It is certified that above named candidate has been medically examined and found it to pursue the course of studies to which he or she has already been admitted provisionally

(Signature of the Medical Officer with seal and date)

FORM OF CERTIFICATE RECOMMENDED FOR LEAVE OR EXTENSION OR COMMUNICATION OF LEAVE AND FOR FITNESS

Signature of patient or thumb impression _____

To be filled in by the applicant in the presence of the Government Medical Attendant or Medical Practitioner. (With qualifications-MBBS or above)

Identification marks:-

- a. _____
- b. _____

I, Dr. _____ after careful examination of the case certify
hereby that _____ whose signature is given above is suffering from _____ and I consider that a period of
absence from duty of _____ with effect from _____ is absolutely necessary for the restoration of his health.

I, Dr. _____ after careful examination of the case certify hereby that on restoration of health is now fit of join service.

Signature of Medical attendant

Registration No. _____
(MBBS or above with Mobile #)

Note :-The nature and probable duration of the illness should also be specified. This certificate must be accompanied by a brief resume of the case giving the nature of the illness, its symptoms, causes and duration

K. Specimen of Forms of Certificates
(To be attached to admission form wherever applicable)
Annexure – II

CERTIFICATE OF CHILDREN/GRANDCHILDREN OF FREEDOM FIGHTER

Dispatch No.: _____

Dated: _____

Certificate that Mr./Ms./Mx. _____ (freedom fighter) son/daughter of shri
_____ of Village _____ Post office
_____ Tehsil _____ District _____ and Parent/Grand Parent of
Mr./Ms./Mx. _____ (Name of the Candidate), a bonafide political sufferer and has been drawing freedom
fighter's pension from _____ Treasury or has been awarded Tamar Patra for his/her political suffering.

Place:

Date:

*Deputy Commissioner
(With Seal of the Court)

* Certificate from no other than Deputy Commissioner will be accepted.

** In case the certificate is found to be false or incorrect, the candidate will be render himself/herself liable for criminal prosecution.

Annexure – III

CERTIFICATE IN RESPECT OF 1984 RIOT AFFECTED PERSON/DEPENDENT OF TERRORIST AFFECTED FAMILY OF PUNJAB

Dispatch No.:_____

Dated : _____

This is to certify that Mr./Ms/Mx._____ is a Son/Daughter/ Husband/Wife/Brothers/
Sisters of Shri _____
(Terrorist/Riot affected person) of Village

Post office_____ Tehsil_____ District_____ who was (killed/incapacitated in November, 1984 riots)

/(killed/incapacitated in terrorist violence in Punjab and Chandigarh).

Place:

Date:

*Deputy Commissioner/District Magistrate
(With Seal of the Court)

*Certificate from no other than Deputy Commissioner/District Magistrate will be accepted.

**In case the certificate is found to be false or incorrect, the candidate will be render himself/herself liable for criminal prosecution.

Annexure – IV

A. SCHEDULED CASTE/ SCHEDULED TRIBE CERTIFICATE

The Caste/Tribe Certificate should necessarily contain the following information about:

- (a) Name of the person;
- (b) Father's name;
- (c) Permanent place of residence
- (d) Name of the Caste/ Tribe
- (e) Constitutional order under which the caste/ tribe has been notified
- (f) Signature of issuing authority along with the designation, seals and date

Authorities Empowered to issue SC/ST certificate

- 1) District Magistrate/ Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1stClass Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- 2) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- 3) Revenue Officer not below the rank of Tehsildar.
- 4) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- 5) Administrator/ Secretary to Administrator/ Development Officer (Lakshdweep Islands)

Annexure – V

CERTIFICATE FOR ONLY GIRL CHILD/ONE OUT OF TWO GIRL CHILDREN

I/We, _____ (father) _____ and _____ (mother) of Miss _____
(full address to be given) resident of House No. _____ Street/Sector _____ Town/City/ Village
District/State _____ do hereby solemnly declare and affirm as under:-

1. That I am/we are citizens of India.
2. That Miss _____ born on _____ is our girl child.
3. That we have no male child.
4. That we have the following only two girls and none else:

(i) Name _____ (iii) Date of Birth _____
(ii) Date of Birth _____

(i) Name _____

5. That none of the above mentioned two girl children has obtained/availed the benefit granted under this category, in this University/Institute including its affiliated colleges.

Signature
(Father)

Signature
(Mother)

Place:
Dated:

NOTE: Who can apply under this category? Single Girl Child or One Girl Child out of only Two Girl Children*.

* Clarification: This Seat shall not be available for:-

- i) Those having three or more girl children.
- ii) Those having any male child.

Annexure VI

CERTIFICATE BY THE CANDIDATE FROM BORDER AREA SCHOOL*

No. _____

Dated: _____

Certified that Mr./Ms./Mx. _____ son/daughter of Sh. _____
and Smt. _____ resident, of _____ has passed the Matriculation
from school situated in Border area.

It is further certified that Mr./Ms./Mx. _____ has studied for _____ year(s) in the institution(s) that
is situated within 20 kms from the International Border, as per date of joining and leaving school as given below:-

Name of School	Date of joining	Date of Leaving
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Place:

Date :

Seal and Signature
(Tehsildar/Principle/Headmaster)

* This certificate is only for those students, who have passed their Matric from school situated in Border area and +2 from school situated in any other area.

Annexure VII

CERTIFICATE BY THE CANDIDATE FROM RURAL AREA SCHOOL*

No. _____

Dated: _____

Certificate that Mr./Ms. Mx. _____ son/daughter of Sh. _____
and Smt. _____ resident _____ has passed the matriculation
and +2 examination from Rural School(s) that does not fall in the area of the Municipal Corporation/Municipal Committee/Small Town/Notified Area/Cantonment Area.

Name of School	Date of joining	Date of Leaving
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Place:

Date:

Seal and Signature

(D.E.O/Principle)

* This certificate is only for those students, who have passed their Matric and +2 Examinations from Rural Area School (s)

Annexure VIII

CETIFICATE FOR BACKWARD CLASS*

(Persons belonging to OBC/SBC will not be considered under this category)

This is to certify that Shri/Smt./Kumari_____ son/daughter of Sh._____ Village_____ District/Division_____ In the state of belongs to_____ community which is recognized as a Backward Class under the_____ Department of Welfare of SCs and BCs vide notification No. _____ Dated_____ Sh./ Smt./ Kumari_____ and/or his/her family ordinarily resides in the District/Division of the state of Punjab. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the schedule to the Government of Punjab, Department of Welfare and SCs and BCs Notification No. 1/41/93- RCI/459 dated 17/01/1994 , as amended vide notification No. 1/41/93-RCI/1597 dated 17/08/2005, Notification No. 1/41/93-RCI /209 dated 24/02/2009 and notification No. 1/41/93-RC/609 dated 24/10/2013.

Date of Issuance

Space of Photograph

Signature of Issuing Authority

Designation:

Date:

Place:

Note: The term “Ordinarily” used here will have same meaning as in section 20 of Representative of People Act, 1950

Authorities Empowered to issue Backward class certificate	Criteria for admission under this category
(i) Deputy Commissioner (ii) Additional Deputy Commissioner (iii) Sub- Divisional Magistrate (iv) Executive Magistrate (v) Tehsildar (vi) NaibTehsildar (vii) Block Officer (viii) District Revenue Officer	1. 5% seats reserved for persons belongs to this category. 2. Candidate must belong to non- creamy layer as define by the latest rules of Govt. of India. 3. *A BC certificate is issued by a competent authority in any format and on any date shall be accepted by PU. 4. Candidate whose certificate is older than one year from the date of issue must submit the self declaration

Annexure VIII-A

Self-Declaration Performa to be submitted by the person belonging to backward class category at the time of recruitment/admission

I _____ S/o, D/o _____ resident of _____
village/Tehsil/City _____ District _____ hereby declare that I _____ belong to
_____ Caste and this caste has been declared as backward class by State Government as per Letter No. _____ dated _____.

I hereby declare that, I do not come under Column-3 of the schedule to the government of Punjab, Department of Welfare of SCs and BCs notification No. 1/41/93- RCI/459 dated 17/01/1994 , as amended vide notification No. 1/41/93-RCI/1597 dated 17/08/2005, Notification No. 1/41/93-RCI /209 dated 4/02/2009 and notification No. 1/41/93-RC/609 dated 24/10/2013.

Declarant

Place: _____

Date: _____

Verification:

I hereby declare that the above submitted information is correct as per my understanding and nothing has been concealed herein. I am well versed with the facts that I would be liable to face any punishment prescribed by law in case my above information is found to be false and the benefits granted to me (the applicant) will be withdrawn

Declarant

Place: _____

Date : _____

Annexure IX

CERTIFICATE FOR ADMISSION UNDER DEFENCE CATEGORY

Despatch No. _____

Dated : _____

Certified that _____ son/daughter/spouse of _____ **Rank** _____ **(if applicable)** an applicant for admission to _____ course(s) in the department of _____ Panjab University is:

1. Son/Daughter/Spouse of such Defence and Central Armed Police Force (CAPF)* personnel who died in action on _____ during _____. (Only those who are wholly dependent on such personnel shall be considered).
2. Son/Daughter/Spouse who is wholly dependent on such Defence and CAPF personnel who were incapacitated/died on _____ while in service.
3. Defence and CAPF personnel who were incapacitated while in service.
4. Son/daughter/spouse of ex-servicemen who are wholly dependent on them.
5. Son/daughter/spouse of serving Defence personnel and CAPF who are wholly dependent on them.
6. Ex-servicemen.
7. Serving Defence personnel and CAPF personnel.

Name of the Certifying Officer

Designation

Signature of authorized Military/Central
Armed Police Forces Officer
(with official seal)

* CAPF earlier known as Para-military forces, includes Assam Rifles (AR), Border Security Force (BSF), Central Industrial Security Force (CISF), Central Reserve Police Force (CRPF), Indo Tibetan Border Police (ITBP), National Security Guard (NSG), Sashastra Seema Bal (SSB) etc.

Annexure X

**Affidavit by the guardian of the candidate seeking admission
under NRI quota**

I _____ S/D/o Sh. _____ resident of _____ and guardian
of _____ resident of _____ who is seeking admission in the Department of
_____ Panjab University, Chandigarh, declare and affirm that:

I shall be responsible for timely payment of prescribed tuition fees (payable annually) and all other dues and charges in full(and not in part/installments) to the Panjab University, Chandigarh immediately after the admission in granted to the above candidate as also during the subsequent years of studies.

Tuition fee shall be paid by me in the form of bank Draft in U.S. Dollars/Pounds/sterling/Euros or equivalent amount in Indian currency payable to the Registrar, Panjab University, Chandigarh along with a bank certificate for encashment of foreign currency of the like amount.

In addition to tuition fee, I shall also pay all other dues and charges to the Panjab University as payable by other students of the same class belonging to the same category in the foreign currency or in Indian Rupees as per University Rules and Regulations.

I understand that in case of failure to pay Fees and dues on time, the admission will automatically stand cancelled and fee already paid will not be refundable. Neither I nor the candidate____shall have any claim against the University on any account whatsoever.

I am attaching copy of my Passport alongwith the VISA document, residence proof, working proof (job_____)

Date:

Signature of the Guardian (NRI)

Place:

Witness 1

Witness 2

Signature:

Signature

Address: _____ Address: _____

Passport Number _____ Passport Number _____

Countersigned (Candidate seeking admission)

OR countersigned by the Notary OR any other competent authority, authorized by the concerned country)

UNDERTAKING

I _____ S/D/o Sh. _____ undertake and affirm that I am a NRI and living in _____ my address in _____ is _____. I am guardian of Mr./Ms _____. The affidavit, as desired, is enclosed herewith for his/her admission in _____ under NRI quota. I undertake to pay his/her tuition fees (payable annually) and all other dues and charges in foreign currency after his/her admission and during subsequent years to the Panjab University, Chandigarh.

This affidavit is prepared in India because at present I am residing in India. (mention, if applicable)

Date: _____ Signature of the Guardian (NRI)

Place:

AFFIDAVIT

I _____ S/D/o Sh. _____ resident of _____ who is seeking admission in the Department of _____ in _____ (course), Panjab University, Chandigarh, declare and affirm that:

Mr./Ms. (Mention name of NRI relative) s/o sh.....resident of (Address, name of country), Passport nois (for example: real brother of my mother/father) sh./Smt..... , i.e., real (parental/ maternal) (mention real relationship with candidate).

He shall be responsible for timely payment of prescribed tuition fees (payable annually) and all other dues and charges in full (and not in part/installments) to the Panjab University, Chandigarh immediately after the admission in granted to the above candidate as also during the subsequent years of studies.

Tuition fee shall be paid by **Mr./Ms..... (mention name of NRI Relative)** in the form of bank Draft in U.S. Dollars/Pounds/sterling/Euros or equivalent amount in Indian currency payable to the Registrar, Panjab University, Chandigarh along with a bank certificate for encashment of foreign currency of the like amount.

In addition to tuition fee, **Mr./Ms(mention name of NRI Relative) shall** also pay all other dues and charges to the Panjab University as payable by other students of the same class belonging to the same category in the foreign currency or in Indian Rupees as per University Rules and Regulations.

I understand that in case of failure to pay Fees and dues on time, the admission will automatically stand cancelled and fee already paid will not be refundable. I shall not have any claim against the University on any account whatsoever.

Date: _____

Signature of the Candidate

Place: _____Signature of the Father

Signature of the Mother

Address:

ACADEMIC PROGRAMME

Institute offers two-year full-time course - **Master of Business Administration (MBA)**. The course provides learning and training in handling the diverse situations of the dynamic business environment. It offers specialization in the functional areas like Marketing, Finance, Human Resource and Operations Management in order to enhance the skills of students pertaining to a particular field. The curriculum is regularly updated to meet the business and social requirements.

Note: Students shall abide by the courses of reading offered by the institute, and shall not claim any particular course to be offered to them as a matter of right.

COURSE STRUCTURE

The MBA programme at UBS, Ludhiana comprises of four semesters. The first two semesters consist of compulsory subjects providing an overview of all the fields of management. From third semester, students can opt for a specialization and select the respective elective subjects.

FIRST SEMESTER

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA6101	BUSINESS ECONOMICS	100
MBA6102	BUSINESS STATISTICS	100
MBA6103	MANAGEMENT ACCOUNTING	100
MBA6104	ORGANISATIONAL BEHAVIOUR	100
MBA6105	MARKETING MANAGEMENT	100
MBA6106	WORKSHOP ON BUSINESS COMPUTING	50
MBA6108	WORKSHOP ON BUSINESS RESEARCH	50
		Total: 600

SECOND SEMESTER

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA 6201	BUSINESS ENVIRONMENT	100
MBA 6202	HUMAN RESOURCE MANAGEMENT	100
MBA 6203	OPERATIONS MANAGEMENT	100
MBA 6204	FINANCIAL MANAGEMENT	100
MBA 6205	LEGAL ASPECT OF BUSINESS	100
MBA 6207	SUMMER TRAINING REPORT AND VIVA-VOCE*	100
MBA 6208	COMPREHENSIVE VIVA-VOCE**	100
MBA 6209	WORKSHOP ON BUSINESS COMMUNICATION	50
MBA 6210	WORKSHOP ON MULTIVARIATE STATISTICAL TECHNIQUES	50
		Total: 800

* At the end of the examination of 2nd Semester, the students will undergo compulsory summer training for a period of 6-8 weeks. Every student will submit the Summer Training Report within two weeks from the start of teaching for 3rd Semester.

** Comprehensive Viva-Voce of 2nd Semester would be based on papers taught in 1st and 2nd Semester.

THIRD SEMESTER

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA7101	STRATEGIC MANAGEMENT	100

STUDENTS ARE TO OPT FOR TWO GROUPS OUT OF THE GROUPS OFFERED AND FURTHER IN ONE GROUP OPTED BY THEM THEY ARE TO OPT FOR THREE PAPERS OUT OF THE PAPERS OFFERED. IN THE OTHER GROUP THEY ARE OPT FOR TWO PAPERS OUT OF THE PAPERS OFFERED.

GROUP A: ENTREPRENEURSHIP AND GENERAL MANAGEMENT

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA7111	ENTREPRENEURIAL DEVELOPMENT AND NEW ENTERPRISE MANAGEMENT	100
MBA7112	ENTREPRENEURIAL FINANCE	100
MBA7113	INFRASTRUCTURE AND PROJECT FINANCE	100
MBA7114	TAX PLANNING FOR ENTREPRENEURS	100
MBA7115	INVESTING IN PRIVATE EQUITY	100
MBA7116	MARKETING FOR ENTREPRENEURSHIP	100

GROUP B: FINANCE

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA7121	FINANCIAL STATEMENT ANALYSIS	100
MBA7122	FINANCIAL ENGINEERING	100
MBA7123	MANAGEMENT OF FINANCIAL SERVICES	100
MBA7124	INVESTMENT MANAGEMENT	100
MBA7125	MANAGEMENT CONTROL SYSTEMS	100
MBA7126	PROJECT PLANNING, ANALYSIS AND MANAGEMENT	100

GROUP C: INFORMATION TECHNOLOGY & OPERATIONS MANAGEMENT

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA7131	MOBILE COMMERCE	100
MBA7132	PRODUCT INNOVATION IN TECHNOLOGY BUSINESS	100
MBA7133	BUSINESS PROCESS RE-ENGINEERING	100
MBA7134	SYSTEMS ANALYSIS AND DESIGN	100
MBA7135	ENTERPRISE RESOURCE PLANNING	100
MBA7136	MANAGEMENT INFORMATION SYSTEMS	100

GROUP D: MARKETING

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA7141	ADVERTISING AND CONSUMER BEHAVIOUR	100
MBA7142	GLOBAL MARKETING MANAGEMENT	100
MBA7143	MARKETING RESEARCH AND PRODUCT MANAGEMENT	100
MBA7144	INTERNET MARKETING AND RETAIL MANAGEMENT	100
MBA7145	GLOBAL SUPPLY CHAIN MANAGEMENT	100
MBA7146	INDUSTRIAL AND RURAL MARKETING	100

GROUP E: HUMAN RESOURCE MANAGEMENT

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA7151	LABOUR LEGISLATION-I	100
MBA7152	STRATEGIC HUMAN RESOURCE MANAGEMENT	100
MBA7153	PERFORMANCE AND COMPENSATION MANAGEMENT	100
MBA7154	ORGANISATION DEVELOPMENT	100
MBA7155	WORKSHOP ON TRAINING AND DEVELOPMENT	100
MBA7156	COMPARATIVE INDUSTRIAL RELATIONS	100

Total: 600**FOURTH SEMESTER**

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA7203	COMPREHENSIVE VIVA-VOCE****	100
MBA7204	HUMAN VALUES AND BUSINESS ETHICS	100

STUDENTS TO CONTINUE WITH THE TWO GROUPS OPTED BY THEM IN THIRD SEMESTER AND FURTHER IN EACH GROUP OPTED BY THEM THEY ARE TO OPT FOR TWO PAPERS OUT OF THE PAPERS OFFERED.

GROUP A: ENTREPRENEURSHIP AND GENERAL MANAGEMENT

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA7211	MANAGING STRATEGIC IMPLEMENTATION AND BUSINESS TRANSFORMATION	100
MBA7212	MANAGING TEAMS	100
MBA7213	MANAGING GLOBAL ENTERPRISE	100
MBA7214	ORGANISATION STRUCTURE AND DESIGN	100

**** Comprehensive Viva-Voce of the 4th Semester would be based on papers taught in 3rd and 4th Semester.

GROUP B: FINANCE

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA7221	STARTEGIC COST MANAGEMENT	100
MBA7222	INTERNATIONAL FINANCIAL MANAGEMENT	100
MBA7223	BEHAVIORAL FINANCE	100
MBA7224	CORPORATE GOVERNANCE	100

GROUP C: INFORMATION TECHNOLOGY & OPERATIONS MANAGEMENT

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA7231	KNOWLEDGE MANAGEMENT	100
MBA7232	MANAGEMENT OF TECHNOLOGY	100
MBA7233	BUSINESS INTELLIGENCE	100
MBA 7234	TOTAL QUALITY MANAGEMENT	100

GROUP D: MARKETING

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA7241	MARKETING OF SERVICES	100
MBA7242	WORKSHOP ON FOREIGN TRADE DOCUMENTATION AND TRADE FINANCE	100
MBA7243	CUSTOMER RELATIONSHIP MANAGEMENT AND SALES MANAGEMENT	100
MBA7244	APPLICATION OF ACCOUNTING AND FINANCE IN MARKETING	100

GROUP E: HUMAN RESOURCE MANAGEMENT

<i>Subject Code</i>	<i>Paper Title</i>	<i>Marks</i>
MBA7251	HUMAN RESOURCE INFORMATION SYSTEM	100
MBA7252	PERSONAL EFFECTIVENESS AND LEADERSHIP	100
MBA7253	WORKSHOP ON MANAGEMENT OF DISCIPLINE AND DISCIPLINARY PROCEEDINGS	100
MBA7254	LABOUR LEGISLATION-II	100

TOTAL 600

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